

## DEPENDENT BECOMES INELIGIBLE EVENT

Please see below for instructions on how to remove a dependent from your plan. **You must remove the dependent from your plan within 30 days of the date they gain coverage elsewhere.** If you miss the 30 day window to remove your dependent, your next opportunity to remove 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 shows the InfinityHR employee homepage. The browser title is "InfinityHR - Internet Explorer" and the address bar shows "https://www.infinityhr.com/employee/homepage.aspx". The page features a navigation bar with a home icon, the INFINITYHR logo, and a user profile icon. The main content area is divided into three columns:

- Company Info:** Displays the CMH logo and contact information for Citizens Memorial Hospital, 1500 North Oakland, Bolivar, Missouri 65613. Contact info includes ELISABETH WHALEY, Phone: 417-328-6622, and Fax: Email Us.
- Change Events:** Shows "Not Started" for the "Event Status". A dropdown menu is set to "Dependent Becomes Ineligible". There are "Begin Event" and "Cancel Event" buttons.
- Per Pay Benefit Costs:** A pie chart for 2018 - Coverage \$ [redacted]. The chart shows the following percentages: Medical (22.86%), Vision (7.04%), Employee Supplemental Life (7.66%), Short Term Disability (13.64%), Accident Coverage (16.89%), and Cancer (31.91%).

At the bottom left, there is a "Workflows" section showing "0 Active" and a "View Workflows" button.

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

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.

## DEPENDENT BECOMES INELIGIBLE EVENT

You have **30 days** from the date the dependent gains other coverage to remove them from 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.

Please note: If your dependent turns 26, they will automatically be dropped off the insurance plan. At that point, they will receive a COBRA notice in the mail, which will need to be filled out if they wish to continue any coverages.

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