

# Online Benefits Enrollment • InfinityHR

*Enrolling for benefits is easy! Please follow the simple steps below to elect or waive coverage.*

## Information Needed

- If you're adding a dependent(s), you will need the following:
  - name
  - social security number
  - date of birth
  - home address (if different from yours)

## Step 1 - Getting Started

- In your web browser type [www.infinityhr.com](http://www.infinityhr.com) in the address bar.
- Enter user name and password
- Click **"First time user? Forgot or want to Reset your password?"** if you can't remember user name or 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: **[lower case last name] [last four of SSN]**  
**Example: Name: John Doe, SSN: XXX-XX-1234, User ID = doe1234**
- If last name contains a hyphen, enter last name with NO hyphen

**Example: Name: John Deere-Buck, SSN: XXX-XX-1234, User ID = deerebuck1234**

- On the home screen look for **Change Events**.
- Select the event available, which should be **"Open Enrollment"**, then click **"Begin Event"**.

## 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.*
  - *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.
  - *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 emailed to you.