

## Meet HRconnection®

HRconnection® gives you a direct line to company information in one secure and convenient location that can be viewed from any computer with Internet access. It provides you with a comprehensive resource for all of your benefits information, any time of the day or night.

### Getting started

#### What Web browsers can I use?

HRconnection® supports both Microsoft® Internet Explorer® 7.0 and 8.0 as well as Mozilla Firefox 3.

1. Navigate to [www.hrconnection.com](http://www.hrconnection.com).
2. Enter your **user name** and **password**.

#### Forgotten your password or user name?

Forgotten your password? Don't remember your user name? Click **I forgot my login information** to reset your password and retrieve your user name.

#### Protect your password

Your unique user name and password grants you access to your personal information. This electronic signature carries the same authority as your handwritten signature: it authorizes all of your elections and their corresponding deductions from payroll. *Keep this information confidential.*

#### Is your information up-to-date?

After you log in, but before you make your benefit elections, take a moment to make sure that your personal and dependent information is correct.

#### Check your personal information

1. Navigate to **My Information > Personal Information**.
2. Confirm that all required information is provided, and that any additional information is correct.
3. Click **Save**.

#### Check your dependents and contacts

Go to My Information > My Family and Contacts.

- To add dependents, beneficiaries, or emergency contacts, click **Add Contact**.
- To update an existing relationship, click **Edit** 
- To remove a relationship, click **Delete**

### Time to enroll

You're here either for open enrollment, or because you've recently had a life event.

- Open enrollment is a period of time, usually once a year, when you can make additions or changes to your benefit options.
- A life event is an occasion that could potentially affect your employee data or benefit elections.

Click  , or go to My Information > My Elections.

## Life Event and Open Enrollment

1. Your selections appear in the appropriate section of the **Time to Enroll** tab.
2. Click **Edit** .
3. Select the coverage you want to elect, or choose Waived if you want to decline a particular coverage.
4. Click **Elect and Continue** to move to the next plan that requires an election, if applicable.
5. The status of elected plans moves to Pending.

*Tip: If you need to make changes to what you choose here, you still can. Your elections aren't final until you confirm them.*

Time to Enroll | Current Elections

### Life Event - Marriage

#### Make Your Life Event Elec

Status	Plan Type
Pending	Life
Action Required	Medical

### Employer-sponsored plans

Employer-sponsored plans are benefit plans your company makes available to you at no cost.

1. Your selections appear in the appropriate section of the **Time to Enroll** tab.
2. Click **Edit** .
3. Select the coverage you want to elect.
4. If you need to include your dependents or beneficiaries in the plan, select them from the appropriate section.
5. To add dependents or beneficiaries, click **Add dependents** or **Add beneficiaries**.

*Tip: If you need to make changes to what you choose here, you still can. Your elections aren't final until you confirm them.*

Make Your Employer-Sponsored Elections
Status
Action Required

### Can I compare healthcare plans?

Do you have more than one plan option available to you? The plan comparison feature of HRconnection® is designed to help you make informed decisions about your health care options during the enrollment process.

1. Click **Edit** .
2. Find the plans you want to examine then select **Compare** for each.
3. Click **Compare**. HRconnection generates a side-by-side comparison in a new browser window.

*Tip: Want to print this page to review later? Click Print plan comparison.*

### Confirming your elections

Once you have selected your benefit options, it's time to lock them down until the next enrollment period. The deadline for enrollment appears at the bottom of the page.

1. When you have completed your selections, review the elections you have made and click **Confirm** to stamp your elections with an electronic signature.

*Tip: As part of the election confirmation process, you will be prompted to and it is recommended that you print your confirmation summary.*

Confirm Your Elections	
<input type="button" value="Confirm"/>	
<b>Confirmation Summary - Clark</b>	
Name:	Donald F. Brown Jr
Address:	10700 W. First Ave.
Address 2:	
City, State, ZIP:	Milwaukee, WI 53226
Phone:	414-555-0980
Date of hire:	11/04/2010

### Make a mistake?

Keep in mind that once you've confirmed your elections, you generally won't be able to change them until the next enrollment period. However, if you need to make a correction or addition, you can submit an **Error Correction Life Event**. Doing so will enable your administrator to briefly reopen the enrollment period, allowing you to make your changes.

1. Go to **My Information > Life Events**.
2. Select **Error Correction** from the **Event Type** list.
3. Provide a **date** (the current date is acceptable).
4. Type a short **comment** about the error you want to correct.
5. Click **Save**.

Event type:

### Looking back at previous selections

If you've been through open enrollment before, click  **View election history** to view your past activity for a specific plan.