SyncHR Benefit Enrollment Instructions

1. **Log into SyncHR** → https://clients.synchr.com/
   - *Password Security: It is recommended that you change your password regularly, as you would with any other online account. This helps ensure your information is secure. To change your password, click on the "Settings" link in the top right corner of SyncHR then click on "Change Password". If you get locked out of the system, contact the HR Service Center for a password reset.*

2. **Open Your Enrollment Wizard** → From your "Myself" tab in SyncHR, click on the "Open Enrollment" button on the left side of the screen.
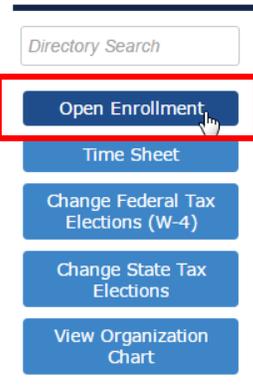
3. **Review & Begin Your Benefit Enrollment** → The Benefit Enrollment Wizard will open. Review the instructions and once you are ready, click on the "Start Benefits Enrollment" button to begin.

4. **Add Family Members** → The Family Members screen is the first screen you will complete. Be sure to add all of your dependents you want insured on any of the Company provided benefit plans. If a family member does not appear on this list, they will not be available for selection under each of the applicable coverages.
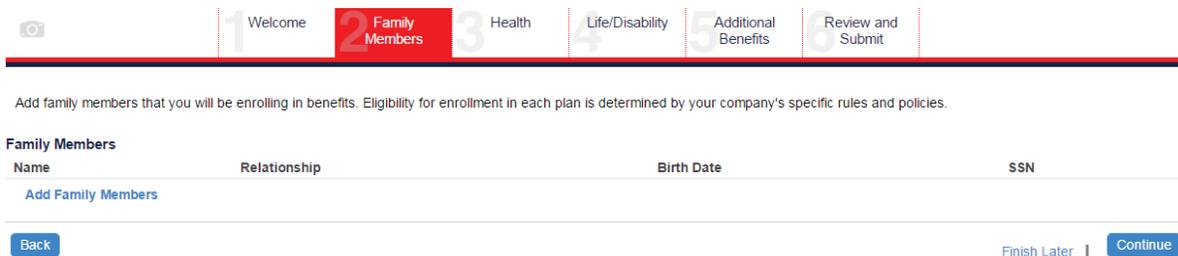
Note: Ensure all of your family member information is listed correctly (address, birthdate, SSN, etc.)

5. **Complete Your Benefit Enrollment Wizard** → Select and save your elections throughout the wizard by clicking the "Save & Continue" button in the bottom right corner of your screen. In the event you want to go back or move forward, simply click on the tab at the top of the wizard that you would like to view.
   - *Health Tab* → Medical, Health Savings Account (HSA), HSA Catch-Up *(if applicable – age restricted)*, Dental (with Medical), Dental (No Medical) & Vision
   - *Life/Disability* → Basic Life, Basic AD&D, Voluntary Life, Spouse Life, Dependent Life, Voluntary AD&D, Spouse AD&D, Dependent AD&D, Short-Term Disability & Long-Term Disability
   - *Additional Benefits* → Critical Illness, Spouse Critical Illness, Accident, & Automatically Enrolled Plans

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6. **Review and submit your elections** → Be sure to review your selections in detail. Once you have verified that everything is reflected correctly, you must check the box stating "I confirm these benefit elections" and click the "Submit" button. If you would like to receive a confirmation e-mail of your elections, check the box accordingly.

While in SyncHR, it is recommended that you also review the following on your Myself page:

- ☑ Verify that all of your personal information is reflected correctly (phone number, address, e-mail, etc.)
- ☑ Ensure you have at least three (3) current emergency contacts with valid phone numbers and addresses

If you have any questions or run into any technical difficulties with SyncHR, please contact the HR Service Center by phone at (402) 339-0332 or by e-mail at HR@omahatrack.com.