## How to complete the AirMedCare Enrollment Form

**Step 1:** Log into your myHRPortal at myHRPortal.greenemployee.com using your Fitzgibbon email address and the password you created.



**Step 2:** Click on the "Documents" tab in the green ribbon at the top of the screen.

	Hospital					
	Employee Home	HR Profile	Pay History 🗸	Benefits	Documents -	
<u> </u>						
Home						
🗘 Tasks	and Notification	าร		/	<ul> <li>Employee Directory</li> </ul>	

## **Step 3:** Click on the "+ New Document" button in blue.

Hospital	Hospital				
Employee Horr	ne HR Profile Pay History - Benefits Documents -				
My Documents					
HR Documents	My HR Documents + New Document				
My HR Documents	Upcoming Documents				
Document Library	AirMedCare Enrollment Form 6/6/2020 Start				
Document History	Below are the current documents in your employee folder.				

**Step 4:** Locate the document titled "AirMedCare Enrollment Form" and click on the blue "Start" button on the left hand side of the pop up window.

Document Libr	ary	×
Choose a document fro	m your electronic document library an	d click Start.
	Document Name	Description
Start	AirMedCare Enrollment Form	DEADUNE: June 5, 2020 Forms will not be accepted after June 5, 2020 All elections will be a one time payroll deduction on June 12, 2020 All forms must be submitted in your myHRPortal. HR will not accept paper enrollment forms. HR is available to any employee who may need assistance. Directions: 1. Complete the enrollment form located on the "Documents" tab in your myHRPortal no later than June 5, 2020 2. Watch your notifications in your myHRPortal to ensure HR received your completed form 3. Check your June 12, 2020 pay stub to ensure your deduction was taken correctly. Notify HR immediately with any questions/concerns

**Step 5:** Complete the blanks by clicking in the box first then typing the information. Please make sure you complete all required fields. You will not be able to submit the forms if the required fields are left blank.

**Step 6:** Type your name in the signature line and click the submit button. You can go back and edit your document as many times as you need to until the deadline. The final document submitted by the deadline will be the official document.

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Name:	Bethany Davidson
Signature:	Bethany Davidson
Signature:	Bethany Davidson