

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.

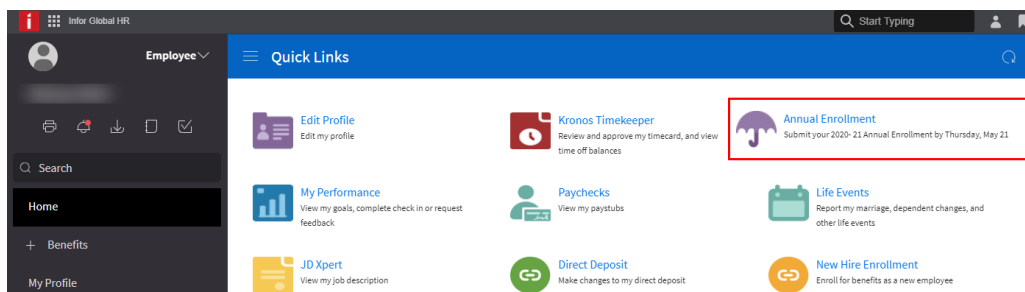
If you have benefit enrollment questions, please email the Benefits team at AnnualEnrollment@cmh.edu.

Add all dependents first:

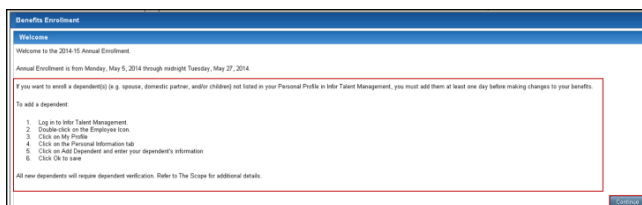
- To enroll new dependents in medical, dental, vision or child life insurance coverage, you must add them in [Infor Global HR](#) **before** you complete your online Annual Enrollment.
- Click [here](#) using a CM-issued device for step-by-step instructions.

After your dependents have been added to Infor Global HR:

- Using Google Chrome as your browser, open [Infor Global HR](#).
- On the Employee homepage, 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.



- 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*.



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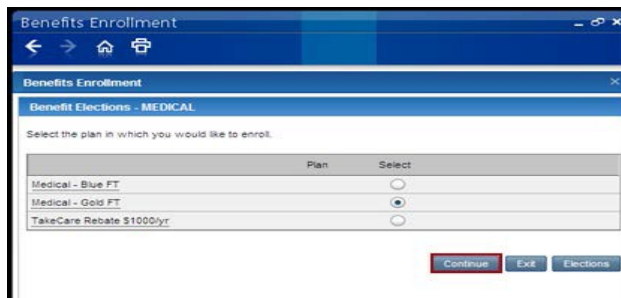
- Review your current benefits and costs on the Current Benefits screen and click *Continue*.



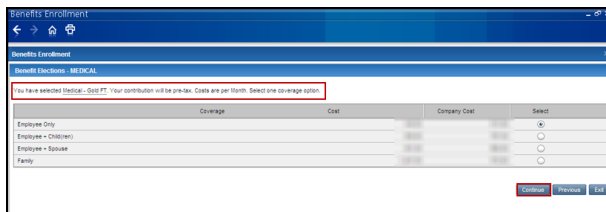
- The Enrollment Elections screen shows your current benefits and costs, and your costs if you keep the same coverage.
 - Select one of the available enrollment options. (For example, if you are currently enrolled in the Blue Plan and wish to change to the Gold Plan or waive coverage, choose *Select 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*.



- 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.

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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.

Benefits Enrollment

Benefit Elections - HEALTH SPEND ACCT

You have selected Flex Spend - Health Care. Your contribution will be pre-tax.

Monthly Minimum	Monthly Maximum
0.09	

Annual Minimum	Annual Maximum
1.00	

Enter the amount you want to contribute.

per month

12 months remaining from benefit start date

or

per year

- **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.
- **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*.

Benefits Enrollment

Benefit Elections As Of 01/06/2014

Plan	Coverage	Your Cost	Company Cost
Medical - Blue ITT	Employee Only	Pre-tax	
Senior - PPO Blue ITT	Employee Only	Pre-tax	
Vision Basic	Employee Only	Pre-tax	
Flex Spend - Health Care	1,800.00 per year	Pre-tax	
Flex Spend - Dependent Care			
Supplemental Life	107,000.00	After-tax	
Spouse Life - 10000		After-tax	
Child Life	\$10000 Coverage Per Child	After-tax	
Long Term Dis - Pay To Live		After-tax	
Vol - Legal Assistance		After-tax	

Child Life

Plan: Brandon H. Barr

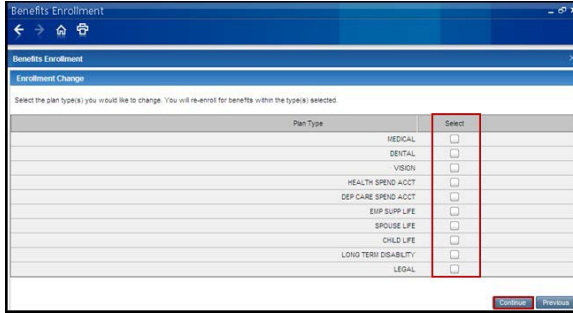
Covered Dependents

Monthly Summary	Cost
Total pre-tax contributions	
Total after-tax contributions	
Total company contributions	

Your deductions may differ slightly due to rounding.

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



Benefits Enrollment

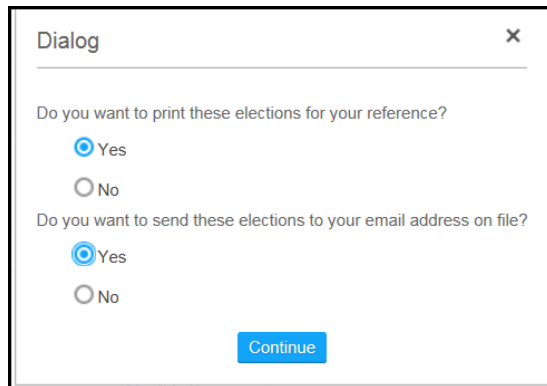
Enrollment Change

Select the plan type(s) you would like to change. You will re-enroll for benefits within the type(s) selected.

Plan Type	Select
MEDICAL	<input type="checkbox"/>
DENTAL	<input type="checkbox"/>
VISION	<input type="checkbox"/>
HEALTH SPEND ACCT	<input type="checkbox"/>
DEP CARE SPEND ACCT	<input type="checkbox"/>
EMP SUPP LIFE	<input type="checkbox"/>
SPOUSE LIFE	<input type="checkbox"/>
CHILD LIFE	<input type="checkbox"/>
LONG TERM DISABILITY	<input type="checkbox"/>
LEGAL	<input type="checkbox"/>

Continue Previous

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



Dialog

Do you want to print these elections for your reference?

Yes

No

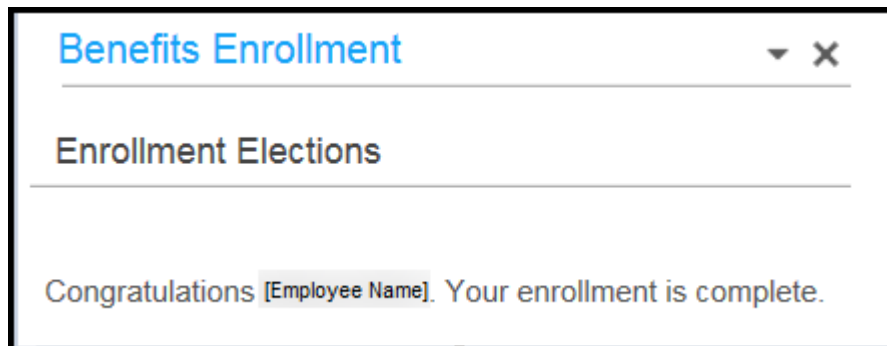
Do you want to send these elections to your email address on file?

Yes

No

Continue

- 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.



Benefits Enrollment

Enrollment Elections

Congratulations [Employee Name]. Your enrollment is complete.

- 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.