

# 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 <https://enroll.thehartfordatwork.com/enroll>.

## 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.



[HOME](#)
[YOU & YOUR FAMILY](#)
[YOUR BENEFITS](#)
[SIGN & SUBMIT](#)
[LOGOUT](#)

Next

## Welcome to Your Benefit Enrollment for Plan Year 2014

Dear Colby,

Oral Roberts University is pleased to offer our employees a very competitive 2014 benefits package to help ensure that if the unexpected should happen that our employees can help protect themselves, their families and their assets.

To have coverage begin on your eligibility date, you must complete and submit your online benefits enrollment **within 30 days** after your date of hire. You will also have the opportunity during the group open enrollment period each fall to make a new or changed election for benefits effective January 1, subject to any further restrictions under each benefits program.

ORU thanks **The Hartford** for sponsoring this site.

### Customer's Viewpoint

**"Disability keeps you on track"**

*"Thanks for the disability Insurance it helped to keep my bills paid and food on the table. And helped keep me from falling behind on anything. And kept all the worries I had away."*

~ Bill ~ Tennessee (Short Term Disability customer)

For questions, contact your HR benefits administrator Susan Hanes - ORU Benefits Department at 918.495.7561 or [shanes@oru.edu](mailto:shanes@oru.edu).

The enrollment process will guide you through:

- Verifying your information and dependents
- Selecting your coverage
- Signing and submitting



To complete the enrollment you may need the Social Security Number of your spouse and dependents. You will also need contact information for your beneficiaries. Your PIN, used at login, will also be required to submit your elections at the end of this enrollment process.

**Have an E-GIFT from a Benefit Fair? [Redeem your E-Gift To Go](#)**

Click Next to review personal information and begin enrollment.

Next

Press Next to review personal information and begin enrollment.

Need Help? Call 1-855-396-7655 (855-EZ-NROLL)

- Your Benefit Options
- [Medical](#)
  - [Dental](#)
  - [ORU Healthcare Reimbursement Account](#)
  - [ORU Dependent Care Reimbursement Account](#)
  - [Employer Paid Basic Life Plan](#)
  - [Employer Paid AD&D Plan](#)
  - [Employer Paid Long Term Disability Plan](#)
  - [Voluntary Short Term Disability Plan](#)
  - [Employee Supplemental Life Plan](#)
  - [Spouse Supplemental Life Plan](#)
  - [Child Supplemental Life Plan](#)
  - [Voluntary Accidental Death & Dismemberment Plan](#)
  - [Voluntary Cancer Plan](#)
  - [Voluntary Accident Plan](#)

## 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.