

HOW TO APPLY FOR YOUR PENSION

STEP-BY-STEP GUIDE FOR PREVIOUSLY EMPLOYED CAREGIVERS

1 GATHER YOUR INFORMATION

- Personal email address and phone numbers
- Anticipated last day of work
- Spousal information (SSN, DOB)
- Bank account for direct deposit
- Rollover account (if choosing a lump sum)
- Tax withholding information

2 APPLY VIA PENSIONCONNECT

The entire application process to begin receiving your Intermountain pension benefit is done online. To apply, go to: <https://intermountain.ehr.com/ESS/>

Click the START button on the homepage to initiate your retirement and follow the prompts. If you wish to make changes after you have completed the application, you will need to cancel your request and start a new application.

3 COMPLETE MISSING FORMS

After you complete your online application, you will receive notifications **via email** directing you to check your messages under your PensionConnect account. These messages will let you know if we need more information or additional forms to be completed by you such as the Spousal Waiver Form.

Every form must be submitted online. No paper forms will be accepted.

4 APPLY FOR INSURANCE

You will find a list of enrollment forms on the “Review Selections” step of your pension application. You can print the insurance form(s) that you would like to enroll in and then submit it electronically via PensionConnect. If you are unsure which benefits you are eligible for, you will also be notified via the PensionConnect Message Center after you have completed your application.

4 WAIT FOR YOUR PAYMENT

It can take anywhere from one to three weeks **AFTER** you submit your online pension application before you receive your first payment. Below is the process that you must follow before you receive your first check:

- **Complete online pension application:** Must be completed via PensionConnect
- **Complete any additional forms:** Check the Message Center in PensionConnect to avoid any delays in processing
- **Receive first pension payment:** One to four weeks after your pension application is complete or from the commencement date you selected
- **Retiree benefits begin (if applicable):** First day of the month following your retirement date



Questions? If you have additional questions, you can call AskHR at **1.801.442.7547** or via email at **AskHR@imail.org**.

