



## Open Enrollment for 2022 Plan Year

To enroll in your 2022 benefits, navigate to [www.infinityhr.com](http://www.infinityhr.com)

Enter your username and password and select **SIGN IN**

If a username/password has been forgotten select the appropriate links or contact your administrator

**Open Enrollment** will show as an event

Select **Begin Event**

There are **eight** tabs to complete

Note: You must **Save & Continue** through each tab to advance to the next tab

- 1. Instructions:** Please read before continuing
- 2. Acceptance:** Accept the terms and conditions of the website
- 3. Personal:** Review your demographic information, if something does not look correct, please edit and save



1025 N. Campbell Road, Royal Oak, MI 48067  
248-543-2644 | 800-989-8776  
[hrpro.com](http://hrpro.com) | [payroll@hrpro.com](mailto:payroll@hrpro.com)



**Michigan**  
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### Dependents

Add Dependent

Name

Child Test

Spouse Test

SSN	Gender	Birth Date	Relationship
222334444	Male	02/03/2015	Child
123456789	Male	03/01/1980	Spouse

**4. Dependents:** Review your dependents, add any missing information

### 5. Benefits

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

Save & Continue

- **Medical**
- Prescription Drug
- Health Savings Account (HSA)
- Dental
- Vision
- Employee Life
- Dependent Life
- Long Term Disability
- Health Care Account (FSA)
- Dependent Care Account (DFSA)

**6. Coordination of Benefits:** Make sure under your medical enrollment you note any other medical coverage you may have under Coordination of Benefits

#### Coordination of Benefits:

Are you or any of your selected dependents above covered under any other Plan for this benefit?

No  Yes

If you answered Yes, please provide the following information:

Policy #:

Policy Holder Name:

Policy Holder ID:

Network (HMO, PPO):

Plan Type:

Contact #:

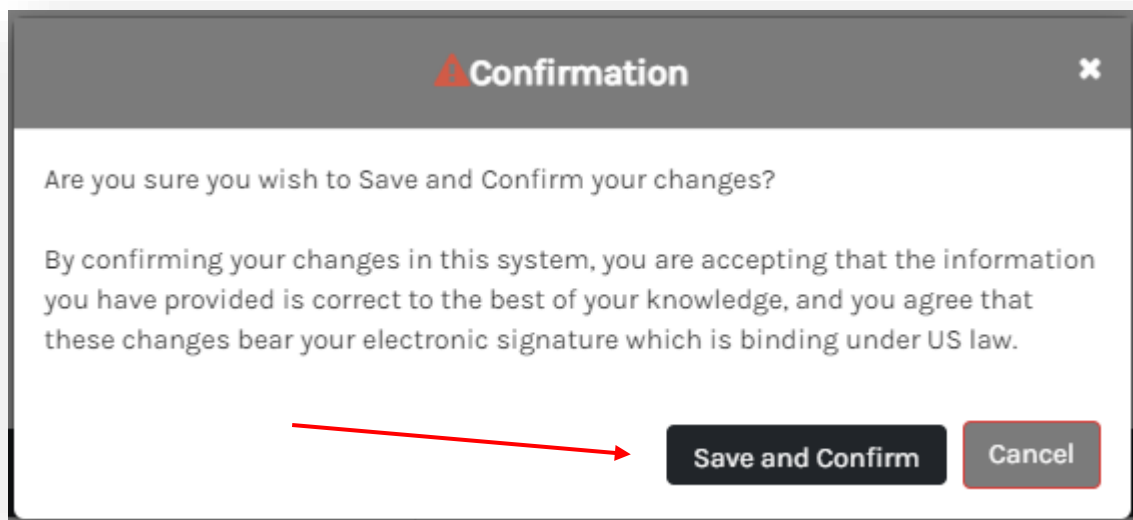


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- 7. **Review:** Review all information to ensure accuracy
- 8. **Confirmation:** Save and confirm your changes



**That's it! You Are Done!**

All elections will be transmitted to carriers and if electing a new benefit cards will be mailed

**For technical questions please contact:**

**Mary Ann Fisher**

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