

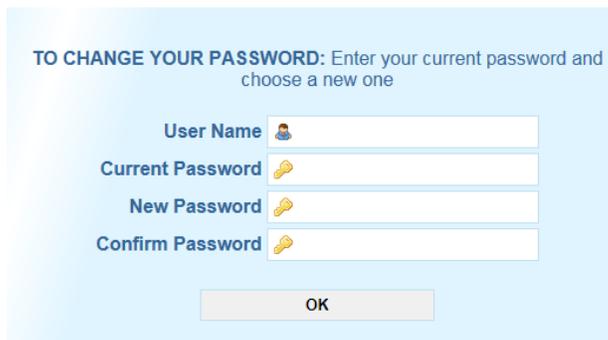
HOW TO LOGIN TO YES FOR OPEN ENROLLMENT

Please read this entire page below as it contains very important information regarding 2017 Open Enrollment.

In order to prepare for Open Enrollment, you will have the option to login to Y.E.S to change your default password beginning on October 17th, 2016. Remember, you do not have to complete these steps unless you want to make a change to your current benefit plans.

HOW TO CHANGE DEFAULT PASSWORD FOR 2017 OPEN ENROLLMENT

1. Visit www.yes.az.gov
2. On the right portion of the screen, **CLICK** the box that displays **RETIREE / OPEN ENROLLMENT**
3. You will be directed to the HRIS Password Self Service screen. **You will be required to change your default password in order to continue.**



TO CHANGE YOUR PASSWORD: Enter your current password and choose a new one

User Name

Current Password

New Password

Confirm Password

OK

4. Enter your **User Name** which is your **Employee Identification Number (EIN)**. If you do not know your EIN, it can be located on the Welcome Letter.
5. Enter your **Current Password** which is your four digit birth year plus the last four numbers of your SSN. *Example*, if you were born on December 11, 1968 and the last four of your SSN is 1234 your password will be **19681234**.
6. Enter a **New Password**.
 - Must be between 8 & 60 characters plus must have at least one numeric value.
 - Must have an **upper case** character and one numeric value.
 - Must have **special character** (except % < > () = ~ \$).

Acceptable: 12345678Abc!

Not Acceptable: 123456789abc
7. Confirm your **NEW** Password.
8. Click **OK**.
9. The following message should appear:



Thank you for changing your password! Please login between October 24th and November 14th to complete your Open Enrollment. Remember, if you do not have changes to your benefit plans, no action is required!

HOW TO LOGIN DURING 2017 OPEN ENROLLMENT (after you have changed your default password).

1. Visit www.yes.az.gov
2. On the right portion of the screen, CLICK the box that displays **RETIREE / OPEN ENROLLMENT**
3. You will be directed to the HRIS Password Self Service screen. **AT THIS POINT, YOUR PASSWORD SHOULD HAVE BEEN CHANGED. YOU DO NOT NEED TO CHANGE YOUR PASSWORD AGAIN.**
4. Click on the  icon on the left page.
5. A new login screen will appear:

hrishelpdesk@azdoa.gov Phone: 602.542.4700'." data-bbox="153 271 406 429"/>

HRIS/YES Portal Login

User Name

Password

Login

[Forgot/Change Password](#) [Frequently Asked Questions](#)

Problems or questions? Please contact the HRIS Help Desk:
E-mail: hrishelpdesk@azdoa.gov Phone: 602.542.4700

6. Enter your **User Name** which is your **Employee Identification Number** (EIN). If you do not know your EIN, it can be located on the Welcome Letter you received.
7. Enter the **New Password** that was created by you on the previous page.
8. Click **Login**.
9. Once you have logged in, you can continue your enrollment session by clicking on the **Open Enrollment** link on the left side of the screen.

If you have problems or questions with user name or password, please contact HRIS Help Desk at 602-542-4700.

If you have problems or questions with your benefit elections, please contact Member Services at 602-542-5008.