



To enroll in your 2024 benefits, navigate to 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 | payroll@hrpro.com



Michigan
Annual Conference

THE UNITED METHODIST CHURCH

Open Enrollment for 2022 Plan Year

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 #:



1025 N. Campbell Road, Royal Oak, MI 48067
248-543-2644 | 800-989-8776
hrpro.com | payroll@hrpro.com

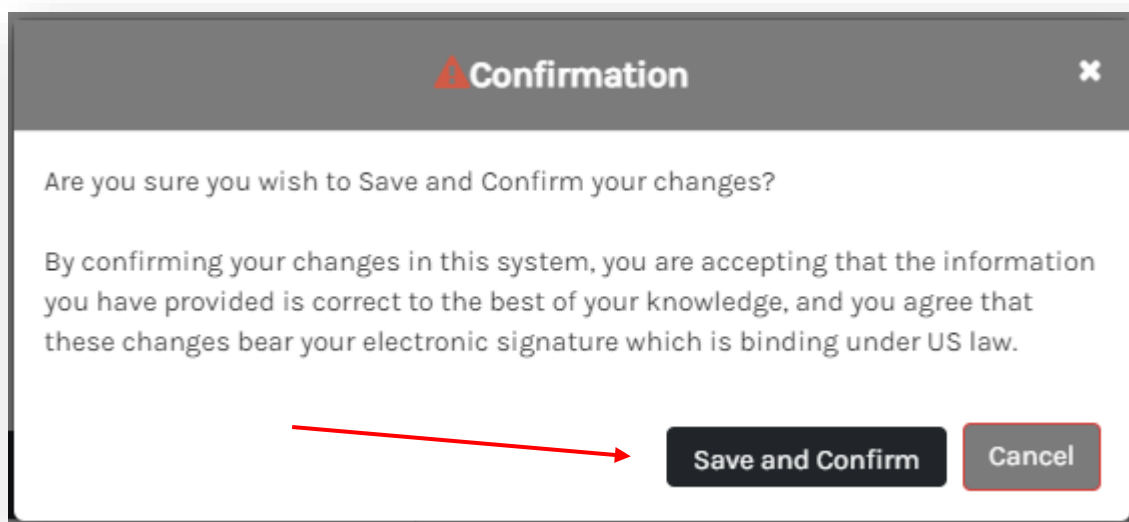


Michigan
Annual Conference

THE UNITED METHODIST CHURCH

Open Enrollment for 2022 Plan Year

- 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:

MichiganUMC@hrpro.com



1025 N. Campbell Road, Royal Oak, MI 48067
248-543-2644 | 800-989-8776
hrpro.com | michiganumc@hrpro.com