Benefitfocus Open Enrollment Instructions

To view or make changes to your benefits, you will need to use the Benefitfocus online enrollment system.

To log in to HR InTouch:

1. **Go to** [willamette.hrintouch.com](http://willamette.hrintouch.com).

2. **Enter your User ID and Password.**
   a. Your User ID is your first name, the 1st initial of last name, and the last 4 digits of your Social Security Number (SSN). Example: (John Smith, SSN: 123-45-6789 = JOHNS6789)
   b. Your initial password is your SSN without the dashes. The first time you log in, follow the on-screen instructions to change your password.

3. **Select the Login button.**
   a. The first time you log in, follow the on-screen instructions to change your password.

4. Once you have logged in the following screen will be visible. Please click the “Enroll Now” button indicated on the screen below.
5. You may add your dependents to your profile by selecting “Add Dependent” or click next to continue.

6. To make benefit selections for the 2017-18 plan year, click on the “Open Enrollment” tab. ***Make sure you ALWAYS select the options under the Open Enrollment Tab for each section***

7. Please review the benefits selected and if any changes are needed use the “Edit coverage” to select where the change needs to be made.

8. To complete your enrollment, you must complete Heath FSA, Dependent Care FSA, and Transit FSA. Click on "Begin Enrollment"
9. To select the plan click on “Select Plan” OR to decline click on “Decline Coverage.”

10. If the selection is accurate, click the “Save” button.

11. Once the section is complete, click on “Complete Enrollment.”

12. Once all sections are complete and saved, a confirmation screen will appear with a confirmation number. Please print for your records.

We are happy to answer any questions you have. Please contact us at 503-370-6210 or hr@willamette.edu.
Have a great Open Enrollment!