# **Enroll Online Step-by-Step**

Selecting your benefits is fast, easy and convenient with the online enrollment system. You will be able to make decisions and changes online and get immediate confirmation of your selections.

# Step 1

Connect to the Website through your web browser at <a href="https://enroll.thehartfordatwork.com/enroll">https://enroll.thehartfordatwork.com/enroll</a>.

## Step 2

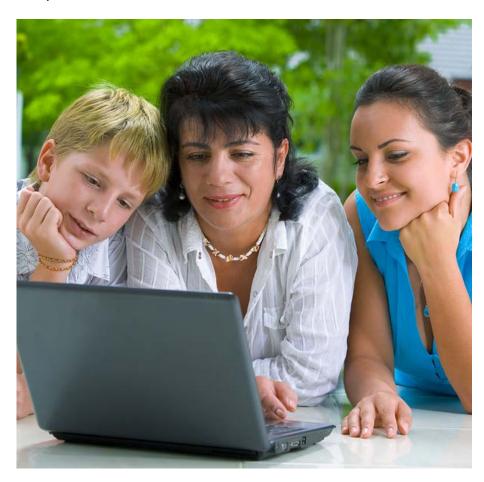
At the "Employee Login" screen, enter your User ID and your personal identification number (PIN).

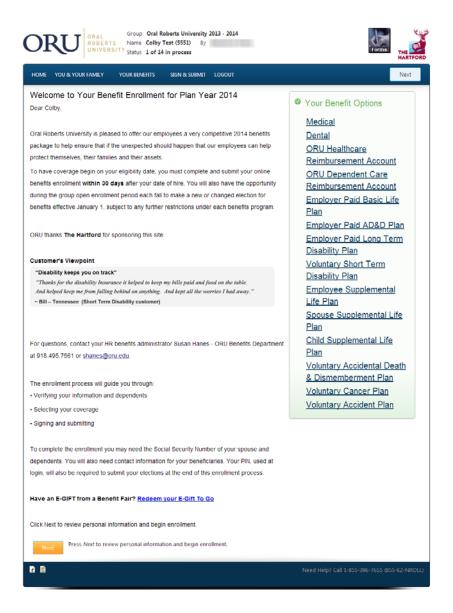
Your User ID is a combination of your first name initial, last name initial, plus the last 5 of SSN. For example, if your name is John Doe and SSN is xxx-x1-2345, your User ID is "JD12345". Please note the initials are capitalized.

Your PIN is a combination of your first name initial, last name initial, plus birth date yyyyMMdd. For example, if your name is John Doe and your date of birth is May 08, 1988, your PIN would be "JD19880508". Please note the initials are capitalized.

# Step 3

When the Welcome Page appears on your screen, you are in! Follow the onscreen instructions to enroll in your benefits, find answers to your questions, download forms, and more.





#### 1. Step 1: Review Personal Info

Start your benefits enrollment by clicking on Next to review your personal and dependent information.

## 2. My Benefits

Snapshot of your current elections.

## 3. Step 2: Enroll

Click Next to continue through the plan information or on the benefit plan names under My Benefits to enroll or waive coverage. A check mark means "enrolled". An "X" means "waived" or "not available to enroll". A blank square means "not yet enrolled".

## 4. Step 3: Sign & Submit

You must complete Step 3 in order to process your enrollment choices. In this step, you will sign a benefit confirmation form electronically using your PIN.

#### 5. Change My PIN

Change My PIN is used to enter the system and electronically sign forms.

#### 6. Next Button

Click on the Next button at the top or bottom of the screen to begin your enrollment. You should continue through each presentation and/or enrollment screen until you reach the benefit confirmation form.