

Duo Security & Benefits Enrollment

How Do I enroll?



You have the opportunity to enroll in benefits (based on your employment status) using the online application “MyHR”. You will be able to indicate your elections/dependents in Parkview Health’s Medical, Dental and Vision plans, Voluntary Life insurance programs, Flexible Spending Healthcare and Dependent Care Programs and the Critical Illness and Accident Coverage Plans.

You may enter your benefit enrollments any time beginning on your date of hire/rehire/acquisition/change in status to a benefit-eligible position during the next 31 days. However, we strongly encourage you to complete your enrollment as soon as possible so that your participation in time-sensitive plans such as Medical, Dental, and Vision is not delayed.

You may also update personal data such as name, home address, phone numbers, email addresses and more using “MyHR” any time during your employment with Parkview Health.

To get started with your enrollment, please review the following information.

STEP ONE: Setting up DUO Security

Before you can access MyHR to enroll in benefits, you will need to set up Duo Security for your device. This extra level of security helps to make sure that your confidential personal information cannot be accessed by anyone except you. You will find a link in your Parkview email account that will begin the process of setting up Duo Security. If you have problems setting up DUO, please contact the IS Support Center at (260) 266-8500. [Click here](#) for Duo Security enrollment instructions.

If you need additional assistance, please contact the Information Services Support Center at 260-266-8500.

STEP TWO: Accessing MyHR

- Go to www.myhr.parkview.com (or myhr.parkview.com) using any browser with internet access.
- Your **User ID** is the letter E/e followed by your Parkview Health Employee ID number. This is a 6-digit number given to you at the time of hire. (Ex: Exxxxxx)
- Your password is your network/system password. This is the password you use to log in at any Parkview computer.
- Click on the “Sign In” button

If you need additional assistance, please contact the Information Services Support Center at 260-266-8500.

Enrolling in Benefits

Provided you are eligible for benefits, use the [MyHR Quick Guide to Benefit Enrollment](#) document for assistance with your enrollment. You may contact your HR office for assistance.

Beneficiary Designations

If you wish to change your beneficiaries during your employment with Parkview Health, you may log into MyHR, select Benefits Detail, and then the Benefits Summary tile. Click on the Life Insurance tile and add your beneficiary or update the beneficiary designation. Please contact your HR office should you have any questions.