Live Event Change Instructions

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| 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>      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 Click here to enroll in Benefits button | Welcome screen on Benefits Communication Portal |
| 1. Change your benefits due to a life event. Click on Life Change |  |
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| 1. Select your life event change and enter the date.   Please note, most life changes must be done within 30 days. If you have a question on this, please contact Patti Williams at 801-957-4595. | Graphical user interface, text, application  Description automatically generated |
| 1. Enter date of the life event. | screenshot of selecting a life event and entering a date |
| 1. Add a new dependent (if applicable) | Make sure to add your dependents and check if their information is already correct. |
| 1. Edit each benefit by clicking on edit coverage | Screenshot of summary page of benefits enrolled in showing an edit coverage button |
| 1. Change who is covered on your benefits    1. Add new dependent to your benefits by selecting their name or clicking Add Dependent (if applicable). Make sure their name is selected and is the color green if you want to add them to your plan |  |
| * 1. Remove dependents by selecting their name. Make sure their name is white if you want them removed from your plan | Removing dependent confirmation pop up screenshot |
| 1. Save Changes when you are done updating your benefits and click continue. | screenshot showing save changes and cancel button |
| 1. Click on your to do list from the main menu | click on to-do |
| 1. Upload your applicable life event document (if applicable) | click add document to provide documentation (if requested) |

Please contact the Benefits Office at 801-957-4595 for additional questions