

InfinityHR Enrollment Guide

Benefits First, LLC is pleased to announce a new benefit management system.
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 information:

- Full Legal Name
- Date of Birth
- Social Security Number
- Home Address (if different than yours)

Step 1: Getting Started

- In your web browser, type www.infinityhr.com in the address bar
- Click **"First time user? Forgot or want to Reset your 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 digits of SSN]
 - For Example: Name: John Doe, SSN: xxx-xx-8888, User ID = doe8888
 - If you have any issues with your username, please contact HR*
- On the home screen you can look at your current benefit statement, or make benefit changes due to Marriage, Birth of a Child, etc.
- For benefit enrollment during Open Enrollment, 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 or Marriage.
 - Open Enrollment event will only be available during a specific date range which will be provided*

Step 2: Verify your Personal and Dependent Information

- Verify your Personal Information
- If you need to add or make a change click on **"edit personal information"** 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
- **Please Note:** Don't forget to print and fill out any necessary forms and take to HR

Step 4: Confirming 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
- **Please Note:** *If you need to make a change after you click Save & Confirm (must be before last day of enrollment) you will need to contact Benefits First (731-967-1122) to open a new enrollment window for you*