

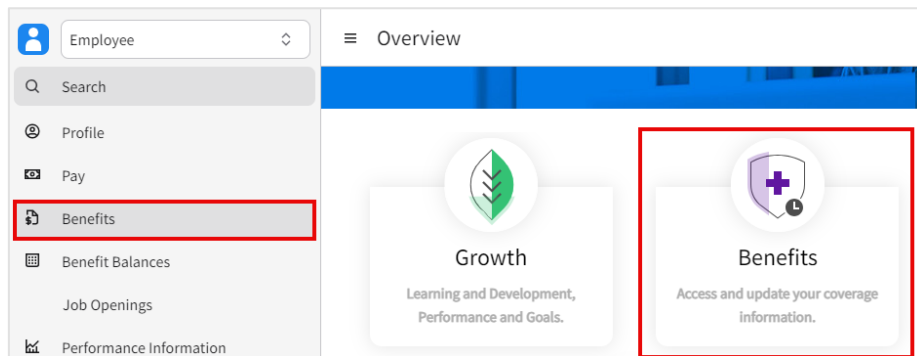
Benefits tip sheet

Here for good.

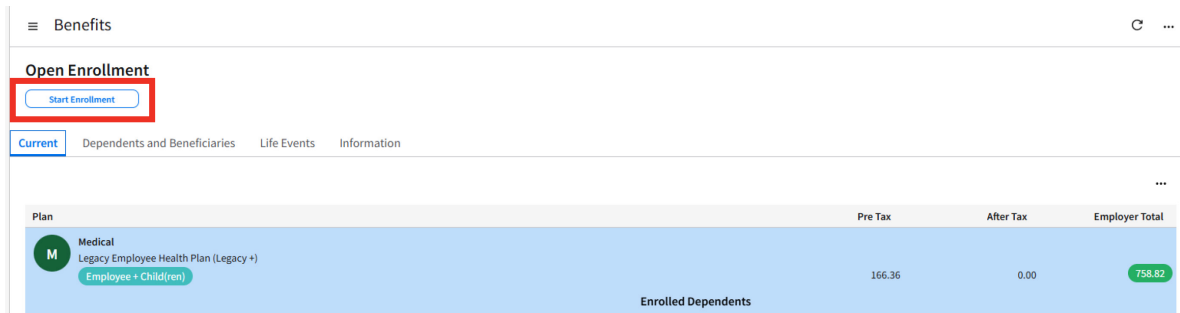
How to enroll in Legacy benefits for Open Enrollment

Below is a step-by-step guide to navigating the Infor Employee Space benefits system to complete your enrollment.

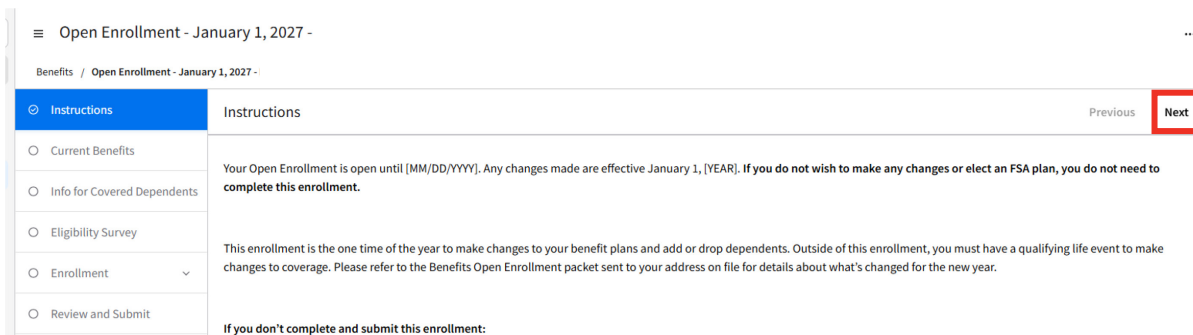
1. From the home screen, click “Benefits.”



2. At the top of the page, you'll see “Open Enrollment” for the upcoming year. Click the “Start Enrollment” button.



3. The menu on the left will show each section of the enrollment process. Click the “Next” button in the top right to navigate through each section.



4. In the “Info for Covered Dependents” section, you can add your dependents using the button in the top right (under “Previous/Next”). Click “Add.” Make sure birth dates and Social Security Numbers are accurate for anyone you intend to enroll in benefits. (SSN is required for all dependents. If you don’t know the SSN yet, enter 000000000 without dashes as a placeholder, and then contact the Benefits Department as soon as the number is available.)

5. You **must** complete and answer the questions in the “Eligibility Survey” section to submit your Open Enrollment. **IMPORTANT:** The premium amount deducted from your paychecks is higher for tobacco users and/or for spouses/domestic partners with coverage available through their own employer but who choose Legacy coverage instead. Premium increases for tobacco and spouse medical surcharges are applied based on your answers to the questions in each eligibility survey.

6. The “Enrollment” section will expand to show all the benefit categories you can choose, such as medical, dental, disability benefits, and more.
- To elect coverage, click “Benefit Choices.” Click “Select” for your desired plan, then click “Close” on the pop-up window.
 - To add dependents, click “Enroll Dependents” or “View Details.” On the Dependent screen, check the box next to the dependents you want covered on the plan. Then click “Save And Return To Enrollment” in the top right corner. (This may take a few seconds to show up.)
 - If you want a benefit plan, you must click “Benefit Choices” then select the “Waive” option.
 - Click “Next” to move to the next plan.

Note: The system gives a warning like below if you choose dependent coverage but do not select dependents to enroll.

7. **Important:** Flexible Spending Accounts (FSAs) need to be elected every calendar year. If you’re enrolling in one of the FSAs, enter the full amount you want to add to your account; the system will automatically calculate your per-pay-period deduction amount for the rest of the year.

Enrollment

Pre Tax

Annual Total By Year End

Amount

Number Of Contributions

24

Limits

Annual

60.00 - 3,300.00

8. Once you’ve elected your benefits, you’ll reach the “Beneficiary” section. You’ll see a list of your elected benefits that allow beneficiary designations. Click “Designate Beneficiaries.”

Beneficiary Designation for Life Insurance

BENEFICIARY

Pre Tax: 0.00

After Tax: 0.00

Total: 0.00

Employer: 0.00

Selected Plan

No beneficiaries are selected for this plan

Designate Beneficiaries

Withdraw

View Details

Your established dependent profiles from step 4 will be listed in the “Not Designated” section. Click “Designate” on the person you want as a beneficiary. (To add a new beneficiary that’s not already listed, click “Add.”) Indicate whether the beneficiary is a Primary or Contingent beneficiary in the drop-down, then enter the percentage and click “Submit.” Then click “Save And Return To Enrollment” in the top right corner. (This may take a few seconds to show up.)

Beneficiary Designation for Life Insurance

No beneficiaries are selected for this plan

Primary	No Data Available	Add ...
Contingent	No Data Available	Add ...
Not Designated	No Data Available	...

9. Continue to the Review and Submit screen after selecting your benefits. This page will note any errors or warnings about your benefit elections. You can go back to any of the previous sections to make changes by using the menu on the left. You can submit your enrollment if there are warnings, but any errors must be resolved before you can submit. Click **“Submit”** when you’re ready to finalize your enrollment.

Open Enrollment - January 1, 2027

Benefits / Open Enrollment - January 1, 2027

Short Term Disability
Long Term Disability
Employee Supplemental Life
Spouse/Domestic Partner Life
Child Life
Employee AD&D
Family AD&D
Aflac Accident
Aflac Critical Illness
Aflac Hospital Indemnity
Legal Service
Identity Theft
Beneficiary

Review and Submit

Submit Your Enrollment

Please review your elections in the Cost Summary section, then submit your enrollment. If you do not submit your enrollment, no changes will be made to your elections.

Submit

Errors, Warnings, And Messages

Warnings

- AD and D Insurance Family - Not all eligible dependents are enrolled

Messages

- Spouse or Domestic Partner Life Insurance - Amount subject to evidence of insurability: 200,000.00
- Employee Supplemental Life Insurance - Amount subject to evidence of insurability: 300,000.00

Cost Summary

Pay Period

Type	Cost / Percent	
	Employee	Employer
Medical	177.28	819.40

10. Complete your enrollment by typing your full name and the date. You **must** click “Submit” on this screen for your enrollment to be processed.

If you don’t complete and submit your enrollment:

- Your current benefits choices will continue into next year, including any surcharges and/or covered dependents.
- You will NOT be enrolled in any Flexible Spending Accounts for next year.

Legacy policies including, but not limited to, the Employee Conduct policy (500.204).

Signature

Date

Cancel Submit

11. After you submit your enrollment, you’ll receive an email confirmation of your benefit elections. Review your confirmation and contact the Benefits Department if anything is inaccurate.

12. Questions? Contact the Legacy Benefits Department at benefitsdepartment@lhs.org.