

The Insperity Employee Service Center™ (ESC) makes it easy and convenient to complete your employee paperwork, learn about your group health plan coverage options and enroll in your group health plan and health flexible spending account — right from your computer at home or work, any time, 24 hours a day.

*Internet Explorer or Google Chrome are the most efficient web browsers for this process.

Completing Your Employment Enrollment is Easy!

1. Create an Employee Service Center account
2. View your self-paced orientation to Insperity
3. Complete your employee enrollment packet (online or by paper*)
4. Complete your benefits enrollments online (online or by paper**)



As a new or rehired employee, your Enrollment Administrator at your company has provided Insperity with some of your personal and employment information.

This information is used in your online enrollment packet, making it quicker and easier for you to complete your new-hire onboarding.

New Employees	Rehired Employees
<p>Create an Employee Service Center Account Follow these steps to create an account and access the Employee Service Center:</p> <p>Step 1: Go to https://esc.insperity.com.</p> <p>Step 2: Select “Create an Account”.</p> <p>Step 3: Enter your Last Name, Date of Birth, Home Zip Code and Social Security Number to verify your identity. *If you receive the message “The information you provided does not match our database...,” this means some of the information you entered does not match what your company provided. Please see your enrollment administrator to correct the information before proceeding. Do not create an account with incorrect information.</p> <p>Step 4: Create a username for your account that is unique, yet easy for you to remember. Create your password using at least 5 characters. It must include at least one number and one letter.</p> <p>Step 5: Select three of the offered challenge questions and enter your answers. In the event you forget your password, your selected challenge question will be used to help you access your Insperity Employee Service Center account.</p>	<p>Access Employee Service Center Follow the steps below to log in to the Employee Service Center:</p> <p>Step 1: Go to https://esc.insperity.com.</p> <p>Step 2: Log in using your existing Employee Service Center account username and password.</p> <ul style="list-style-type: none"> • If you cannot remember your existing username and password, use the “Forgot username or password” link or call the Insperity Contact Center at 866-715-3552 to retrieve the information. • When you first log in, you will see information relating to your previous company. At this point, the Insperity system sees you as a former employee of your previous company, not as an employee of your current company. • Once you complete your enrollment packet, the system will register you as an employee of your current company and will show your current company information.

Self-Paced Orientation

Watch the Self-Paced Orientation* to learn about the benefits offered to you.

**Self-paced Orientation is not needed if you participated in an Insperity Employee Meeting hosted by an Insperity Orientation Representative.*

Employee Enrollment Packet

Step 1: Navigate to ESC > Benefits > New/Open Enrollment to access the enrollment box. Select 'Enroll Now'.

Step 2: Complete your employee enrollment packet on or before your date of hire. You will need to provide documentation of identity and eligibility to work to your Enrollment Administrator for completion of the Federal Form I-9.

Benefit Enrollment Online

Step 1: Go to ESC > Benefits > New/Open Enrollment to access the enrollment box.

Step 2: Complete your benefits enrollment online on or before 11:55 p.m. CT of the deadline listed in the enrollment box.

IMPORTANT NOTE: If you miss the deadline for benefit enrollment, you will have to wait for a qualifying life-changing event or your next annual open enrollment to enroll in benefits.

** Paper New Hire Packet* - If you choose to decline the paperless method, you or your enrollment administrator will need to print the pre-populated forms from the online enrollment box. Complete and sign all of the documents and submit to your enrollment administrator.

***Paper Benefit Enrollment* - To enroll in Benefits, print the Benefits Enrollment/Change Request form, which can be found on the Employee Service Center under Forms & Policies > Benefits > Enrollment > Benefits Enrollment/Change Request form. Fill out the form and submit the completed document directly to Insperity by faxing it to the number provided on the form.

Insperity Is Here to Help

For technical assistance, contact the Insperity Contact Center at 866-715-3552. For enrollment questions, contact your company Enrollment Administrator.