

Instructions for Making Benefit Changes Online



Information to have with you when making benefit changes

- If you have insurance with another insurance company, have the name of the insurance company and the policy number
- If you will be covering your spouse or dependent(s), have their date of birth and social security number
- If you or any of your dependents are covered by Medicare, have your Medicare coverage information available

1. Navigate to HR InTouch site:

<https://wcpss.hrintouch.com>

2. Enter your Login ID and Password

Login ID =
Your first name,
The first initial of your last name,
The last 4 digits of your social security number.

Password =
Private and unique

3. Unable to login

To reset password or retrieve Login ID:
Select Link – **Can't Access Your Account**

4. Quick Links

Found on the left side of the web page
Select Link - **eBenefitsNOW**

5. Select a Life Event

- Select the benefit plan that is being changed
- Select **Edit due to Life Change**
- Select one life event from list provided
- Enter the date of the life event

6. Making Changes to your Benefits

- **Edit** buttons appear next to each section that may be changed
- Follow the prompts provided on each screen until completed

7. Select the **Save** button

8. Review and Print Benefit Summary

Select **Summary of Benefits**

9. Employee Detail Report

- An Employee Detail Report is always available from **My Home**
- Provides proof or confirmation of change elections

10. Log out of eBenefitsNow

Questions

Login or site navigation questions:
(855) 859-0966

Benefits questions: contact the State Health Plan **(888) 234-2416**

Eligibility questions:
email benefits@wcpss.net

NOTE:
WCPSS does not accept paper forms.