Benefits Portal Enrollment – Part-Time Employees

\*Legal Insurance has to be enrolled in within 30 days of your hire date or a qualifying event like marriage or birth. All other benefits can be enrolled in at any time

| Enrollment Steps | Screen Shots |
| --- | --- |
| 1. Sign in (Option a, b, or c) |  |
| * 1. Single Sign On (SSO)      1. Log into MySLCC      2. Navigate to the Employee Tab of MySLCC.      3. Click on the Benefit Enrollment link underneath the Employee Dashboard. (When using this link, you may be asked to also sign into your SLCC Microsoft Office 365 account.) | Benefits Enrollment Portal on your myslcc page |
| * 1. Direct Login      1. Open the link: [https://slccbenefits.hrintouch.com](https://slccbenefits.hrintouch.com/)      2. To log in please use the following: Username = “SLCC” + “ID#” Example: SLCCS00123456. Temporary Password = SSN with dashes. Example: 999-99-9999      3. Create a new password | Direct Login Screen |
| * 1. App      1. Install the Benefitplace App from Google Play or the Apple App Store      2. Reset your password via *Direct Login* before you use the Mobile App      3. Enter our company code: SLCCBenefits      4. To log in please use the following: Username = “**SLCC**” + “**ID#**” -- Example: **SLCCS00123456.** Password: Newly created password | BenefitFocus App |
| 1. Click on the links or quick links to learn more about each benefit. Watch the video | Part-time employee main login screen |
| 1. Click on the Click here to View your Benefits button | click here to enroll in benefits button |
| 1. Click on To Do Items | Welcome Back screen |
| 1. Click on elect your Current Enrollment Benefits | Click on Elect your Current Enrollment Benefits |
| 1. Review your profile | Review your profile |
| 1. Click Next | Click Next |
| 1. Click Next | Set communication preferences |
| 1. Click on Add dependents and add your dependent’s information (if applicable) | Make sure to add your dependents and check if their information is already correct. |
| 1. Click Begin Enrollment for Legal Insurance or select decline coverage. | Choose legal coverage |
| 1. Review who you want covered by selecting your dependent’s names and enroll In Legal Insurance by clicking Select Plan or select decline coverage. | pick who you want on your legal insurance plan. pick a plan with divorce coverage or without divorce coverage |
| 1. Review Legal Insurance Summary and click Save | summary of legal insurance coverage |
| 1. Click continue to Shop & Offers | Enrollment Complete |
| 1. Shop for Identity Protection and Pet Insurance by clicking on the shop button or click complete enrollment | Shops and Offers Identity Protection or Pet Insurance |
| 1. Review your benefit selections and set up self-pay if you enrolled in legal coverage | Graphical user interface, text, application, email  Description automatically generated |
| 1. Your enrollment is complete and don’t forget to log out |  |

Contact the Benefits Office for Questions: 801-957-4595