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 company and benefits information, any time of the day or night.

Getting started

2. Enter your user name and password.
3. Click Time to Enroll from the upper left corner.

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 private 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.

What Web browsers can I use?
HRconnection® supports both Microsoft® Internet Explorer® 7.0 and 8.0 as well as Mozilla Firefox 3.

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 x.

Time to enroll?

You're here either for open enrollment, or because you've recently had a life event. Click Time to Enroll, or go to My Information > My Elections.
- 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.

Time to Enroll - Current Election

Life event and open enrollment
1. Your selections appear in the appropriate section of the Time to Enroll tab.

<table>
<thead>
<tr>
<th>Life Event - Marriage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Your Life Event Elect</td>
</tr>
<tr>
<td>Status: Pending</td>
</tr>
<tr>
<td>Plan Type: Life</td>
</tr>
<tr>
<td>Action Required: Medical</td>
</tr>
</tbody>
</table>

Note: Your administrator may require that you confirm your family and contact information as a part of the election confirmation process.

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.

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.
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 healthcare options during the enrollment process.

1. Click Compare.
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.

Complete the paperwork

After you've confirmed your elections, the last step in the process requires you to complete any applicable forms. The Forms page appears immediately after the confirmation step.

1. Read the form descriptions carefully to determine if you need to complete any of them.
2. Click a link to open a form, then print it, complete it, and return it to your Human Resources representative.

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.

Please confirm your election by 07/31/2011

1. When you have completed your selections, click Confirm.
   Note: Your administrator may require that you confirm your family and contact information as a part of the election confirmation process.

Confirn Your Elections

Confirmation Summary - Clark
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

2. 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.

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.
   Event type: Error Correction
3. Provide a date (the current date is acceptable).
4. Type a short comment about the error you want to correct.

5. Click Save.
   You'll be contacted by Human Resources if additional information is required.
Washington College’s Online Enrollment System FAQ’s

Q- How do I log on to the online enrollment system?
   A- Go to [www.hrconnection.com](http://www.hrconnection.com) and enter your user name and password

Q- What information will I need the first time I log on?
   A- You will need all of the following information for you and your dependents or beneficiaries: Name (first & last), Address, Home Phone Number, Date of Birth, and Social Security Number

Q- Where do I find my user name and password?
   A- Your user name will be sent to you at your Washington College email address on Friday May 14th. You will then need to follow the instructions in that email to set your password. Once you set your password, you can log in to the site using the web address above.

Q- When can I enroll in my 2012 Benefits?
   A- The online portal will be open from Monday May 14th through Friday May 25th. You must make your elections no later than 4pm on Friday May 25th if you would like to have coverage beginning July 1, 2012.

Q- If I am currently enrolled in benefits, and do not want to make any changes do I have to log in and make elections?
   A- Yes. All employees must log on to the online enrollment system if they would like to continue their benefits. No current elections will be rolled over, and if elections are not made in the online enrollment system all current coverage’s will end on June 30, 2012.