

2024 Benefits Portal Basics Navigation Guidebook

PEOPLE AND WORKPLACE CULTURE (PWC)

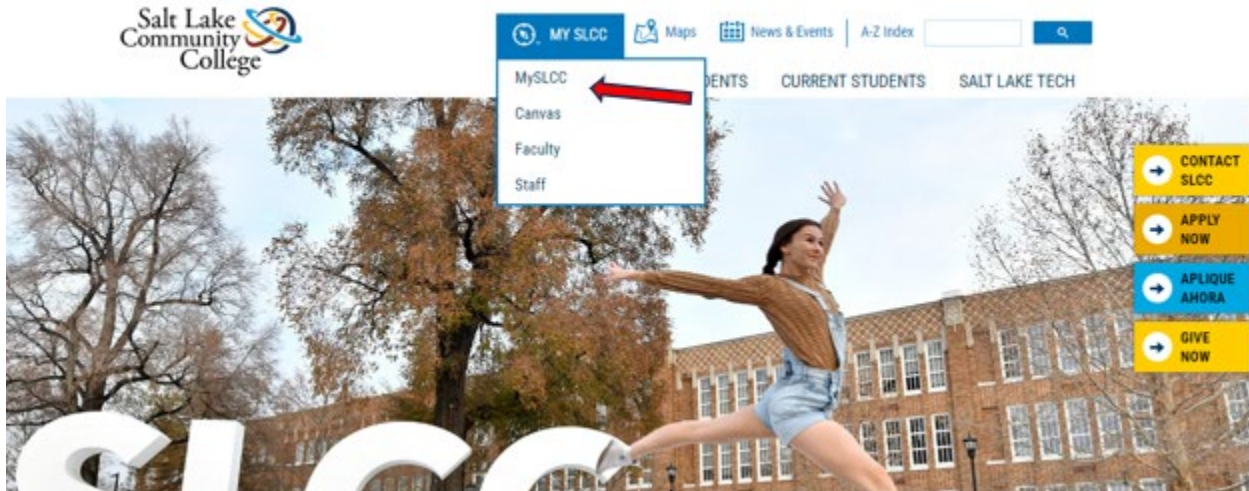
JESSICA DOYLE – 2/1/24

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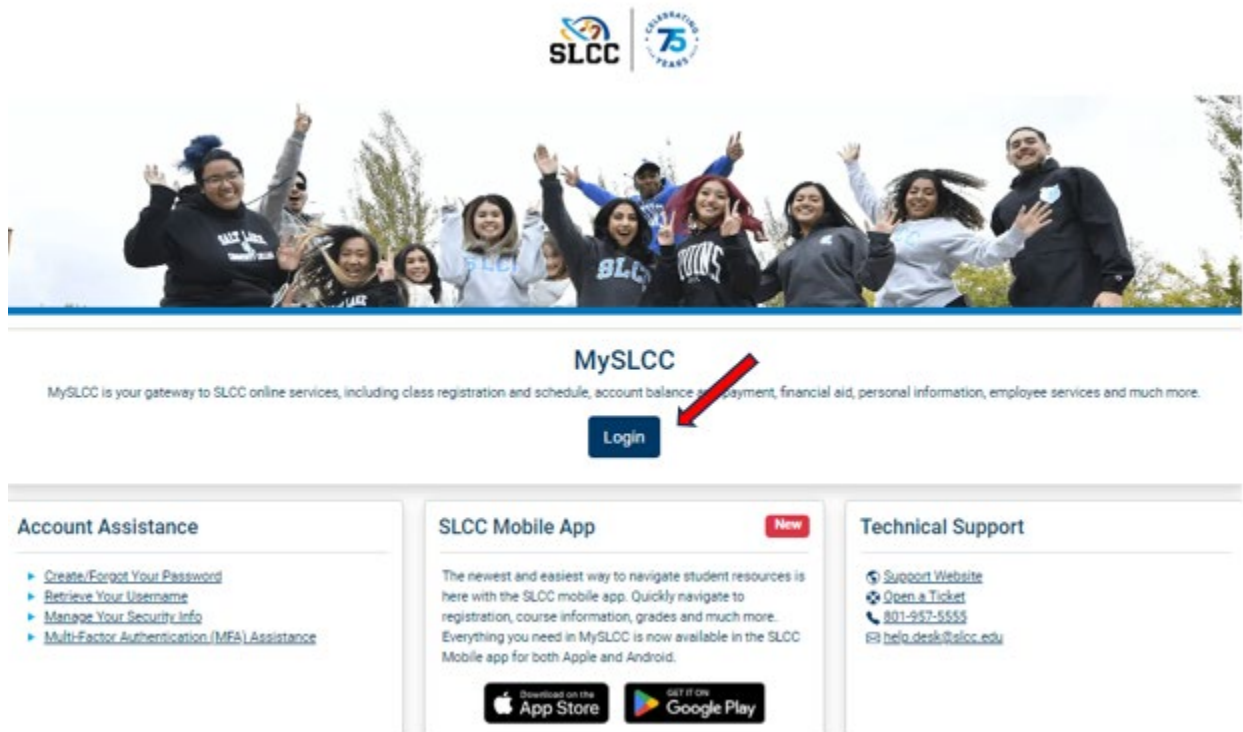
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Accessing the Benefits Portal

1. To access the benefits portal, go to www.slcc.edu and under **MY SLCC** select **MySLCC**.



2. Under **MySLCC** select **Login**.



- When the first page populates in **MySLCC**, scroll to the bottom right section of the page, and click on the **Discover More** search button.

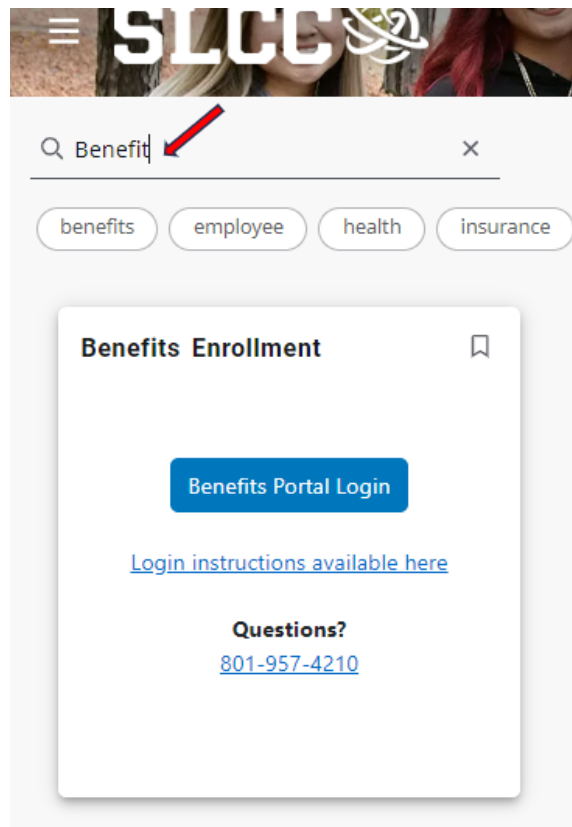
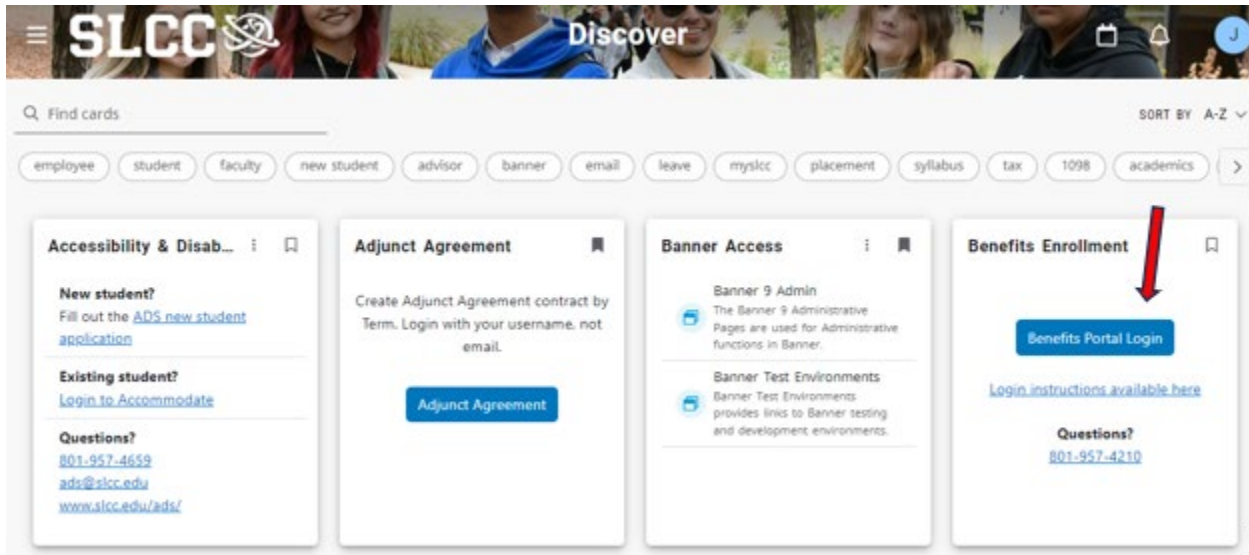
The screenshot displays the MySLCC homepage with a header banner featuring a group of diverse students. Below the banner is a notification box about electronic W2's for 2023. The main content area is a grid of service tiles:

- Adjunct Agreement**: Create, Edit, or Renew Adjunct Agreement contract by Term. Login with your username, not email. Includes an **Adjunct Agreement** button.
- ePortfolio**: Create, Gen. Ed. or Tenure ePortfolio. Submit Your ePortfolio Links. Includes a **Schedule an Appointment** section for Redwood, South City, Jordan, Herriman, and Virtual, and a **Questions?** section for Student ePortfolio Help and Faculty ePortfolio Help.
- The New SLCC Mobile!**: Promotes the new MySLCC mobile app with a video thumbnail and the text "The new MySLCC app is here!!!".
- Testing Services**: SLCC Placement Test. Start Your Test Now. Placement Testing Questions. Select a campus to schedule an exam: Redwood, South City, Jordan - Health Sciences, Herriman Campus - Juniper Building.
- Payments & Refunds**: SLCCPay+ Login. Pay your tuition online, enroll in a payment plan, view statements, and set up an eRefund direct deposit account on SLCCPay+. Includes links for **For more information**: Tuition Payment Plans Tutorial, Refund Information, Tuition & Fee Information, and 1098-T Tax Statement Information.
- Employee Training**: Register for Training (Non-Required Training), Required Training Website, Required Training Portal Login, Employee Training Transcripts Supervisor Report, LinkedIn Learning, Information Technology (OIT) Training, Security Awareness Training.
- College Forms and Archive**: etrieve FORMS - College Forms (Access college forms in the forms management portal), etrieve CONTENT - Document Archive (View completed forms and form history).
- Employee Dashboard**: Employee Dashboard, Employee Dashboard FAQ, Name Change Form, Change Phone & Address, Change Your Mailstop.
- The New MySLCC!**: MySLCC Experience 2023 video thumbnail.
- DegreeWorks**: DegreeWorks Login. DegreeWorks is a degree audit tool designed to help students plan and track their progress toward certificate and degree completion and graduation.
- Office**: Microsoft 365 logo.
- SLCCBuy Purchasing**: SLCCBuy logo. Place orders, submit requisitions, payments, and mileage reimbursements. Includes **Questions?** 801-957-4254.
- Banner Access**: Banner 9 Admin (The Banner 9 Administrative Pages are used for Administrative functions in Banner), Banner Test Environments (Banner Test Environments provides links to Banner testing and development environments).
- Semester Checklist**: View Your Checklist button.
- Canvas**: Access course resources including syllabus, assignments, announcements, messages and more. Includes a **Canvas support** dropdown menu.

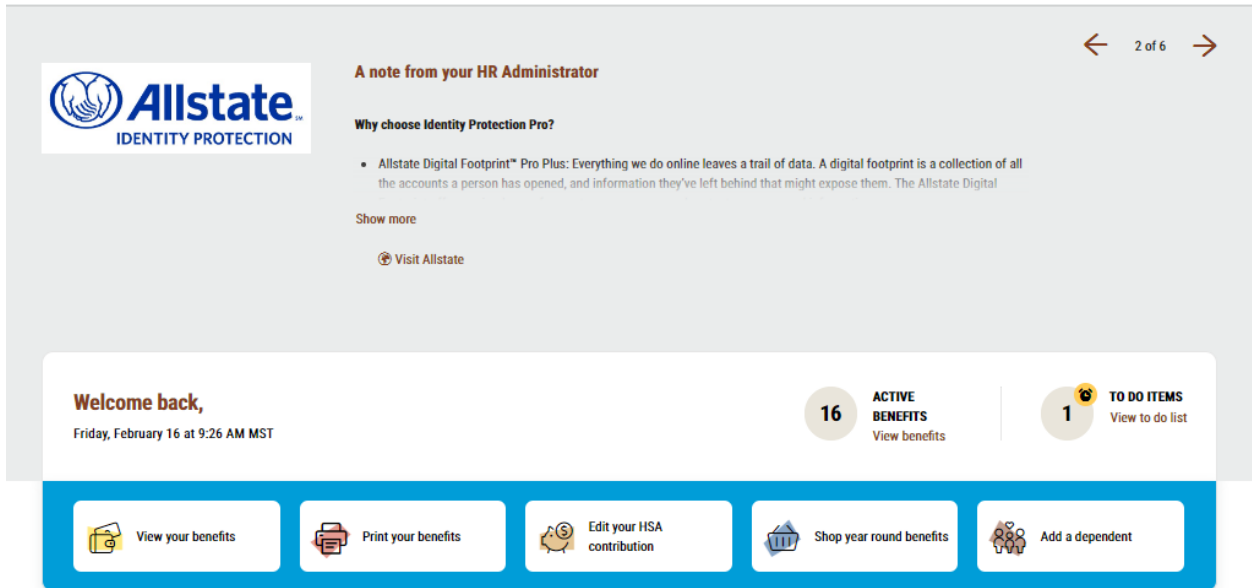
In the bottom right corner, there is a blue button labeled **DISCOVER MORE** with a magnifying glass icon, which is highlighted by a red arrow. A small blue square with an upward-pointing arrow is located at the bottom right of the page.

- When the next page populates, go to the **Benefits Enrollment** tile, and select **Benefits Portal Login**.

*Note - The Tile will be located based on your personal settings. If you do not see this tile option, you may search the word **Benefit** under **Find cards** on the top left of the screen.

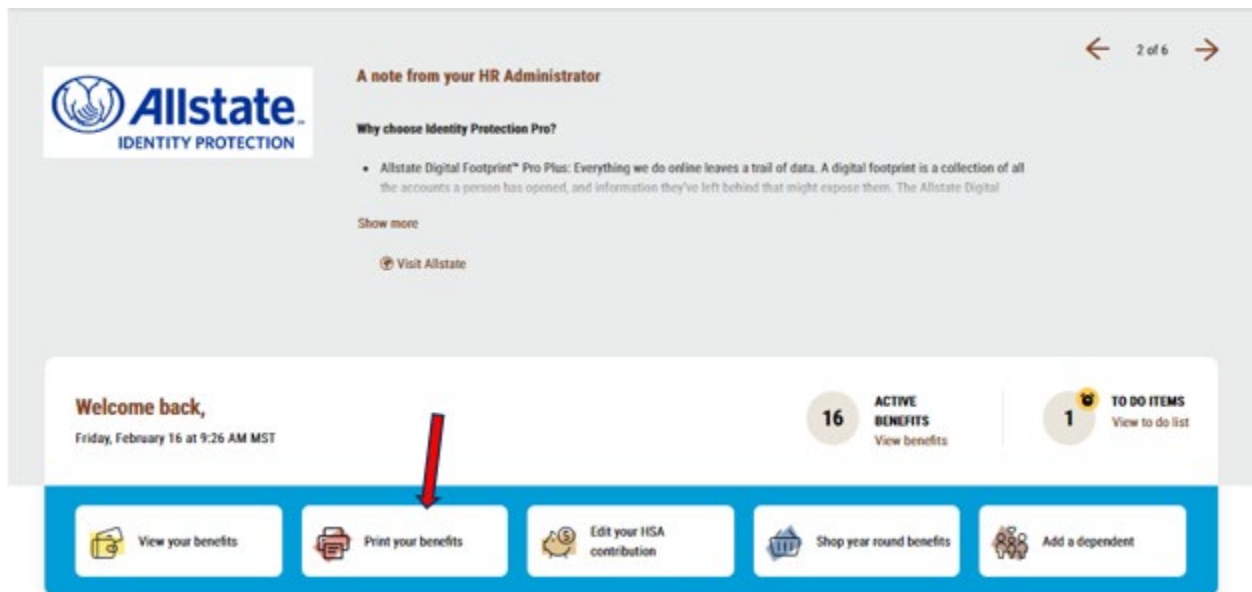


5. The Main Page of the Benefits Portal will be displayed.

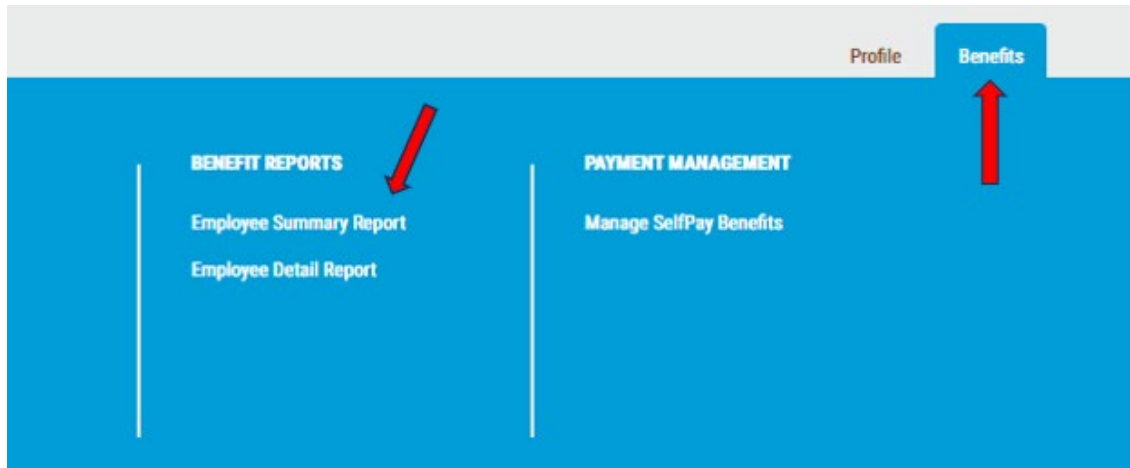


How to View Your Benefit Summary

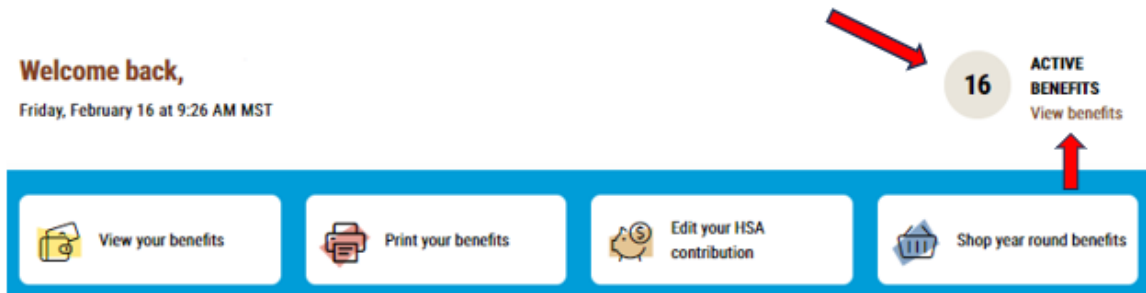
1. On the Benefits Portal Main Page, on the quick access toolbar click on the **Print your benefits** button.



- Alternatively, you may hover over **Benefits** in the top right corner of the Benefits Portal Main Page and under **BENEFIT REPORTS** select **Employee Summary Report**.



*Note – Alternatively, above the top right section of the quick access toolbar you may select **ACTIVE BENEFITS > View benefits**.



- A PDF summary of your benefit enrollment will display which you may print or save a copy for your records.

*Note – Image below for example purposes only and may display differing information based upon each employee’s individual benefit enrollment.

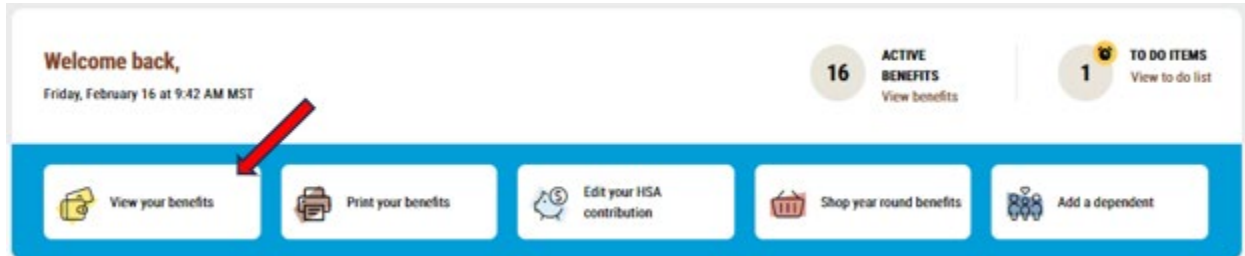
✔ 2023-24 High Deductible Health Plan Participating Network Plan Employee and Spouse	Effective: 07/01/2023 Semi-Monthly Cost \$103.00
✔ 2023-24 HDHP Pharmacy Plan Employee and Spouse	Effective: 07/01/2023 Semi-Monthly Cost \$0.00
✔ 2023-24 Telehealth Plan Employee and Spouse	Effective: 07/01/2023 Semi-Monthly Cost \$0.00
✔ 2023-24 Employee Assistance Program Plan Employee and Spouse	Effective: 07/01/2023 Semi-Monthly Cost \$0.00
✔ 2023-24 Dental Plan Employee and Spouse	Effective: 07/01/2023 Semi-Monthly Cost \$5.00
✔ 2023-24 Vision Plan - VSP Employee + 1	Effective: 12/01/2022 Semi-Monthly Cost \$0.00

Deducted Post-Tax \$0.00

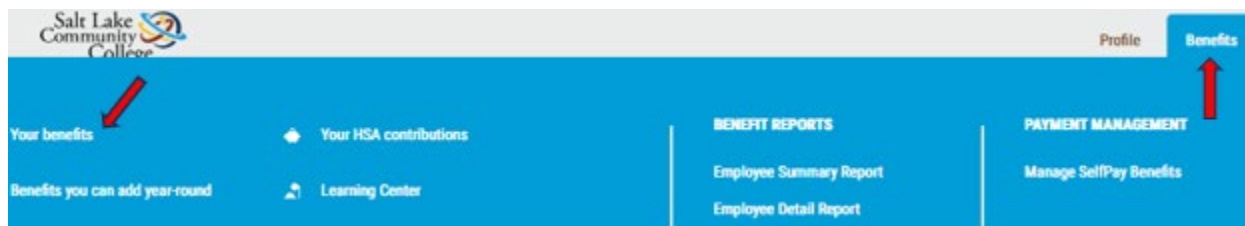
How to Submit a Qualified Life Event (QLE)

1. If you recently experienced one of the following **Qualified Life Events (QLE's)**, you are eligible to make changes to your benefits:
 - a. Marriage
 - b. Divorce
 - c. Domestic Partnership
 - d. Childbirth
 - e. Adoption or Guardianship
 - f. Gaining Coverage
 - g. Losing Coverage

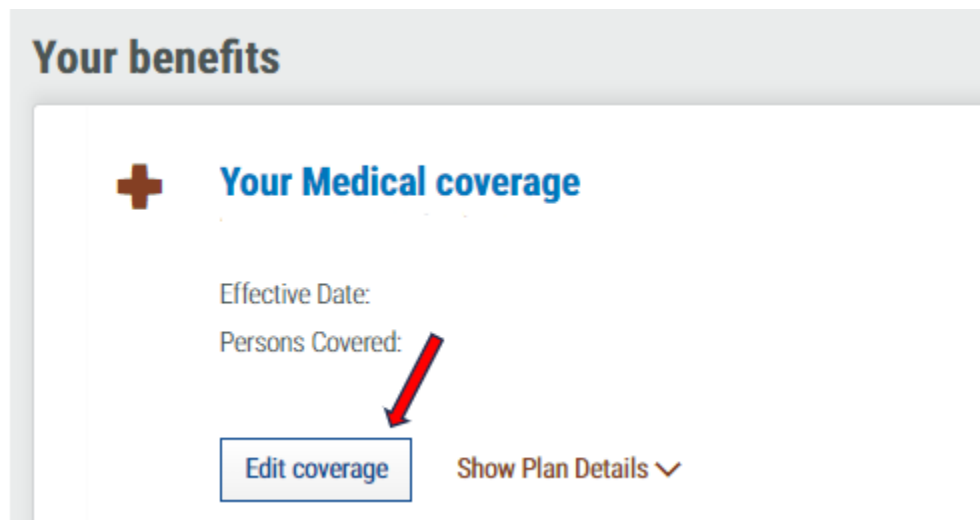
- You have **30 days from the Life Event date** to **submit your benefit changes/life event and Submit Supporting Documentation** (if required) by going to the Benefits Portal Main Page and clicking on the **View your benefits** button from the quick access toolbar.



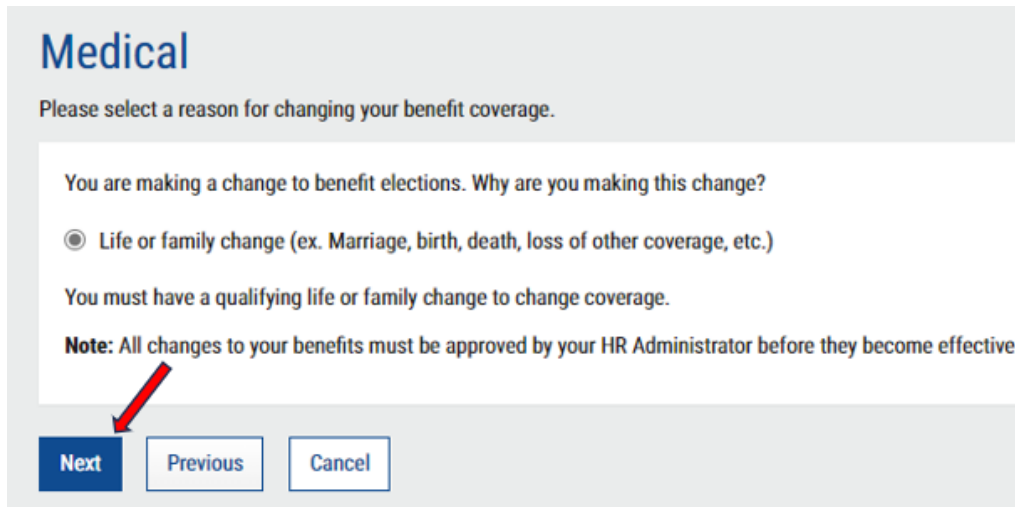
*Note – Alternatively, you may hover over **Benefits** in the top right corner of the Benefits Portal Main Page and click on **Your benefits**.



- Under **Your benefits > Your Medical coverage** select the **Edit coverage** button.



4. On the next screen, select the **Life or family change (ex. Marriage, birth, death, loss of coverage, etc.)** button and click **Next**.



Medical

Please select a reason for changing your benefit coverage.

You are making a change to benefit elections. Why are you making this change?

Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

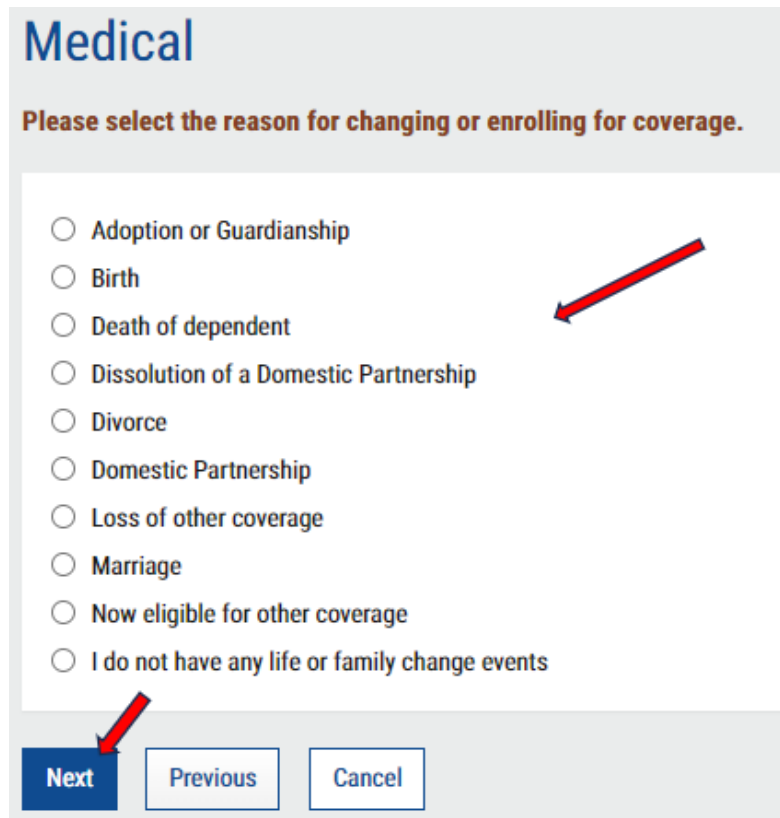
You must have a qualifying life or family change to change coverage.

Note: All changes to your benefits must be approved by your HR Administrator before they become effective.

Next Previous Cancel

5. Select the bubble which matches which life event you are trying to submit and select **Next** to enter the date of your life event and make changes to your benefits.

*Note - Remember to **Save** and **Submit** the changes you make to your benefit enrollment.



Medical

Please select the reason for changing or enrolling for coverage.

Adoption or Guardianship

Birth

Death of dependent

Dissolution of a Domestic Partnership

Divorce

Domestic Partnership

Loss of other coverage

Marriage

Now eligible for other coverage

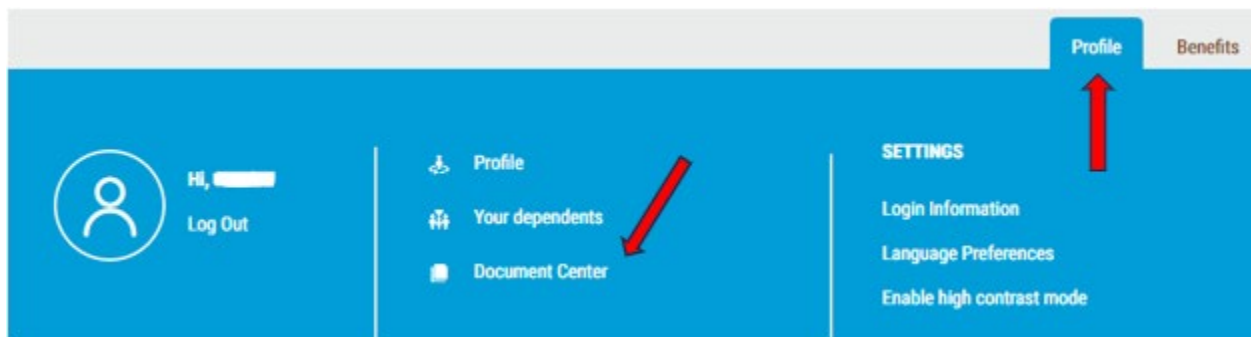
I do not have any life or family change events

Next Previous Cancel

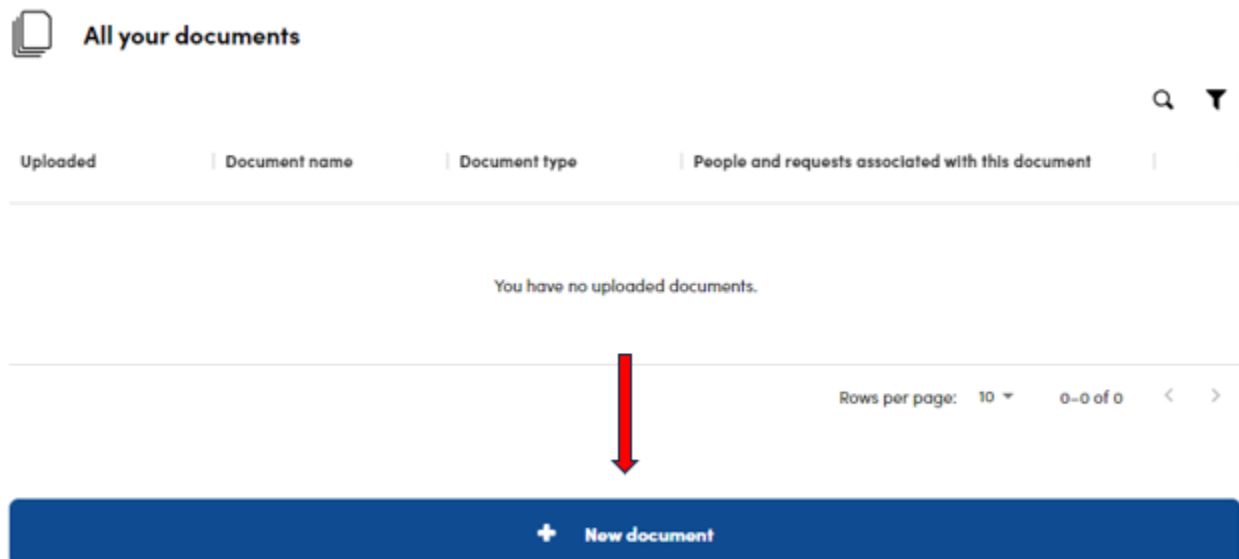
***Note – You may be required to submit **supporting documentation** for us to approve and process your life event. If the benefit portal does not prompt you for supporting documentation, you may reach out to the Benefits Team for additional clarification.**

How to Upload Supporting Documentation for Your Qualified Life Event (QLE)

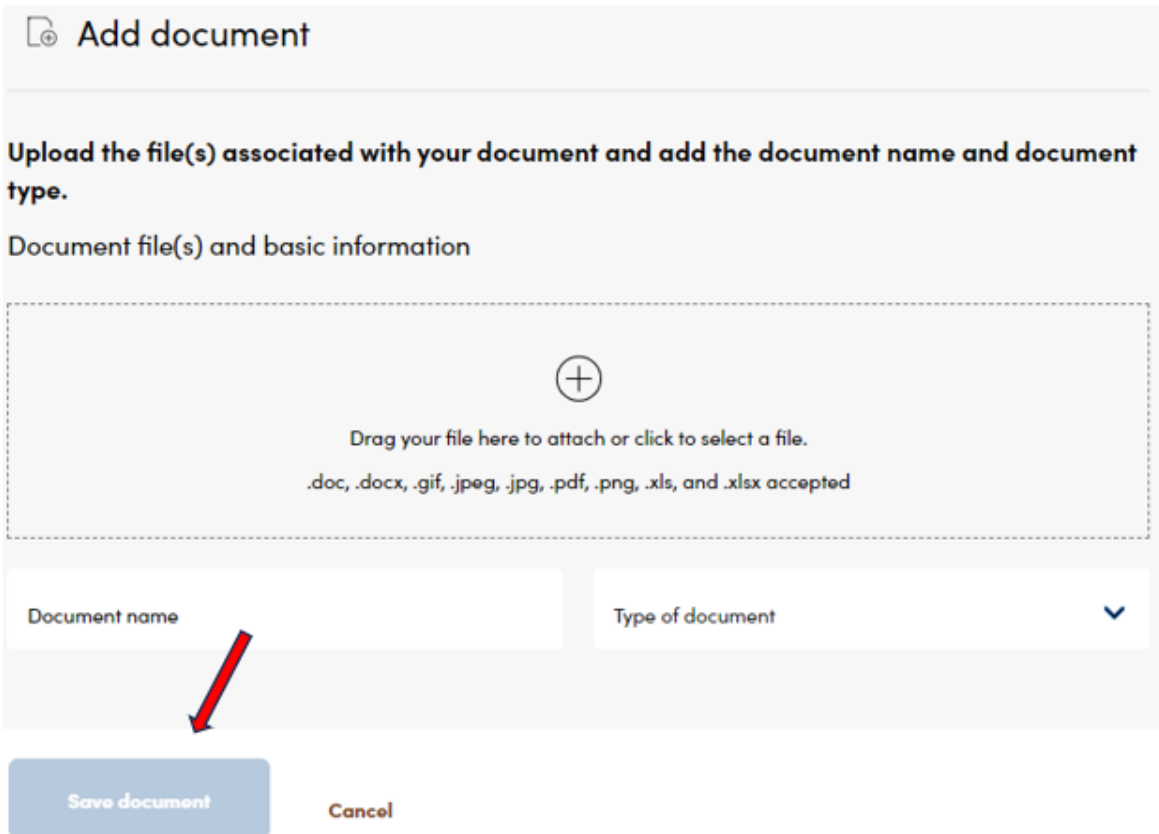
1. On the Benefits Portal Main Page hover over the **Profile** tab on the top right corner of the Benefits Portal Main Page and click on the **Document Center**.



2. Click on **+ New document** at the bottom of the screen to upload your supporting documentation.



3. Drag and drop or select the document to be uploaded, assign a **Document name** and **Type of document**, and then select **Save document** on the bottom left of the screen to upload your document.



Add document

Upload the file(s) associated with your document and add the document name and document type.

Document file(s) and basic information

Drag your file here to attach or click to select a file.
.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted

Document name

Type of document

Save document

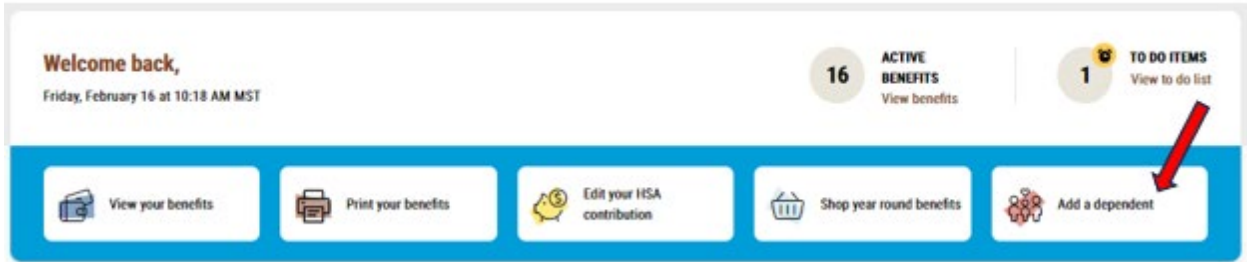
Cancel

You may view all your saved documentation within the **Document Center**.

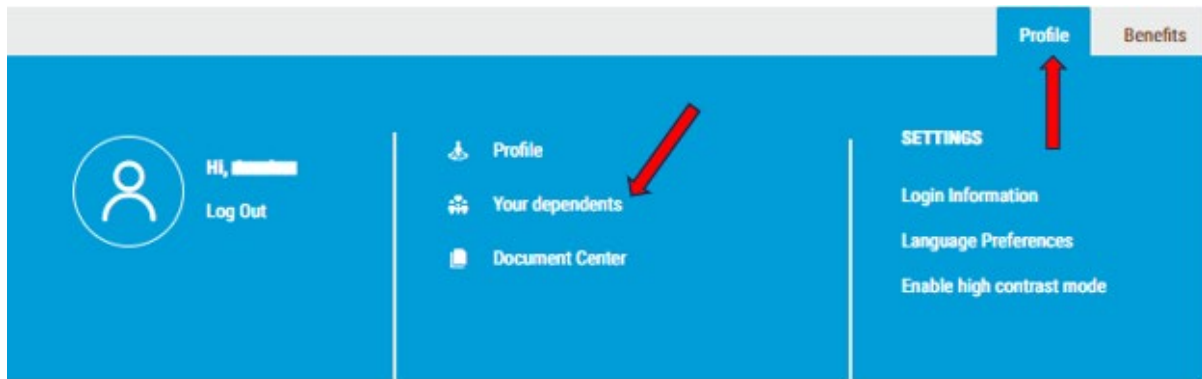
How to Add or Modify Your Dependent Information

1. For purposes of benefit enrollment, a **“Dependent”** may be defined as any **spouse, domestic partner, or child** that you may add to your **Medical, Dental, Vision or Supplemental benefits**.

You may add or modify your existing dependent information by clicking on the **Add a dependent** button from the quick access toolbar on the Benefits Portal Main Page.



*Note – Alternatively, you may hover over **Profile** in the top right corner of the Benefits Portal Main Page and click on **Your dependents**.




2. On the next page, click on **Add Dependent**.

Before you enroll in benefits

Do you have any dependents/beneficiaries you want to add to your profile? You will add your dependents to coverage when you enroll in your benefits.

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

To add a dependent, click 'Add Dependent'

Add Dependent 

Next **Previous**

3. Enter all your dependent information and then select **Save** at the bottom left of the page.

***Note – the Asterisk indicates all required fields you must enter to continue.**

To add a dependent, click 'Add Dependent'

Add Dependent

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix Preferred Name

Date of Birth *

Gender *
 Male Female


SSN *

SSN is required for dependents 6 months and older. If your dependent is less than 6 months old, you may leave this field blank. However, you will be required to provide this information when the dependent reaches 6 months old.

Relationship *

Physical Address
 Use Employee Address

Save **Save & Add Another** Cancel



All dependent information will be saved under the **Your dependents** section.

4. To modify your dependent information, click on **Edit** next to the existing dependent record.

Before you enroll in benefits

Do you have any dependents/beneficiaries you want to add to your profile? You will add your dependents to coverage when you enroll in your benefits.

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

To add a dependent, click 'Add Dependent'

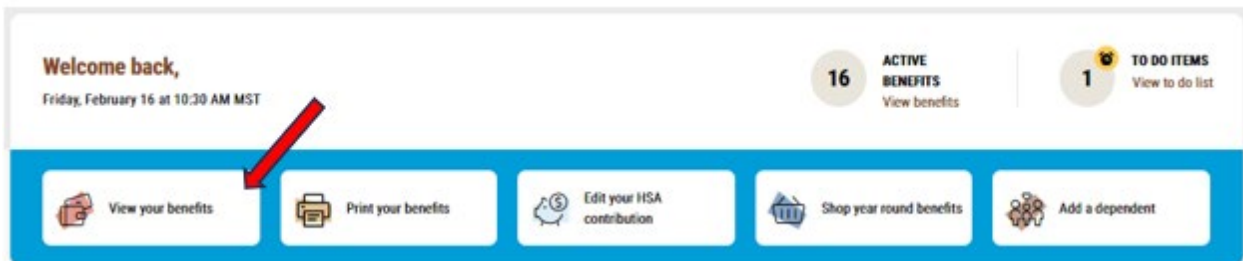
Name	Relationship	Date of Birth	Gender	Actions
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Add Dependent

How to Add or Modify Your Beneficiary Information


1. For purposes of benefit enrollment, a “**Beneficiary**” may be defined as any **person, entity, will or trust** that will receive a benefit payout from your **Basic Life Insurance Policy** or **Basic Accidental Death and Dismemberment (ADD) Policy** if something happens to you.
2. To add a beneficiary to your **Basic Life Insurance Policy** and **Basic Accidental Death and Dismemberment (ADD) Policy**, click on the **View your benefits** button from the quick access toolbar.



*Note – Alternatively, you may hover over the **Benefits** tab in the top right corner of the Benefits Portal Main Page and click on **Your benefits**.




3. Under **Your benefits**, scroll down to **Your Life coverage** and **Your AD&D Coverage** sections and select **Edit** next to the **Beneficiaries** section.

 **Your Life coverage**
2023-24 Basic Life Plan

Offered By: [Redacted]
Coverage Amount: [Redacted]
Effective Date: [Redacted]
Persons Covered: [Redacted]
Beneficiaries: [Redacted] ←

→ Edit

[View coverage](#)

 **Your AD&D coverage**
2023-24 Basic AD&D Plan

Offered By: [Redacted]
Coverage Amount: [Redacted]
Effective Date: [Redacted]
Persons Covered: [Redacted]
Beneficiaries: [Redacted] ←

→ Edit

[View coverage](#)

- On the next page, select your **Beneficiary type** (i.e., **Person**, **Organization**, **Trust**, or **Estate**) and then click on **Next**.

LIFE
Life: Beneficiary information

Beneficiary type?

Please Note:
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds

Person Estate
 Organization
 Trust

Next Previous Cancel

- Enter your beneficiary information and then click **Next**.

***Note – the Asterisk indicates all required fields you must enter to continue.**

LIFE
Life: Beneficiary information

Please include the Beneficiary even if you have a form already completed.

First Name * Middle Name Last Name * Suffix
Relationship * Social Security Number Date of Birth
Address 1 Address 2 City State / Province
ZIP / Postal code Country Phone Number

Next Previous Cancel

6. On the next page, for your beneficiary, you will need to assign them a **Beneficiary Type** as **Primary** or **Secondary**. You must also select the **Allocation %** (Percentage). Once completed, select **Next**.

***Note – If you have more than one Primary or Secondary beneficiary, then the percentages assigned to those with the same Beneficiary Type must add up to 100 percent.**

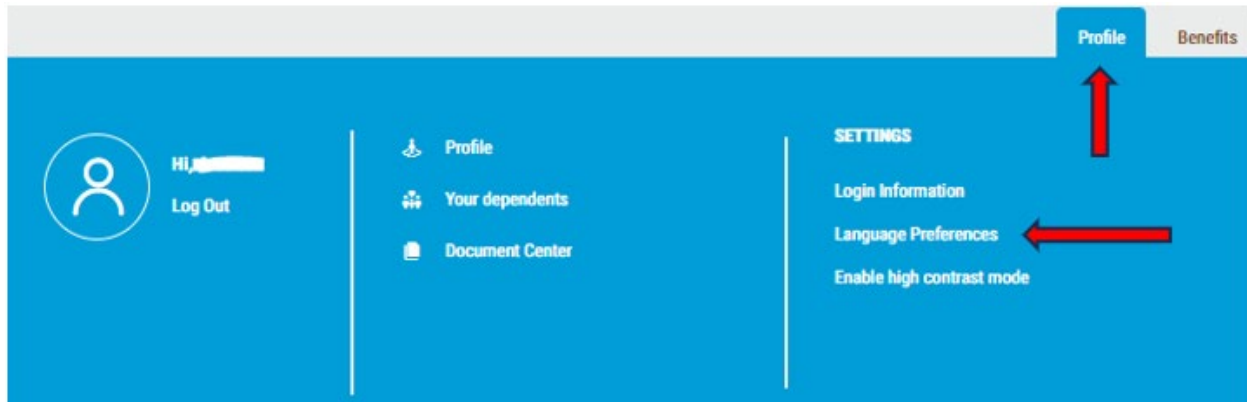
The screenshot shows a web form titled "Life: Beneficiary information". Below the title is a instruction: "Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).". A note states: "Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly." The form contains a table with the following columns: Use, Name, Relationship, Date of Birth, SSN/ID, Beneficiary Type, Allocation %*, and Actions. The first row shows a checked "Use" box, a redacted name, "Spouse" as the relationship, a redacted date of birth, a redacted SSN/ID, "Primary" as the beneficiary type, and "100" as the allocation percentage. The second row shows a checked "Use" box, a redacted name, "Son" as the relationship, a redacted date of birth, a redacted SSN/ID, and an empty beneficiary type and allocation percentage fields. Below the table is an "Add Beneficiary" button. A "Please Note" section states: "Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living." At the bottom are "Next", "Previous", and "Cancel" buttons. A red circle highlights the "Beneficiary Type" dropdown and the "Allocation %" input field for the first beneficiary.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %*	Actions
<input checked="" type="checkbox"/>	[Redacted]	Spouse	[Redacted]	[Redacted]	Primary	100	Edit
<input checked="" type="checkbox"/>	[Redacted]	Son	[Redacted]	[Redacted]			Edit

You may modify these sections at any time by selecting **Edit** under the **Actions** section.

How to Modify Language Preferences to Spanish

1. On the Benefits Portal Main Page, hover over the **Profile** tab on the top right of the screen and under **SETTINGS** click on **Language Preferences**.



2. On the next page, select the preferred language and click **Save**.



How to Add or Modify Employee Health Savings Account (HSA) Contributions

1. On the Benefits Portal Main Page, click on **Edit your HSA contribution** from the quick access toolbar.



*Note – Alternatively, you may hover over **Benefits** in the top right corner of the Benefits Portal Main Page and click on **Your HSA Contributions**.




2. If you are setting up a new Employee HSA Contribution, then on the **Review your HSA contributions** page you will want to click on **Add contribution** at the bottom left side of the page.

Review your HSA contributions

At the end of this benefit year, the total amount contributed to your HSA is expected to be

[Contribution summary](#) [Contribution schedule](#)

✔ Complete

 **Employer initial contribution**
Your employer initial contribution was complete on 07/21/2023

Please Note: Our Health Savings Account contributions are based upon the fiscal year



[Save & Continue](#) [Add contribution](#) [Cancel & return home](#)


3. When it asks, “**How would you like to contribute to your HSA?**”, you may either select to **Maximize contribution**, elect a **Custom amount** or **Employer only** contribution. For a custom amount, select **Custom amount** and then click **Continue**.

1. How would you like to contribute to your HSA?

Maximize contribution
You will have 8 contributions of \$756.25 to total \$6,050.00 for the year.

Custom amount
Contribute a custom amount to be deducted from one or multiple paychecks.

Employer only
I don't want to contribute right now (you will still receive your employer's contribution).



[Continue](#) [Previous](#) [Cancel & return home](#)

4. On the **Select a way to contribute to your HSA** page, specify if you would like to contribute an **Ongoing Contribution** or a **One-time Contribution** and **Enter an amount per paycheck** you would like to contribute. Then, select **Continue**.

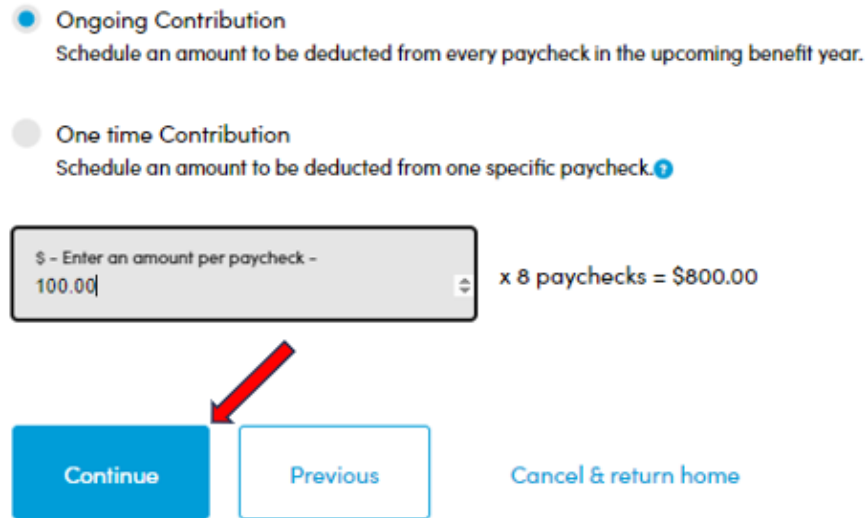
2. Select a way to contribute to your HSA

Ongoing Contribution
Schedule an amount to be deducted from every paycheck in the upcoming benefit year.

One time Contribution
Schedule an amount to be deducted from one specific paycheck. ⓘ


\$ - Enter an amount per paycheck -
100.00 x 8 paychecks = \$800.00

[Cancel & return home](#)



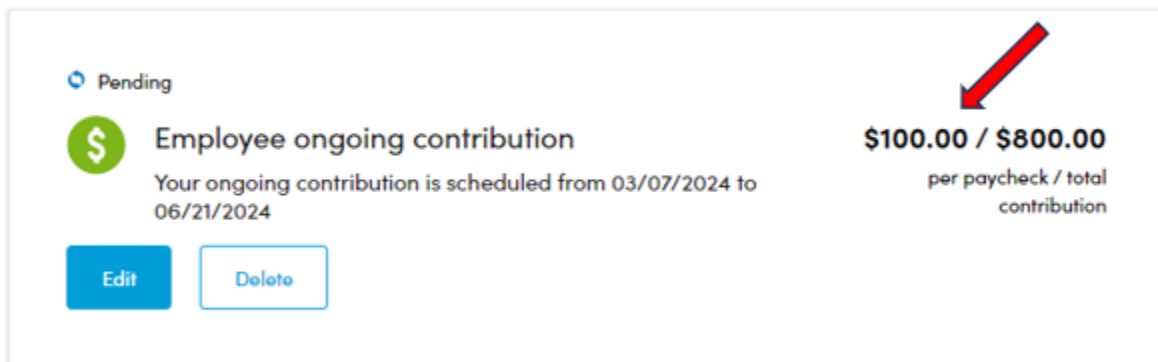
5. You will see the new HSA contribution amount you requested for the next payroll pending approval from the Benefits Team.

Pending

 **Employee ongoing contribution**

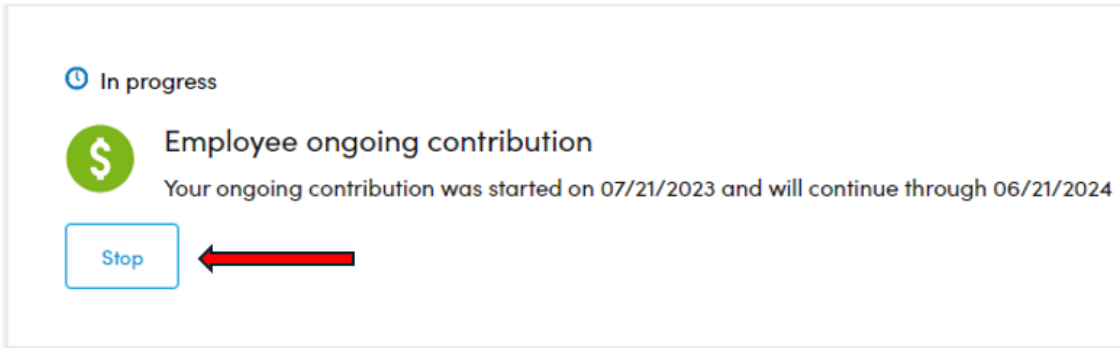
Your ongoing contribution is scheduled from 03/07/2024 to 06/21/2024

\$100.00 / \$800.00
per paycheck / total contribution



***Note – To view your full HSA or FSA contribution history, you may reach out to HealthEquity directly by going to <https://www.healthequity.com/> or calling them at (866)346-5800.**

- If you'd like to modify your existing employee HSA contribution, you may do so by returning to **Review your HSA Contributions** page. Below your approved **Employee ongoing contribution** select **Stop** to stop your current contribution.




The screenshot shows a card with a clock icon and the text "In progress". Below this is a green circle with a white dollar sign icon, followed by the title "Employee ongoing contribution" and the text "Your ongoing contribution was started on 07/21/2023 and will continue through 06/21/2024". At the bottom left of the card is a blue button labeled "Stop". A red arrow points from the right towards the "Stop" button.

Please Note: Our Health Savings Account contributions are based upon the fiscal year



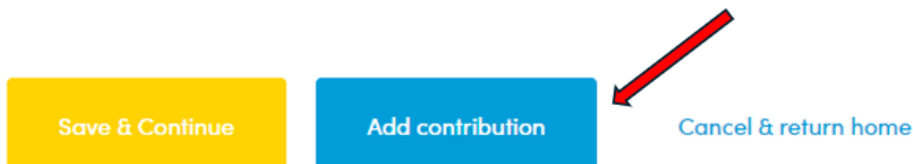
Three buttons are displayed horizontally: a yellow button labeled "Save & Continue", a blue button labeled "Add contribution", and a light blue button labeled "Cancel & return home".

- Then, select **Add contribution**, to add a new HSA contribution for a future-dated payroll.



The screenshot shows a card with a green checkmark icon and the text "Complete". Below this is a green circle with a white dollar sign icon, followed by the title "Employee ongoing contribution" and the text "Your ongoing contribution was started 02/22/2024 and completed 02/22/2024".

Please Note: Our Health Savings Account contributions are based upon the fiscal year

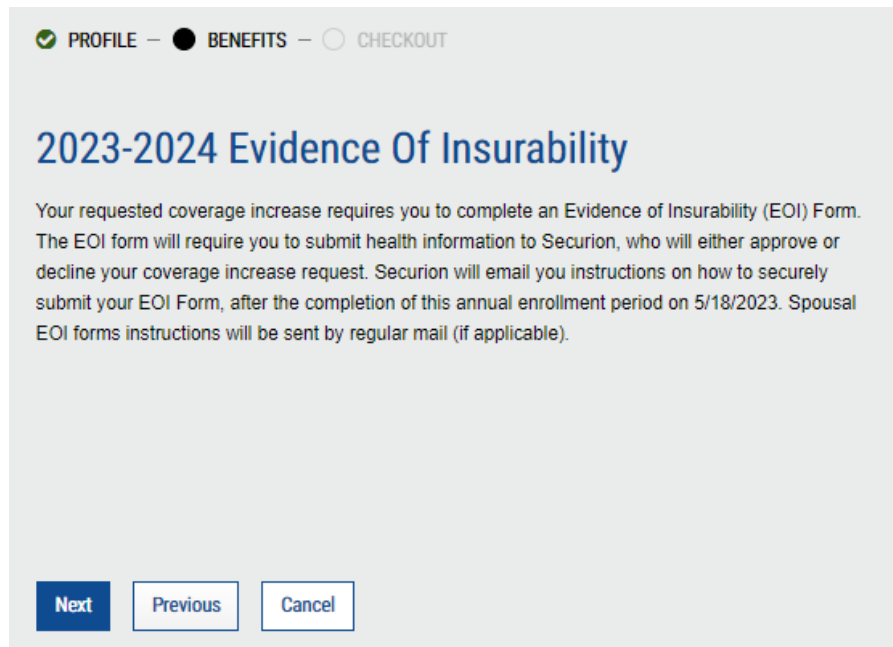


Three buttons are displayed horizontally: a yellow button labeled "Save & Continue", a blue button labeled "Add contribution", and a light blue button labeled "Cancel & return home". A red arrow points from the top right towards the "Add contribution" button.

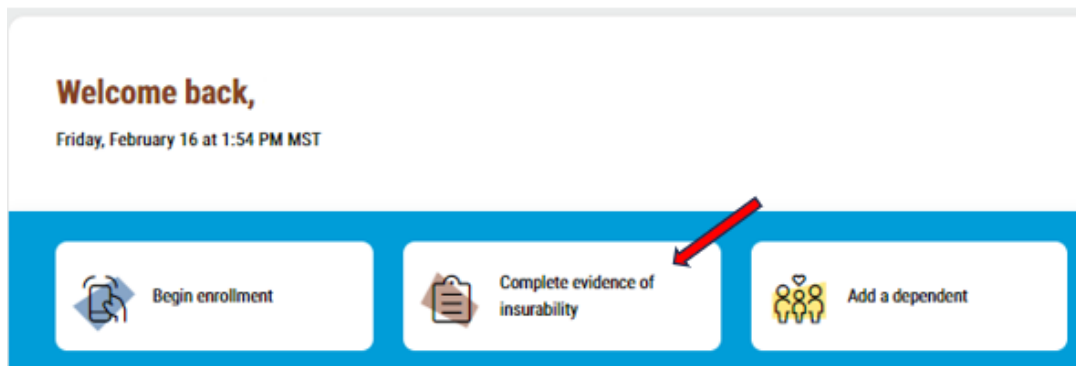
How to Submit Evidence of Insurability (EOI)

1. Employees who enroll into **Supplemental Employee** and/or **Spouse Life Insurance**, in addition to our Basic Life Insurance, **may be required to submit Evidence of Insurability (EOI)**.

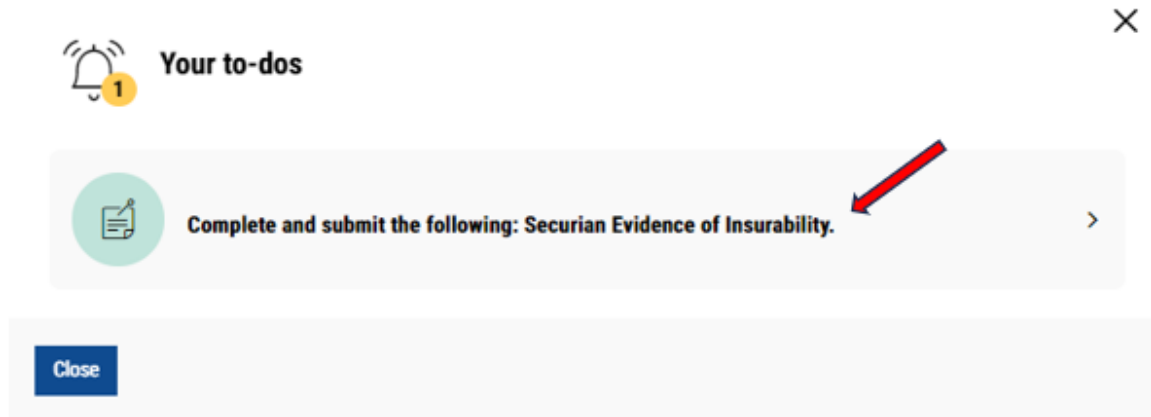
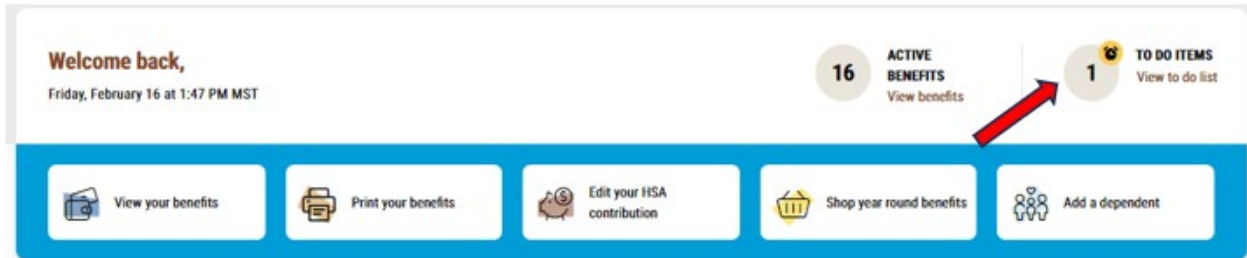
If an **existing** employee elects **one increased increment** of **Supplemental Life Insurance** either during Open Enrollment or during a Life Event (if applicable), then they will see the following message appear in the benefits portal indicating they must submit EOI.



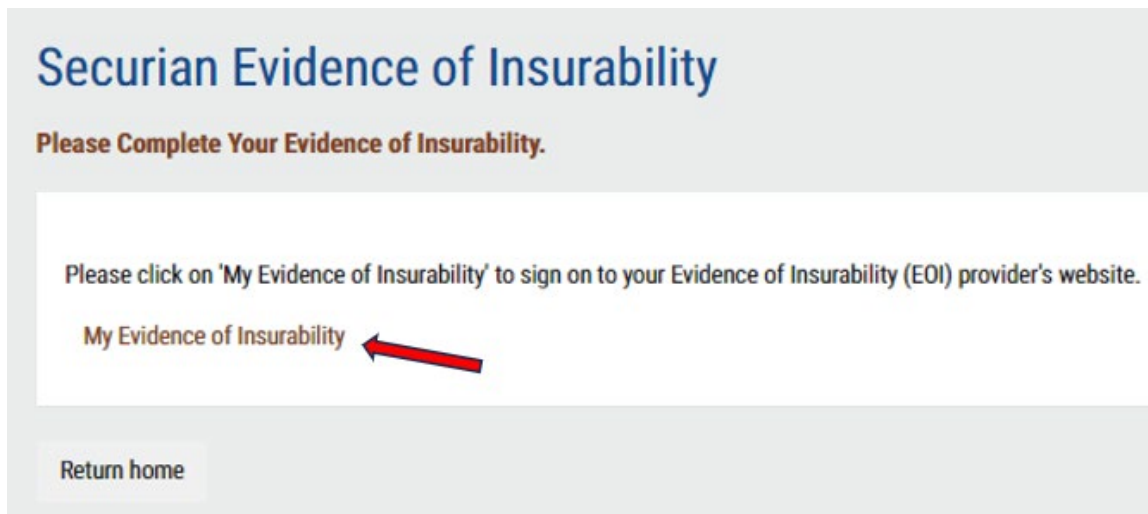
2. To complete your EOI, on the Benefits Portal Main Page click on **Complete evidence of insurability**.



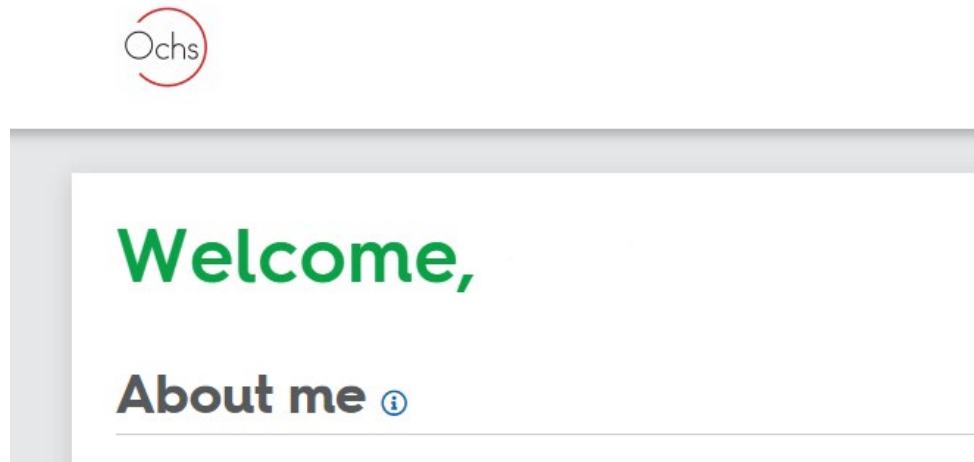
*Note – Alternatively, to the right side of the quick access toolbar under **TO DO ITEMS** click on **View to do list**. Then, under **Your to-dos**, select **Complete and submit the following: Securion Evidence of Insurability**.



3. On the **Securion Evidence of Insurability** page, click on **My Evidence of Insurability** to be re-directed over to **Ochs/Securion website** to complete your EOI Application electronically.

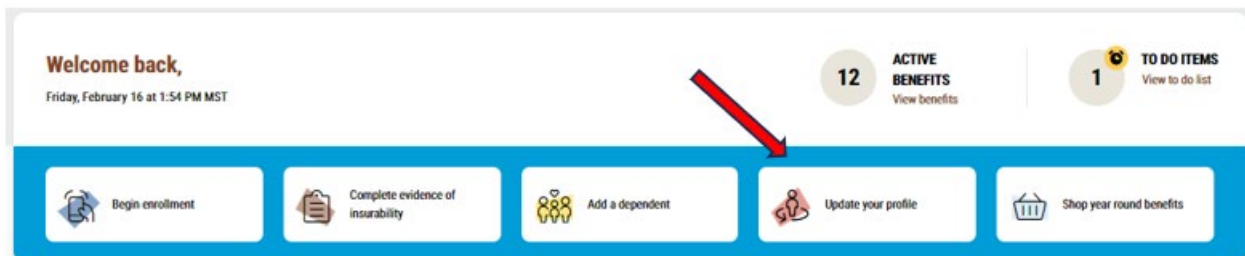


4. On the **Ochs/Securion website**, follow the prompts to complete your **Evidence of Insurability (EOI) application online**.

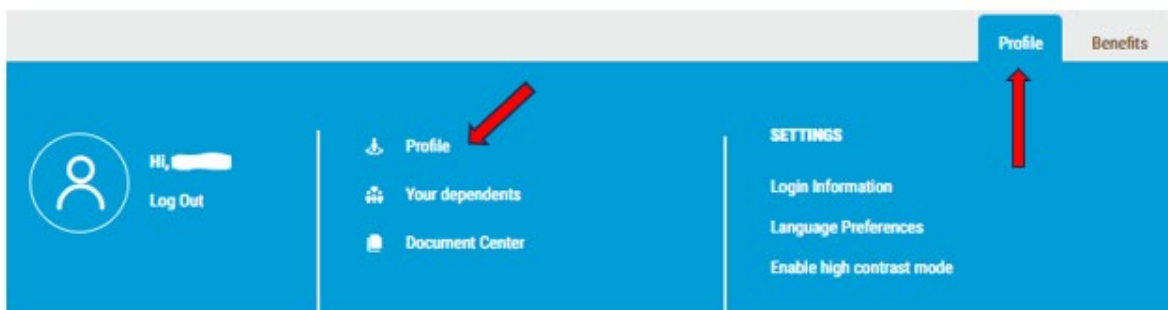


How to access your Profile to Edit Email and Communication Preferences

1. To access your **Profile** and update your email and/or communication preferences, on the Benefits Portal Main Page select the **Update your profile** button from the quick access toolbar.



*Note – Alternatively, you may hover over the **Profile** tab on the top right corner of the Benefits Portal Main Page and click on **Profile**.





2. Under the **Your profile** page, select **Edit** next to **Your contact information** to update your personal email.

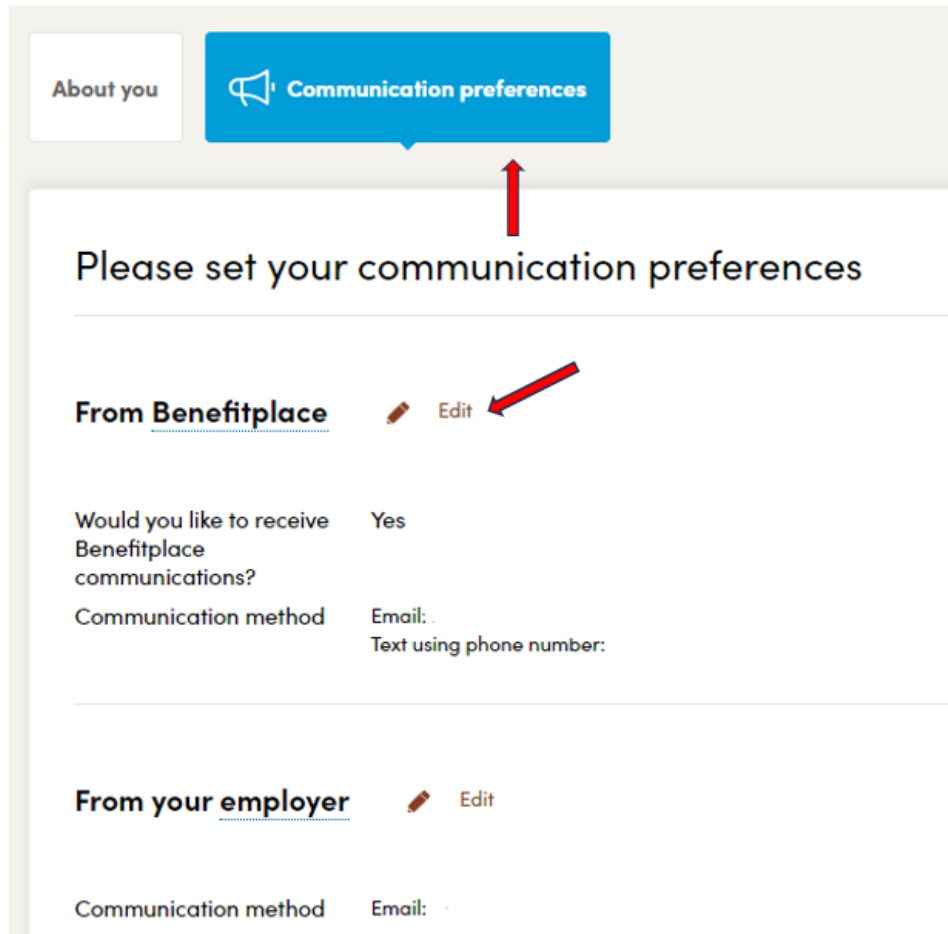
The screenshot shows a user profile page titled "Your profile". Below the title is a sub-header: "Review and complete the required (*) information for your profile below." There are two buttons: "About you" (highlighted in blue) and "Communication preferences". Below this is a section titled "Here's what we know about you" with a light blue box containing the text: "Some of your information is managed in another system. To change it, contact your administrator." The main content area is divided into two sections. The first is "Your personal information" with an "EDIT" button (disabled, indicated by a slash) to its right. The fields listed are: Name, Preferred name, Gender, Marital status, Social security number, and Date of birth. The second section is "Your contact information" with an "Edit" button (indicated by a pencil icon) to its right. A red arrow points from the "Edit" button in the "Your contact information" section to the "EDIT" button in the "Your personal information" section.

*Note – If you notice that your Name or Address are showing incorrectly under **Your profile**, you may update this information by submitting a **Name Change Form** or **Address Change Form** by going to our **Human Resources Forms website**: <https://i.slcc.edu/culture/hr/forms.aspx> > scroll to the bottom of the page and under **PERSONNEL ACTION FORMS** select **either Address Change Form** or **Name Change Form** to complete an electronic request.

PERSONNEL ACTION FORMS (PAFS) [TOP]


- [Address Change Form](#)  | SLCC Login Required
 - Former Employees without access to Etrieve/MySLCC access can submit The [Address & Name Change PDF](#)
- [Name Change Form](#)  | SLCC Login Required
 - Former Employees without access to Etrieve/MySLCC access can submit The [Address & Name Change PDF](#)

1. To update your communication preferences, select **Communication Preferences** under the **Your profile** page and select **Edit** next to the communication method you want to modify.




About you **Communication preferences**

Please set your communication preferences

From [Benefitplace](#)  **Edit**

Would you like to receive Benefitplace communications? Yes

Communication method Email: .
Text using phone number:

From your [employer](#)  **Edit**

Communication method Email: .

How to Access and Shop Your Year-Round Benefits

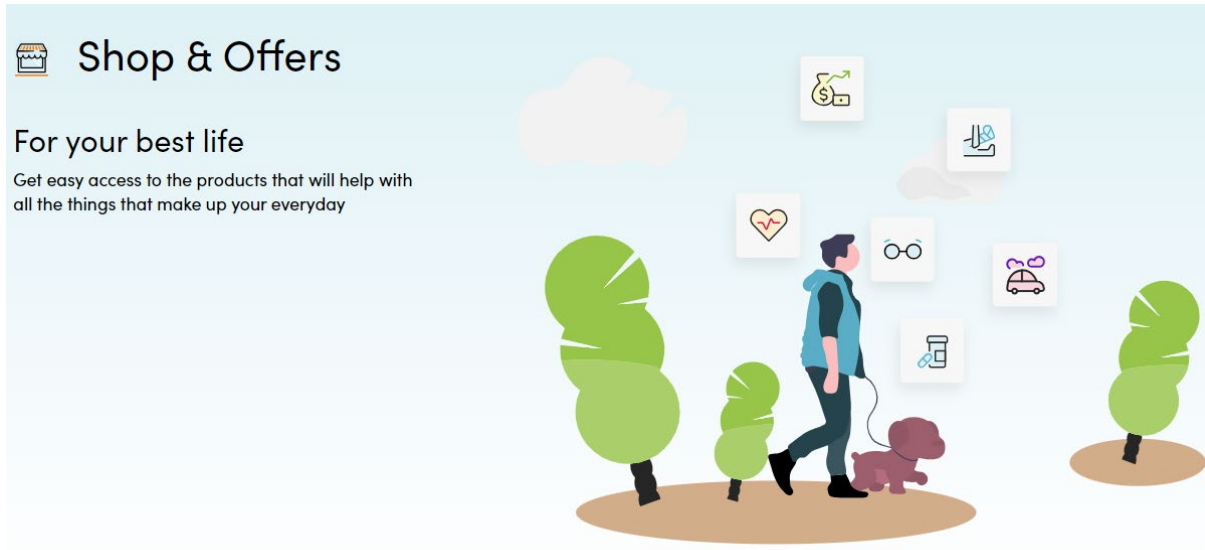
1. You have access to year-round benefits that you may enroll into at any time. On the Benefits Portal Main page, click on the **Shop year-round benefits** from the quick access toolbar.



*Note – Alternatively, you may hover over **Benefits** in the top right corner of the Benefits Portal Main Page and click on **Benefits you can add year-round**.






2. Towards the bottom of the **Shop & Offers** page, you will see different benefit products you may learn more about by selecting each **Shop** link.

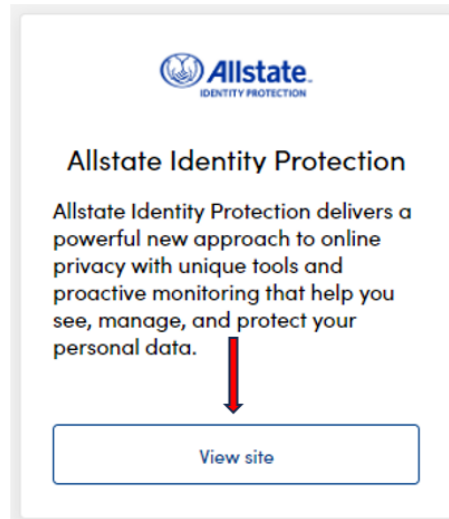


Your Offers

All

 <p>Auto</p> <p>Protect your ride with trusted top brands.</p> <p>Shop Auto</p>	 <p>Allstate Identity Protection</p> <p>Shop Allstate Identity Protection</p>	 <p>Nationwide Pet Insurance</p> <p>Protect your pets with affordable coverage from Nationwide.</p> <p>Shop Nationwide Pet Insurance</p>
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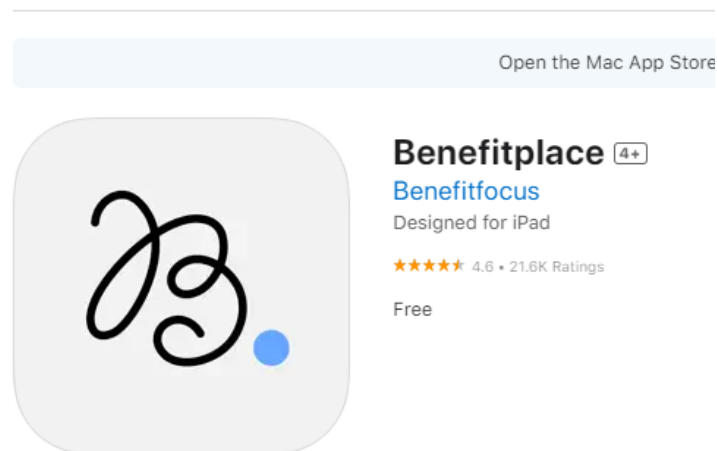
- When you click on each of the **Shop** links, on the next page you will see a summary of the insurance product being offered and may select **Get a Quote** or **View site** to be re-directed over to their direct website for enrollment instructions.



How to Download and Access the Benefit place Mobile App

- Install the **Benefitplace App** on your mobile device:
 - Link to download the app from the Apple App Store - <https://apps.apple.com/us/app/benefitplace/id702939605>
 - Link to download the app from the Google Play Store - [Benefitplace - Apps on Google Play](#)

App Store Preview



2. Before logging into the mobile app, you must **re-set your password** by accessing our Direct Login by going to the benefits website: <https://i.slcc.edu/culture/benefits/index.aspx> > under **Benefits Information 2023-2024** under **FULL-TIME BENEFITS** select **General Information** > then click on **Benefits Direct Log In Portal**.

FULL-TIME BENEFITS

[General Information](#)

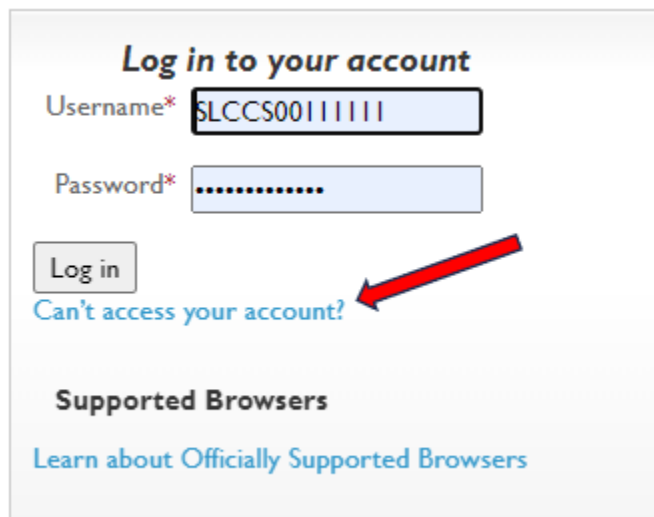
BENEFITS PORTAL

You can access the benefits portal year-round.



Mobile App Setup is Available **After Enrolling Through the Direct Log In Web Portal**

3. Reset your password on the **Welcome to Your Benefits Portal** page by selecting **Cannot access your account?** under the **Log in** button.

A screenshot of a web page titled "Log in to your account". It features a login form with two input fields: "Username*" containing "SLCCS0011111" and "Password*" with masked characters. Below the fields is a "Log in" button. A red arrow points to a blue link labeled "Can't access your account?". At the bottom, there is a section for "Supported Browsers" with a link to "Learn about Officially Supported Browsers".

4. Select **I can't remember my password** and then select **Next** to follow the prompts to reset your password.

Benefitplace™

Account access

Please select which option you need help with – please note, you will need your username to reset your password.

I can't remember my password

I forgot my username

5. Open your **Benefitplace App** on your mobile device.

9:19

Benefitplace™

Username

Password Show

Remember username?

[Forgot username](#)

[Reset password](#)

[Create an account](#)

Activated for Salt Lake Community College · [Reset](#)

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Benefitplace v2304.2.0 (1)

6. Login to the **Benefitplace App** using the following credentials:
 - a. Company Code: **SLCCBenefits.**
 - b. Username: **“SLCC” + “S Number.”** For example, **“SLCCS00111111”**.
*Note – You may access your S Number from your Staff/Faculty OneCard.
 - c. Password: **Newly created password.**