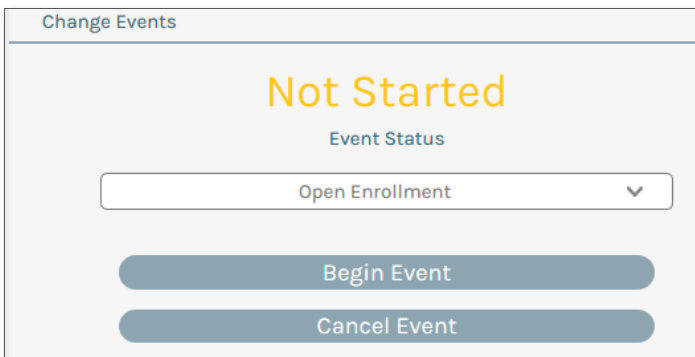


1. Go to www.infinityhr.com Enter your user ID and your password.
 - Select **Log In**



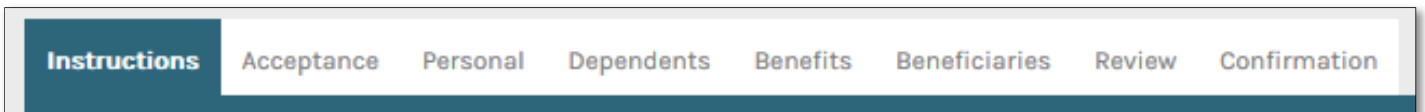
The image shows the InfinityHR login page. At the top center is the INFINITYHR logo. Below it, there are two input fields: 'User ID:' with a placeholder 'User Name' and 'Password:' with a placeholder 'Password'. A dark blue 'Log In' button is centered below the fields. At the bottom, there are three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

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



The image shows the 'Change Events' screen. At the top, it says 'Change Events'. Below that, the text 'Not Started' is displayed in large yellow font. Underneath, 'Event Status' is written in smaller blue font. A dropdown menu shows 'Open Enrollment' with a downward arrow. At the bottom, there are two buttons: 'Begin Event' and 'Cancel Event'.

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



The image shows a horizontal navigation bar with eight tabs: 'Instructions', 'Acceptance', 'Personal', 'Dependents', 'Benefits', 'Beneficiaries', 'Review', and 'Confirmation'. The 'Instructions' tab is highlighted with a dark blue background and white text.

4. **Instructions**
 - Please read before continuing
5. **Acceptance**
 - Accept the terms and conditions of the website
6. **Personal**
 - Review your demographic information, if something does not look correct please update on your *myReadyPay* account

7. **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

8. **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

9. **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"/> %

10. **Review**

- Review all information to ensure accuracy

11. **Confirmation**

- Save and confirm your changes

