

MARRIAGE EVENT

Please see below for instructions on how to add a new spouse to your plan. **You must add the new dependent to your plan within 30 days of the date of marriage.** If you miss the 30 day window to add your spouse, your next opportunity to enroll your spouse 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 three columns:

- Company Info:** Features the CMH logo and contact information for Citizens Memorial Hospital, including the address (1500 North Oakland, Bolivar, Missouri 65613) and phone number (417-328-6622).
- Change Events:** Shows an event status of "Not Started" for "Marriage". It includes a dropdown menu set to "Marriage" and two buttons: "Begin Event" and "Cancel Event".
- Per Pay Benefit Costs:** A pie chart for 2018 coverage costs. The legend indicates: Medical (31.91%), Vision (7.04%), Employee Supplemental Life (7.66%), Short Term Disability (13.64%), and Cancer (16.89%).

Below these columns is a "Workflows" section showing 0 active workflows with a "View Workflows" button.

Make sure the dropdown says "Marriage" and click "begin event."

You will need to have your spouse's full name, date of birth, and social security number when asked – if you do not have this information for your spouse, please obtain the information **PRIOR** to completing his or her enrollment. You will also need to provide a marriage certificate to enroll your spouse. 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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To cover any dependents, you will need to have the dependent's full name and date of birth. (You will decide later which dependents will be on which plan.) 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 marriage to add your spouse. 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.

Thanks!