

InfinityHR

Enrolling for benefits is easy! Please follow the steps below to elect or waive coverage for the current plan year.

Information Needed

If you're adding a dependent(s), you will need the following:

- name
- date of birth
- social security number
- home address (if different from yours)

Step 1: Getting Started

- In your web browser type www.infinityhr.com in the address bar.
- Click **"First Time User"** or **"Reset ID and Password"**
- Validate your identity by entering your Date of Birth and SSN then click "Find my Record".
- Enter a new password and make note of it for your records, then click create new password.
- Enter your User ID and Password then click log in.
 - **Your User ID is:** [last name][last 4 of SSN]
 - **For Example: Name: John Doe xxx-xx-1234, User ID = doe1234**
- On the home screen look for **Change Events**.
- Select the event available, which should be **"Open Enrollment"**, then click **"Begin Event"**.
 - If enrolling outside of Open Enrollment, select the options that are appropriate such as, New Hire or Marriage.

Step 2: Verify Your Personal and Dependent Information

- Verify your Personal Information.
- If you need to add or make a change click on **"Edit"** and make updates, then click **"Save Information"**.
- Once you have verified that everything is correct click **"Save & Continue"**.
- If you need to add a dependent click **"Add Dependent"** or if you need to change a dependent's information click **"Edit"** then add/update the information and click **"Save Information"**.
- Once all of your dependents have been added/updated, click **"Save & Continue"**.
 - *If your spouse will be enrolled in coverage they are considered a dependent for insurance purposes.*
 - **Please Note:** *If you plan on enrolling in Spouse Life Insurance or Child Life Insurance, you need to add your spouse and children as dependents on this screen.*

Step 3: Make Your Open Enrollment Elections

- Follow the enrollment wizard through each step of the enrollment process and elect or decline each benefit.
 - **Please Note:** *As you elect plans, your dependents will appear at the bottom of the screen. Please remove the check mark from the box if you do not want a dependent covered on that specific plan.*
- Click **"Save & Continue"** to continue navigating through the system.

Step 4: Confirm Your Elections

- After you have made all of your elections you will be at the **Review Tab**.
- Review the benefit elections for yourself and your dependents to ensure accuracy.
- Click **"Save & Confirm"**.
- The Enrollment Confirmation Statement will be available on your home screen as well as emailed to you.