



Welcome to Gallagher Marketplace, where you'll shop for your benefits. With Gallagher Marketplace, you complete your enrollment online. You choose a health plan and a variety of other valuable benefit options for yourself and any family members.

When you log in to Gallagher Marketplace, a short video will teach you exactly how to use Gallagher Marketplace. Answer some questions about yourself and your family and Gallagher Marketplace will get to know you. Your answers help the system recommend the best plans for you. After enrollment, Gallagher Marketplace is your first stop when you want more information about your benefits, want to track and manage your costs, or need to add a spouse or baby to your plans.

As a new hire, you have **30 calendar days from your start date (the start date being the first day on the job) to enroll in Benefits**. However for payroll purposes, it would be best to complete your Benefit elections through the Marketplace before the 15<sup>th</sup> of the month, if you started work before the 15<sup>th</sup> of the month. If you wish to waive coverage through APS, you still need to log into the Marketplace and complete your Employer Life Insurance Beneficiaries.

**ALL employees are required to make selections or waive coverage via Gallagher Marketplace.**

To log in, please do the following:

- Go to <https://login.gallaghermarketplace.com>
- Username: APS + First Initial + Last Initial + DOB (MMDDYYYY)
- Password: Last Four of SSN + 4-Digit Year DOB
- Upon log in, you will be prompted to change your password

Example log in for Jane Smith with a birth date of January 12, 1973 and a SSN of 123-45-6789

Username: APSjs01121973

Password: 67891973

If you have any technical questions, contact Technical Support at 855-376-7991 or [Gallaghermarketplace-help@liazon.com](mailto:Gallaghermarketplace-help@liazon.com) Monday through Friday, 8am – 8pm Eastern.

A few tips for using Gallagher Marketplace:

1. You may want your spouse present while using Gallagher Marketplace – remember, your benefit choices impact your whole family.
2. You'll need to have Social Security Numbers (SSNs) handy for yourself and any dependents that you want to cover, as the system will require them.
3. You can print a Store Catalog – detailing all of the benefits Gallagher Marketplace offers – at any time from the "Introduction" page.

For the best experience when you visit Gallagher Marketplace: Use the latest Mozilla FireFox web browser. Gallagher Marketplace is also tested on FireFox 19+, Internet Explorer 9.0+, Opera 11+, Chrome 25+, and Safari 5.1+ browsers. Use a screen resolution of 1024x768 or greater. Enable cookies and JavaScript for full functionality.

**\*If you have any APS Benefits Questions please contact the APS Benefits team- Ashley Johnston or Joyce De La Rosa at 303-344-8060.\***