




ENROLLMENT CHECKLIST




GET INFORMED:

- Review this benefits guide carefully.
- Get more information on your benefits at www.myinframarkbenefits.com, click on **Inframark Benefits Center**. 
- **How to Login.** Within the **Inframark Benefits Center**, click on **Register**, then complete the required information to create your username and password. Note you must first register via the website, and then you will be able to download and login to the mobile app. 
- **Have questions?** Contact an Inframark Benefits Support Representative at **888-532-3617** from 9 am to 6 pm EST, Monday through Friday. Spanish-speaking representatives and language translation services are available. If you need help understanding your benefits or assistance navigating the site, you can always chat with Sofia, your virtual benefits assistant. She's available 24/7 from the site or MyChoice benefits app.

GET ENROLLED:

- To enroll, visit myinframarkbenefits.com and click **Inframark Benefits Center**, login with your username and password (see login instructions above) and click on the **Start Here** button next to the calendar image at the top of the page. 
- After completing your enrollment, you can print your confirmation statement or email it to yourself. Please review this carefully for accuracy.
- If you wish to elect coverage for your spouse, domestic partner and/or dependent children, you must show proof of your relationship.

GET SUPPORT:

- Contact an Inframark Benefits Support Representative at **888-532-3617** from 9 am to 6 pm EST, Monday through Friday. Spanish-speaking representatives and language translation services are available. 
- If you need help understanding your benefits or assistance navigating the site, you can always chat with Sofia, your virtual benefits assistant. She's available 24/7 from the site or MyChoice benefits app. 
- Your one-stop-shop for all your benefits questions and information can be found year round at www.myinframarkbenefits.com > **Inframark Benefits Center**. 

...IN THE FUTURE

- Qualifying Live Events (QLEs) are events such as marriage, divorce, birth of a child, loss of other insurance coverage, etc. If you experience a QLE during the plan year, you may make certain changes to your benefits. Events **MUST** be reported within 31 days of their effective date, or the change cannot be accepted. Report QLEs by logging in to the Inframark Benefits Center at myinframarkbenefits.com. 