

# How to Enroll

Benefit enrollment must be done online at [www.yes.az.gov](http://www.yes.az.gov).

- 1) Visit [www.yes.az.gov](http://www.yes.az.gov)
- 2) On the right side, in the **RETIREE** box, **CLICK BEGIN HERE.**
- 3) The HRIS Password Self Service screen will appear. **You will be required to change your default password 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) **USER NAME:** Enter your **Employee Identification Number (EIN)**. Your EIN is printed on the cover letter you received with this guide.
- 5) **CURRENT PASSWORD:** Enter your four-digit birth year plus the last four numbers of your SSN. *Example:* if you were born on December 11, 1943, and the last four of your SSN is 1234, your password will be **19431234**.
- 6) **NEW PASSWORD:** Create a new password and type it in.
  - Must be at least **8 characters**.
  - Must have one **number**.
  - Must have an **upper-case** letter.
  - Must have a **special character** (except % <> () = ~ \$).
  - *Acceptable: 12345678!Abc*
  - *Not Acceptable: 123456789abc*

7) **CONFIRM PASSWORD:** Type in your new password again.

8) **CLICK OK.** This message should appear:

Your password has been changed

9) **CLICK** the **Y.E.S** button on the right.

10) A new login screen will appear:

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

11) **USER NAME:** Enter your **Employee Identification Number (EIN)**. Your EIN is printed on the cover letter you received with this guide.

12) **PASSWORD:** Enter the new password that you just created in **Step 6**.

13) **CLICK** the **LOGIN** button.

14) **CLICK** on the **OPEN ENROLLMENT** link on the left side, and follow the instructions.

## Web Browsers

Microsoft Internet Explorer (IE) and Google Chrome are the only certified browsers for Open Enrollment.

If you get a blank screen in Explorer:

- On your keyboard's top row, **HIT KEY.**
- In the black bar, **CLICK NETWORK.**
- In the window that opens, on the top bar, **CLICK** on these two symbols:
- **HIT KEY** to close the window.
- At the top of your browser window, **HIT (refresh button)** to open [www.yes.az.gov](http://www.yes.az.gov).

## **Problems with the technology?**

Contact the Y.E.S. Help Desk at 602-542-4700.

## **Benefit questions?**

Contact ADOA Benefit Services at 602-542-5008 or toll-free 1-800-304-3687.