









# BENEFITS ENROLLMENT CHECKLIST

Refer to this list until your enrollment is complete.

## GET INFORMED:

- ❑ Review this benefits summary carefully
- ❑ Get more info at [www.myinframarkbenefits.com](http://www.myinframarkbenefits.com) 
- ❑ While there, have a conversation with Alex, the Online Benefits Counselor, to help you determine which benefits best meet your needs 
- ❑ *Have questions?* contact the Inframark Benefits InfoLine at **866-545-3756** or [benefits@inframark.com](mailto:benefits@inframark.com) 
- ❑ Your benefits will be effective on the first of the month following 30 days of service. Please contact **866-545-3756** if you are unsure of the exact dates
- ❑ Text **INFMK** to **90407** to sign up for employee benefits messages! 


## GET ENROLLED:

- ❑ Review the enclosed Benefits Enrollment Roadmap for information requirements and step-by-step instructions 
- ❑ To enroll, visit [www.myinframarkbenefits.com](http://www.myinframarkbenefits.com) 
- ❑ You may enroll prior to your effective date, but no later than 31 days after your effective date. Deductions will begin in the first pay after your effective date. After completing your enrollment, you will receive a confirmation statement in the mail. Please review this carefully for accuracy
- ❑ Coverage is effective the 1<sup>st</sup> of the month following 30 days of service. Payroll contributions may be charged retroactively if you delay your enrollment beyond your effective date
- ❑ If wish to elect coverage for your spouse, domestic partner and/or dependent children, you must show proof of your relationship
- ❑ If you are waiving Inframark benefits, please follow the above process anyway to elect beneficiaries for your company-provided life insurance
- ❑ You will receive personalized Medical, Prescription, and Dental information in the mail 10-14 days after your enrollment; although your coverage may not yet be in effect
- ❑ If you need emergency access to one of your coverages after your effective date, but before your enrollment is complete, please call the Inframark Benefits InfoLine  at **866-545-3756**
- ❑ You will be automatically enrolled in the 401(k) plan at a rate of 6% following 90 days of employment. To opt out, enroll sooner, or change this amount, contact  Empower Retirement at **844-465-4455** or visit [www.empowermyretirement.com](http://www.empowermyretirement.com).

## GET SUPPORT:

- ❑ Contact Health Advocate at **855-424-6400**. Advocates can help you determine costs, choose providers, resolve claim issues, make healthy decisions, and much more! 
- ❑ Send an e-mail to [benefits@inframark.com](mailto:benefits@inframark.com) 
- ❑ Locate information on your benefits year round at [www.myinframarkbenefits.com](http://www.myinframarkbenefits.com) 

## ...IN THE FUTURE

Qualifying Life 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  onto the Benefits Service Center at [www.myinframarkbenefits.com](http://www.myinframarkbenefits.com)