

# How to enroll using a CM device

## Need help?

If you experience any technical difficulties, please contact the Service Desk at (816) 234-3454 or ext. 53454.

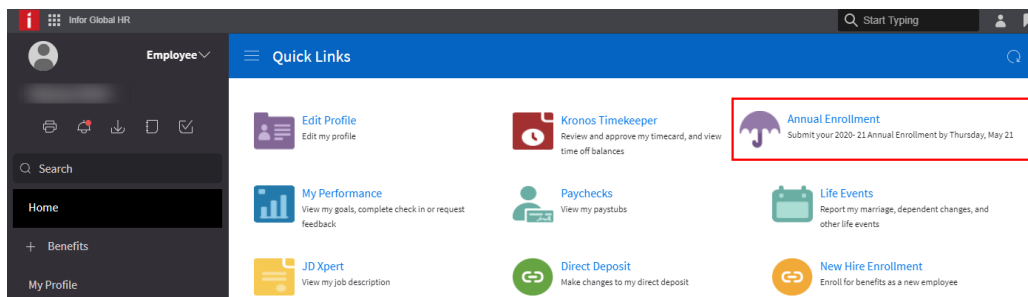
If you have benefit enrollment questions, please email the Benefits team at [Benefits@cmh.edu](mailto:Benefits@cmh.edu) or call the Benefits Line at (816) 234-3200.

## Add all dependents first:

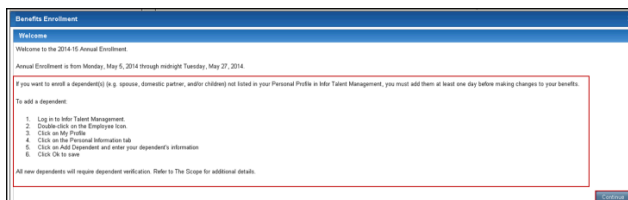
- To enroll new dependents in medical, dental, vision or child life insurance coverage, you must add them in Infor Global HR **before** you complete your online Annual Enrollment.
  - Go to the Scope.
  - Click on *My Links*.
  - Click on *Infor Global HR*.
- Click [here](#) using a CM-issued device for step-by-step instructions.

## After your dependents have been added to Infor Global HR:

- Using Google Chrome as your browser, open *Infor Global HR*.
- On the Employee homepage, click the *Employee role*, then on the right-hand side of the page, click the *Annual Enrollment* link below the scrolling banner on the right-hand side of the screen.
- Log in again using your network username and password.



- On the Benefits Enrollment Welcome Screen, click *Continue*.
  - If your dependents are not listed in Infor Global HR, you will need to add them in Infor **BEFORE** completing your benefits enrollment.



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- The Enrollment Order screen will open and display the sequence for benefits enrollment. (Note that some benefits will not be listed, as they are not benefits you need to elect or waive during Annual Enrollment.) Click *Continue*.



- Review your current benefits and costs on the Current Benefits screen and click *Continue*.

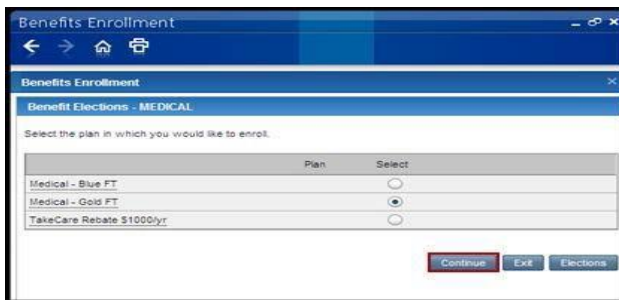


- The Enrollment Elections screen shows your current benefits and costs, and your costs if you keep the same coverage.
  - Select one of the available enrollment options. (For example, if you are currently enrolled in the Blue Plan and wish to change to the Gold Plan or waive coverage, choose *Select a different plan*. If you wish to change coverage from Employee + Spouse to Family coverage, select *Change the coverage*.) Then click *Continue*.
  - Confirm your selection on the next screen and click *Continue*.

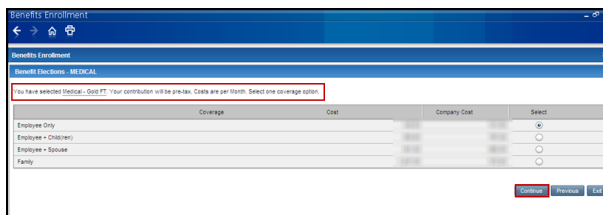


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- If you selected to change or select a different plan:
  - Select your plan and/or coverage level.
  - Click *Continue*.



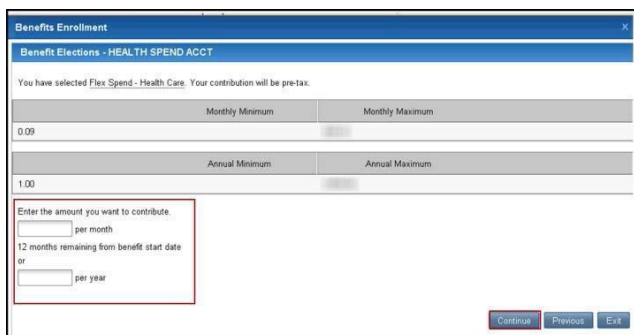
- Confirm your selections and click *Continue*.



- Repeat the above steps for all benefits.

## Tips about specific benefit plans

- **Health Care Flexible Spending Account**
  - Enter a *monthly* or *annual* contribution amount to be used to pay eligible health care expenses only.



- **Dependent Day Care Flexible Spending Account**
  - Enter a *monthly* or *annual* contribution amount to be used to pay eligible adult or child care expenses only.
- **Employee Supplemental Life and Spouse Life Insurance**
  - If you elect to increase or add coverage, you'll receive an email from The Hartford after Annual Enrollment.
  - Be sure to read the email carefully and submit your Personal Health Application by the requested deadline.
  - If you do not respond to the email, you will not be eligible for the coverage.

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- **Child Life Insurance**
  - Add eligible covered children to the plan.
  - If your dependents are not in the system, see page 1 for instructions to add dependents before you begin Annual Enrollment.

## Submit and print your enrollment

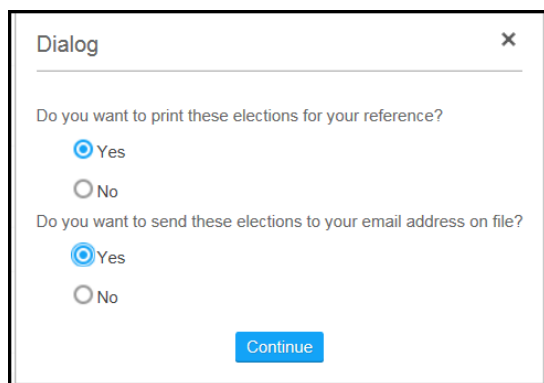
- Once you have selected or waived coverage, a summary screen will show the choices you have made. Review your enrollment elections carefully and click *Continue* or *Make Changes*.



- To make changes to a specific benefit, check the appropriate box and click *Continue*.

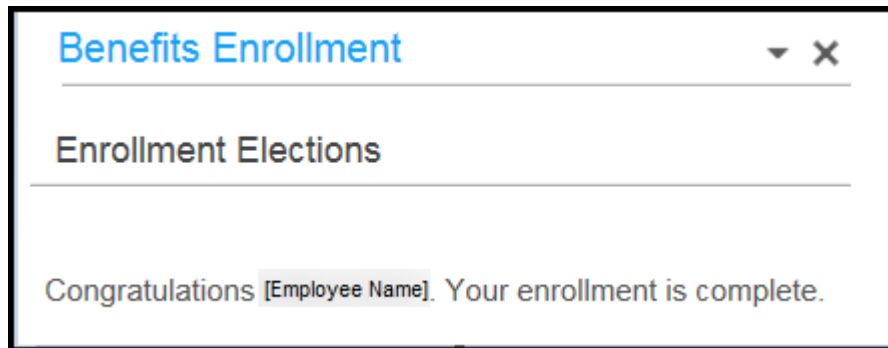


- Click *Yes* to print and/or email your benefit elections to your email address on file and click *Continue*.



## How to enroll using a CM device

- The Congratulations screen confirms that your enrollment has been successfully submitted. If you do not see this screen, your enrollment was unsuccessful, and you must resubmit your elections.



- Log out completely by clicking:
  - The X in the upper-right hand corner of your enrollment screen;
  - The arrow at the top right-hand side of the Infor Global HR homepage; then
  - *Sign out* at the bottom of the right-hand navigation on the Infor Global HR homepage.