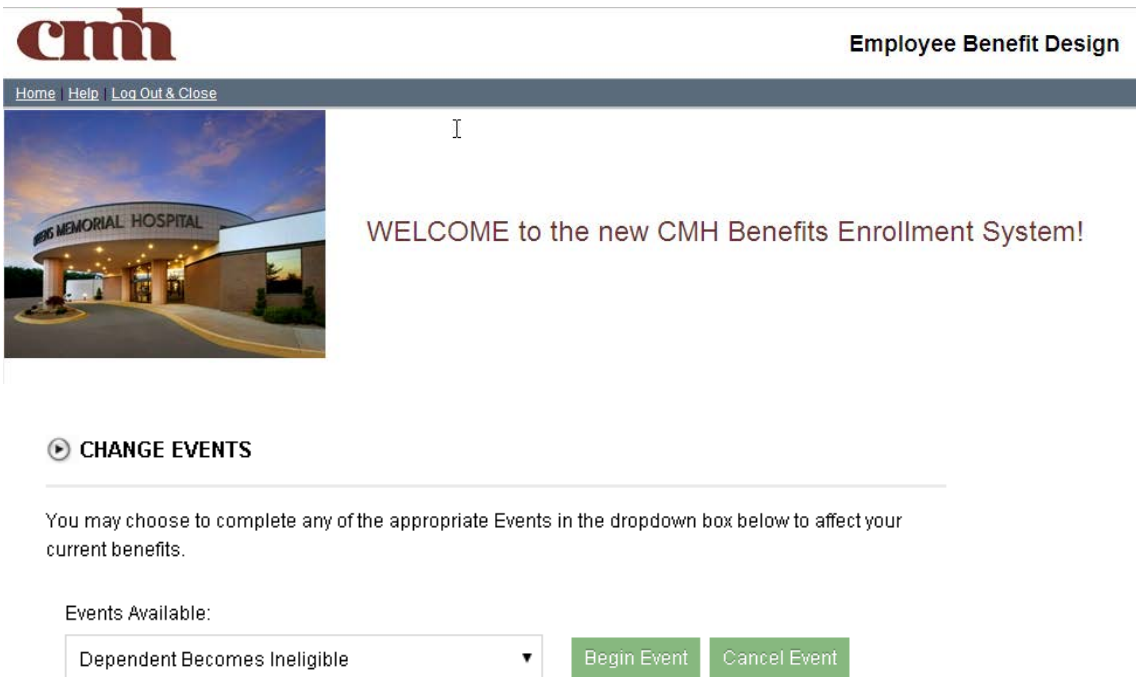


Please log onto www.InfinityHR.com

If you have never logged onto the Infinity HR website or you forgot your password, click on "[First Time User? Forgot or want to Reset your password?](#)" – you will then be prompted to provide your social security number and date of birth. This will verify your identity. Once you have provided this information, you will then be issued a username made up of your last name, and the last four digits of your social security number. You will then be able to create your own password. You will then login to the website. The homepage looks like this:



Make sure the dropdown says "Dependent Becomes Ineligible" and click "begin event."

The website will ask for the date of the event – please choose the date in which your dependent’s coverage with CMH will be terminated.

Simply go through each step and choose plans that don’t include the dependent you wish to be dropped. Be sure the name of the dependent to be dropped is not checked at the bottom of each benefit screen.

It would be beneficial for you to look at the CMH Benefit Booklet on the Intranet, prior to making your selections. You may also access this Benefit guide on the CMH Intranet page under Employee Info – Employee Benefits – Employee Benefits.

You have **30 days** from the date of the event to make these changes. If you do not elect/deselect benefits within these 30 days, the enrollment period will lapse, and you will have to wait until Open Enrollment to drop these dependents from your plan.

If you have any questions, please e-mail me, or contact me at the number below.

Thanks!