

Initial Account Setup and Open Enrollment



1. As a first time user please go to the website www.infinityhr.com
 - Select **First Time User**

First Time User Reset ID and Password System Requirement

2. On the next screen enter your **Date of Birth** and your **Social Security #**
 - Select **Find My Record**

Account Information

Cancel

If you have forgotten your password

Account Information:

Date of Birth:

Social Security #:

Find My Record

3. Your **User ID** and email will be prepopulated
4. Create a password with 6-32 characters in length and at least 1 numeric value
 - Select **Create New Password**

Your User ID: Users may edit their User ID in the field below. The username will be saved upon clicking 'Create New Password'.

Your Email:

New Password: * Requirements: 8-32 characters in length with at least 1 numeric value.

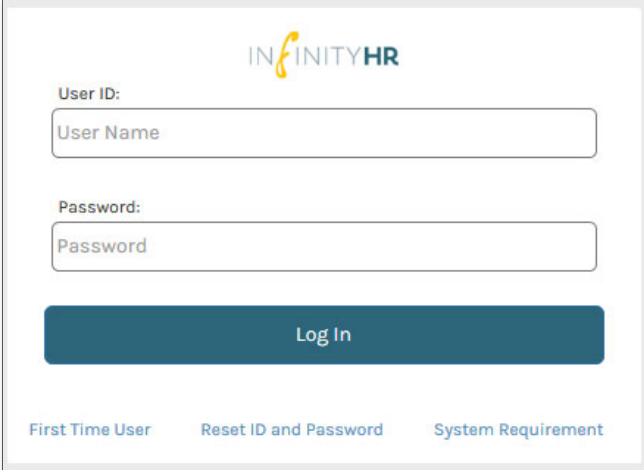
Confirm New Password:

A confirmation email will be sent to you confirming your change.

Create New Password

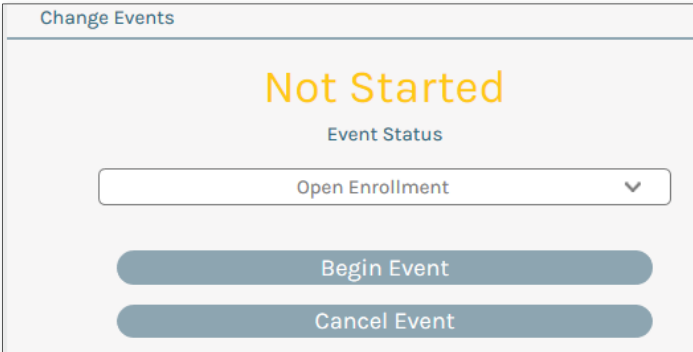
5. Once you have created a new password the system will take you back to the login screen again. Enter your user ID that was provided and the new password you created.

- Select **Log In**



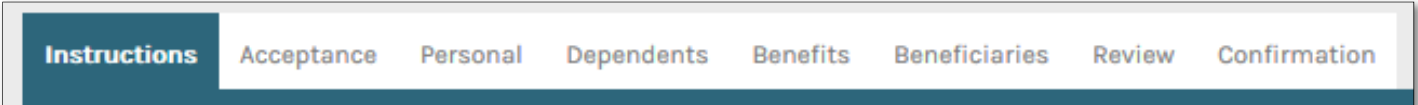
The login form features the INFINITYHR logo at the top. Below it, there are two input fields: 'User ID:' with a placeholder 'User Name' and 'Password:' with a placeholder 'Password'. A dark blue 'Log In' button is centered below the fields. At the bottom, there are three links: 'First Time User', 'Reset ID and Password', and 'System Requirement'.

6. **Open Enrollment** will show as the available event
 - Select the **Begin Event** icon to start



The 'Change Events' screen displays 'Not Started' in large yellow text, with 'Event Status' below it. A dropdown menu shows 'Open Enrollment' with a downward arrow. Below the dropdown are two buttons: 'Begin Event' and 'Cancel Event'.

7. There are **eight** tabs that you will need to complete
 - *Note:* You must **Save & Continue** through each tab to advance to the next tab



A horizontal progress bar with eight tabs: 'Instructions', 'Acceptance', 'Personal', 'Dependents', 'Benefits', 'Beneficiaries', 'Review', and 'Confirmation'. The 'Instructions' tab is highlighted with a dark blue background.

8. **Instructions**
 - Please read before continuing
9. **Acceptance**
 - Accept the terms and conditions of the website
10. **Personal**
 - Review your demographic information, if something does not look correct please update on your *myReadyPay* account
11. **Dependents**
 - Review your dependents, add any missing information

Dependents

Add Dependent

Name
Huck Test
Spouse Test

SSN	Gender	Birth Date	Relationship
	Male	05/21/2007	Child
	Female	01/01/1970	Spouse

12. *Benefits*

- Make your benefit elections
- Select the plan and tier you would like to enroll in
 - i. Be sure to select all applicable dependents
- Select **Save & Continue** through each benefit

Save & Continue

- Medical
- Dental
- Basic Life/AD&D
- Long Term Disability
- Short Term Disability
- Voluntary Employee Life and AD&D
- Voluntary Spouse Life and AD&D
- Voluntary Child Life

13. *Beneficiaries*

- Add beneficiaries and designate primary/secondary amounts for each benefit that requires a beneficiary

Benefit	Beneficiary	Relationship	Type	Percentage
Basic Life/AD&D	Spouse Test	Spouse	<input checked="" type="radio"/> Primary <input type="radio"/> Secondary	<input type="text" value="100"/> %
	Child Test	Child	<input checked="" type="radio"/> Primary <input type="radio"/> Secondary	<input type="text"/> %

14. *Review*

- Review all information to ensure accuracy

15. *Confirmation*

- Save and confirm your changes

Confirmation ✕

Are you sure you wish to Save and Confirm your changes?

By confirming your changes in this system, you are accepting that the information you have provided is correct to the best of your knowledge, and you agree that these changes bear your electronic signature which is binding under US law.