

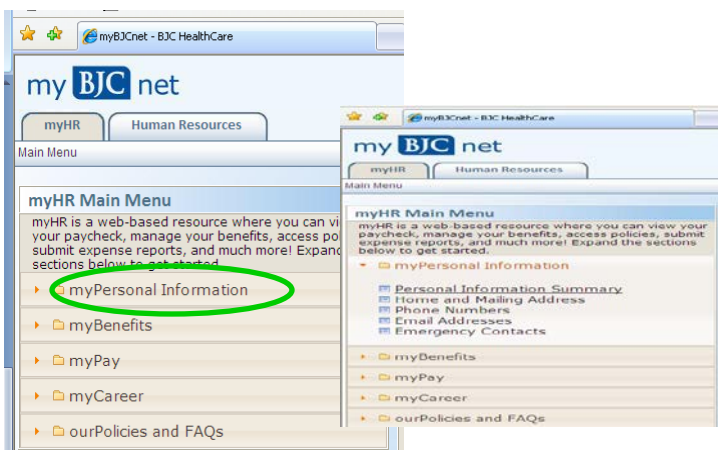
Attention: All SLCH New Hires

From a BJC computer go to: <http://mybjcnet>

To access the site from outside the BJC network go to: <http://insidebjc.carenet.org>

If you are unable to login please contact Customer Support Center at (314) 362-4700 or (573) 815-3801.

Step 1: Log-in to myBJCnet using your temporary password that was sent with your welcome email. Your password must be reset to your own personal password before you can continue.

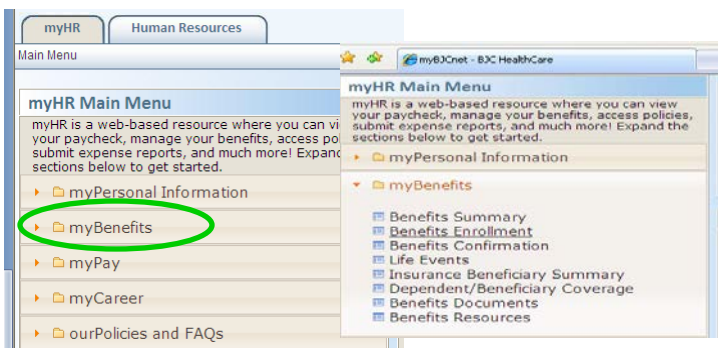


Step 2: Go to myPersonal Information under the myHR Main Menu and verify that all of your personal information is correct.



Step 3: Go to myPay and update your Federal and State Tax elections and Direct Deposit information. You will need your bank account and routing number. If you are unable to update your tax withholdings, you will need to wait until after your start date has passed to make these W-4 elections.

For additional questions, please contact the Payroll Team at 314-362-0607.



Step 4: Go to myBenefits and click on Benefits Enrollment. If eligible, please elect your 2013 benefits choices. You have 15 days from your start date to make your benefits elections.

For additional questions, please contact the Benefits Team at 314-362-2184.