

# HEALTHYSTEPS BENEFITS PORTAL

View benefits summary, enroll in your Health & Welfare benefits, or designate your beneficiaries in the HealthySteps Benefits Portal at <http://healthysteps4u.org/>.

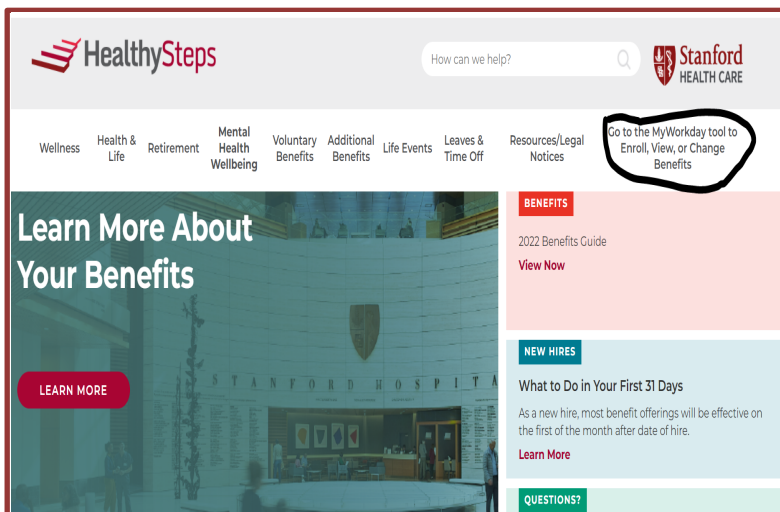
Click on either **SHC Network** or **From Home** under Stanford Health Care.



## SHC NETWORK (STANFORD HEALTHCARE NETWORK)

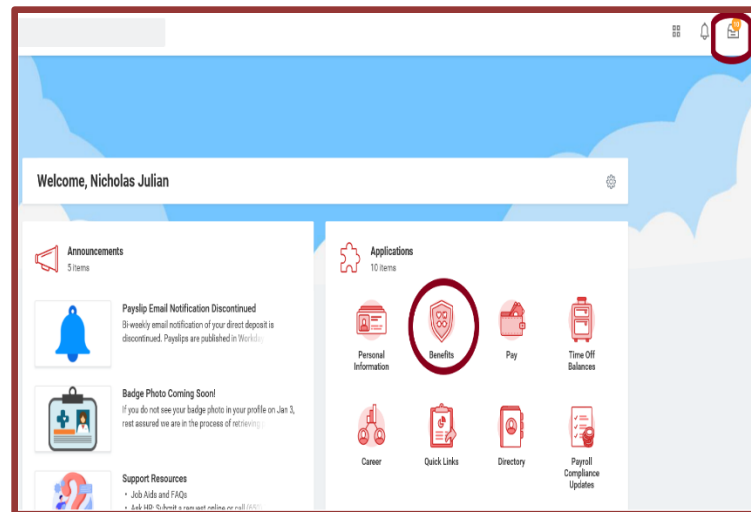
If accessing the portal from the Stanford Health Care (SHC) network you will not need to use your credentials as the SSO will sign you in automatically. Click on **“SHC Network”**, Once on the HealthySteps Benefits Home Page, you can click on **“Go to My Workday to Enroll, View or Change my Benefits”** to login into the Benefits Enrollment site. **You will need to complete the tasks in your Workday inbox before your benefits enrollment window will open.**

*HealthySteps Benefits Home Page*



*HR Benefits: HealthySteps Benefits Portal Guide*

*Benefits Enrollment Site*

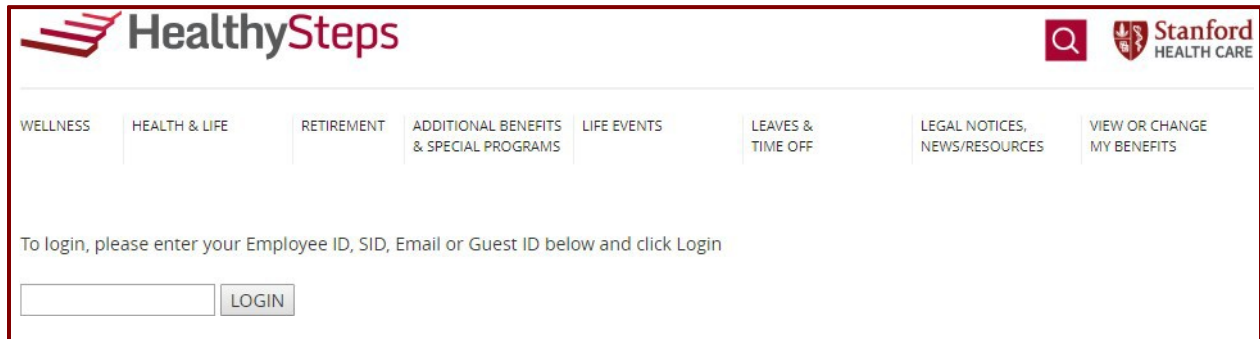


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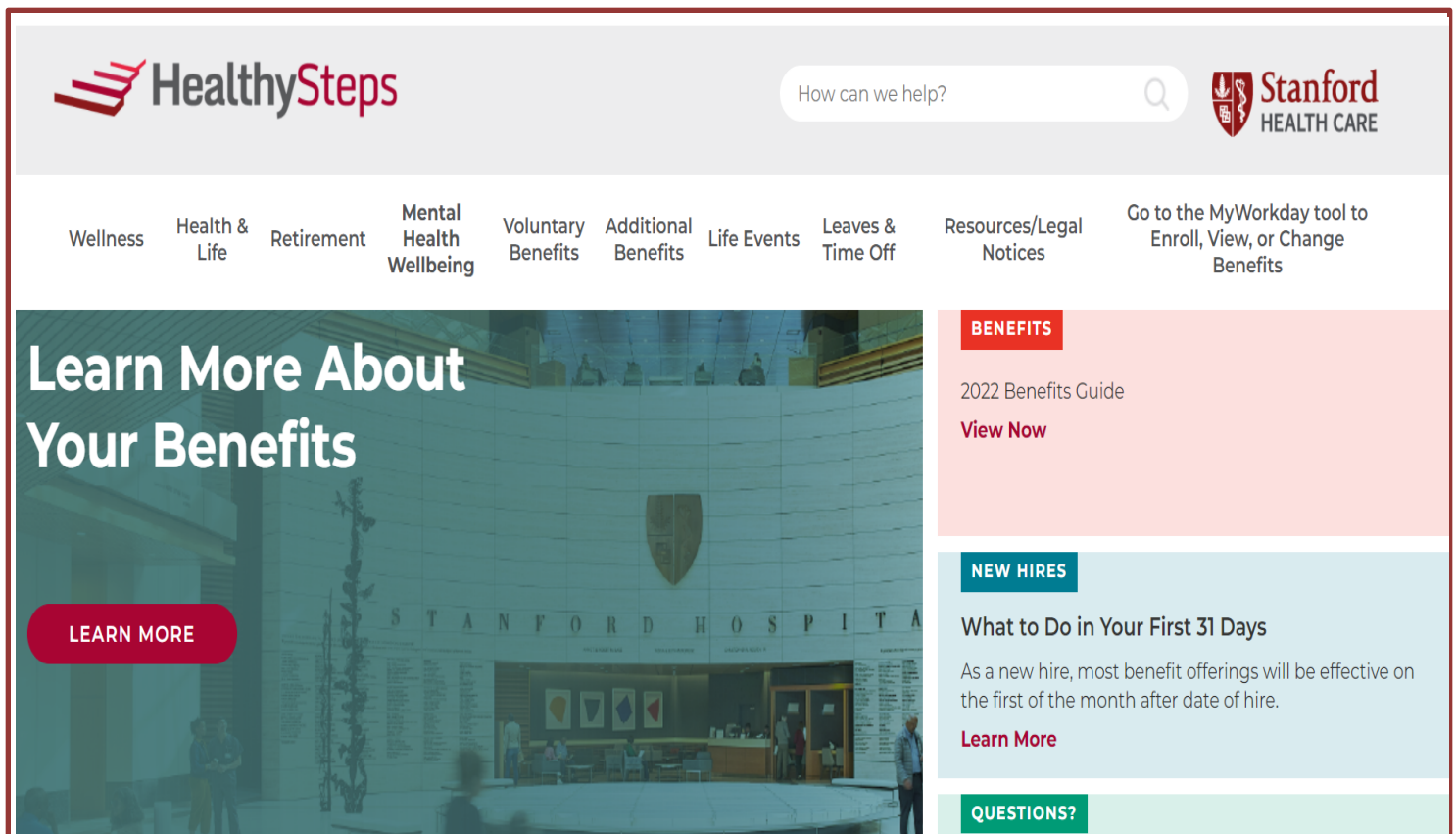
**FROM HOME (NON-STANFORD HEALTHCARE NETWORK)**

If you are accessing from a Non-Stanford Healthcare network, click on “**From Home**” you will be directed to a login page where you will need to enter your Employee ID, SID, Email, or Guest ID. After logging in you will be directed to the HealthySteps Benefits homepage. **You will need to complete the tasks in your Workday inbox before your benefits enrollment window will open.**

**LOGIN PAGE**



**HEALTHYSTEPS BENEFITS HOME PAGE**

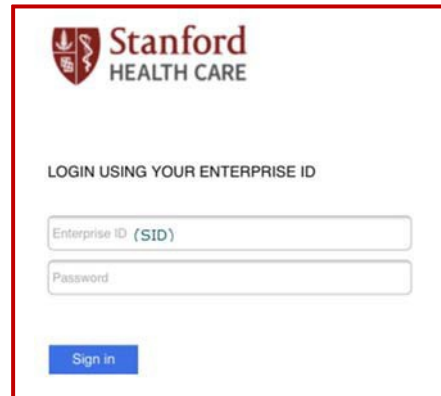


After successfully accessing the Healthy Steps portal you will click on “Go to My Workday to Enroll, View or Change my Benefits”. You will see the images below. Click on **SHC** and on the next screen, enter your SID and Password. After entering your login, the Duo authentication will pop-up. You can get Duo on your phone or on your laptop. Please proceed accordingly.

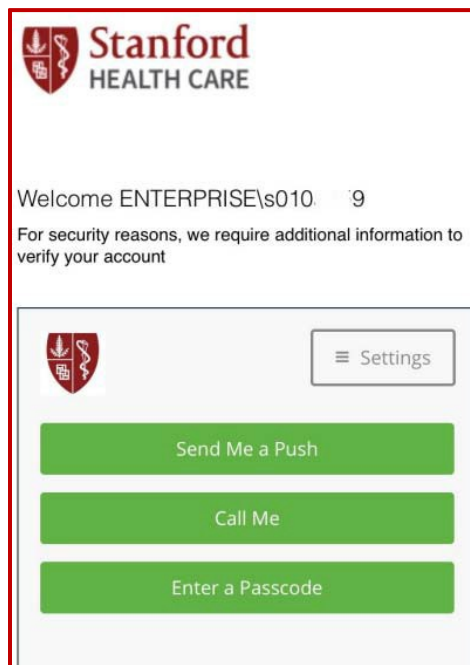
**Company Selection**



**Login Credentials**



**Duo Authentication**



If you need assistance with Duo, contact SHC IT Service Desk at [HelpDesk3-3333@stanfordhealthcare.org](mailto:HelpDesk3-3333@stanfordhealthcare.org) or 650.723.3333.

If you are having access issues and see the message below, send an email to SHC IT Access Management team for assistance at [DL-DS-IAMonCall@stanfordhealthcare.org](mailto:DL-DS-IAMonCall@stanfordhealthcare.org).

### **Unable to access partner web site**

The system connection is currently experiencing technical difficulties. Please try again later.

If you receive this message multiple times, report it to your HR or Benefits Service Center.

Error Code= 736804

**If you have benefit questions or need assistance with benefits enrollment, please contact the Stanford Health Care Benefits Service Center, Monday-Friday, 5 a.m.-5 p.m. Pacific Time.**

- Phone 833.935.2167