How to enroll from a non-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.

If you're enrolling from a non-CM device, such as your home computer, please follow the instructions below.

You must be enrolled in Enhanced Security Services (ESS) to complete the steps below. If you're unsure if you're enrolled in ESS, please contact the Service Desk at (816) 234-3454.

- 1. Open your internet browser (e.g., Google Chrome) and enter <u>http://myconnection.cmh.edu</u> in the address bar.
- 2. Log in using your network username and password.



3. Select the *Apps* tab at the top.

| 0 | Favorites | Apps | Notifications | Support |
|-----|-----------|------|---------------|--|
| Fav | orites | | | |
| | | | | Looks like you just moved in. Add your twothe apps here for quicker access. |
| | | | | Add Fevorites |

4. Double-click on the Annual Enrollment icon.



5. Click on ADFS (Single Sign-On) to log in to Infor Global HR.

| infor | | | | | | | |
|------------------|---------------------|--|--|--|--|--|--|
| Sign in with | | | | | | | |
| Cloud Identities | ADFS | | | | | | |
| Remember my | authentication mode | | | | | | |

6. On the Benefits Enrollment screen, click *Continue* and follow the prompts.

| Benefits Enrollment | × | | | | |
|---|----|--|--|--|--|
| Welcome to Benefits Enrollment | | | | | |
| Welcome to Annual Enrollment where you will choose the benefits that will be in place from July 1, 2023, through June 30, 2024. | | | | | |
| Annual Enrollment begins Monday, May 1 and must be confirmed by you in this tool no later than 11:59 p.m., Tuesday, May 23. | | | | | |
| By enrolling in these plans, I authorize Children's Mercy to withhold premiums on a pre-tax basis, as applicable. | | | | | |
| For information about how we collect and use your personal information, see our HIPAA notice on the Scope - https://scope.cmh.edu/siteassets/uploadedfiles/pay-and-benefits/resources/benefits-notices/hipaa-ph/aco-notice.pdf | | | | | |
| Before you begin: | | | | | |
| Be prepared to complete all the screens in this tool. The tool will not allow you to save and return later. You may re-enter this tool to make changes to your enrollment through 11:59 p.m. Tuesday, May 23. Use the "here" and "previous" buttons to move through the scences. To not use the "back" arrow in your browser. If you plan to enroll a spouse or child who init on your plan today, you must first add the person as a dependent in Infor Global HR. Please click <u>this link</u> for instructions. | | | | | |
| Continu | ue | | | | |
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