



CLARKE & COMPANY
BENEFITS LLC

2016 Online

Enrollment

1. Click on the HRconnection logo in your app. It will take you to HRconnection.
2. Login using the username supplied by HR. Your password will be supplied by HR.
3. Read the terms & conditions and click agree.
4. You will be sent to the mobile site. At the bottom of the page you will need to click on to Full Site.
5. If you need to add dependents for any of your lines of coverage click the 'My Information' tab and then the 'My Family and Contacts' tab. Add beneficiaries that will be added to your elections-click save. If you also want the individual listed as a beneficiary, confirm that by checking beneficiary as well.
6. In the upper left hand corner, click the orange 'Time to Enroll!' tab.
7. Click the pencil to the right of 'Action Required' under Open Enrollment and complete the required fields-click save.
8. Click 'Start Now' to the right of 'Make Open Enrollment Changes'.
9. Make your elections for each line of coverage or waive the coverage and select dependents when applicable.
10. When complete, click 'Confirm Elections'. Elections are not complete until elections have been confirmed in the system.