

BIRTH, ADOPTION, GAIN LEGAL GUARDIANSHIP EVENT

Please see below for instructions on how to add a new dependent to your plan. **You must add the new dependent to your plan within 30 days of the date of birth or adoption.** If you miss the 30 day window to add your dependent, your next opportunity to enroll your dependent will be during open enrollment or a different qualifying event. **NO LATE ENROLLMENTS OR EXCEPTIONS WILL BE ALLOWED.**

The link to get to InfinityHR's login is: <https://www.infinityhr.com/login.aspx>. (This link can also be found on the CMH Intranet under Employee Info > Employee Benefits > Employee Benefits)

Once you get to the logon page, it will ask for your User ID and your password. Your User ID will be your last name, and the last four of your social. Hopefully you will know your password. If not, you can always reset it.

If you have never logged onto the Infinity HR website or you forgot your password, click on **"First Time User?"**— 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. Next you will log into the website. The homepage looks like this:

The screenshot displays the InfinityHR employee homepage. The top navigation bar includes the INFINITYHR logo and a user profile icon. The main content area is divided into several sections:

- Company Info:** Features the CMH logo and contact details for Memorial Hospital, including the address (1500 North Oakland, Bolivar, Missouri 65613) and phone number (417-328-6622).
- Change Events:** Shows a status of "Not Started" and a dropdown menu currently set to "Birth, Adoption, Gain Legal Guardian...". Below this are "Begin Event" and "Cancel Event" buttons.
- Per Pay Benefit Costs:** A pie chart titled "2018 - Coverage \$" showing the following distribution: Medical (22.86%), Vision (7.04%), Employee Supplemental Life (7.66%), Short Term Disability (13.64%), and Cancer (16.89%).
- Workflows:** Displays "0 Active" workflows with a "View Workflows" button.

Make sure the dropdown says "Birth, Adoption, Gain Legal Guardianship" and click "begin event."

You will need to have your dependent's full name, date of birth, and social security number when asked – if you do not have this information for your dependent, please obtain the information **PRIOR** to completing his or her enrollment if possible. Any missing information will deem an event "incomplete" and there will be issues with claims if full information is not submitted.

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Any form without this full information for dependents will be considered incomplete, and the dependents may not be covered as a result.

It would be beneficial for you to look at the CMH Benefits Guide 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 dependent's birth or adoption to add them to your benefits. If you do not elect benefits within these 30 days, the enrollment period will lapse, and you will have to wait until Open Enrollment to make changes to your plan.

If you have any questions, please contact the Benefits Coordinator in the Human Resources department.