



## Sharing your benefits information

Give your spouse/domestic partner access to [myAECOMbenefits.com](https://myAECOMbenefits.com)

If you'd like, you can give your spouse/domestic partner direct access to:

- See the plans you and your family are enrolled in, including details about what's covered
- Search for participating doctors, pharmacies, hospitals and other health care providers
- Link to websites and phone numbers for our benefits partners

### How to set it up

#### 1. You, the employee, must:



- Log in to [myAECOMbenefits.com](https://myAECOMbenefits.com).
- Go to the Message Center (upper right) and click the "Action Needed" message titled *Benefits Shared Access*.
- On the Personal Information page, click "Yes" to add spouse/domestic partner access.
- Choose which coverages you want your spouse/domestic partner to see.
- Choose whether you want your spouse/domestic partner to see your personal health claims information.
- Click the Save button.
- Share the instructions in the green column at right with your spouse/domestic partner.

#### 2. Your spouse/domestic partner must:



- Go to [myAECOMbenefits.com](https://myAECOMbenefits.com).
- Under the *Log On* button, click "Are you a new user?"
- Enter and save his/her personal information and set up a username and password, as prompted.
- Click the *Spouse/Domestic Partner Company Benefits* tile on the home page to access your family's AECOM benefits information.

**That's it! Now your spouse/domestic partner can log in to [myAECOMbenefits.com](https://myAECOMbenefits.com) with his/her own username and password to access your family's benefits information.**



Keep in mind:

- Sharing access with your spouse/domestic partner is optional.
- You can choose which plans and information you want your spouse/domestic partner to be able to access.
- You can change your preferences at any time on your Personal Information page.
- Only you, the employee, can update your benefits selections.