

## Instructions for Completing Your Benefit Enrollment Online



### **INFORMATION TO HAVE WITH YOU BEFORE YOU BEGIN THE ENROLLMENT PROCESS**

- 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

Initial Password: SSN  
without spaces or dashes

Example:  
John Doe with SSN 111-22-3333  
Login ID = JohnD3333  
Password = 111223333

#### **3. Unable to login**

To reset password or retrieve your Login ID: Select Link –

***Can't Access Your Account***

#### **4. First Time Login**

You will be prompted to create a new password. Your new password must meet the criteria outlined on the login page.

#### **5. Navigate to eBenefitsNow**

Select ***Enroll Now*** to connect to eBenefitsNow

#### **6. Review &/or edit Basic Information**

Select ***Complete Enrollment***

#### **7. ID cards and plan documents**

Will be mailed to the address shown in eBenefitsNow

#### **8. Complete your enrollment elections**

#### **9. Edit elections before the deadline**

Changes to your elections can be made by selecting ***Edit*** to any section relating to the revision

#### **10. Review & print benefit summary**

Select ***Summary of Benefits***

#### **11. Employee Detail Report**

An Employee Detail Report is always available from the ***My Home*** page

**Note:** This report displays BOTH current plan information in addition to the enrollment plan elections

#### **12. After completing, select *Logout***

#### **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](mailto:benefits@wcpss.net)**

**NOTE:**  
***WCPSS does not accept paper forms.***