



Infinisolved[®]
Employee Self-Serve
Website Instructions

Welcome to Infnisolved!

As an Employee of Burcham Hills Retirement Community you now have access to the **Infnisolved Employee Self-Serve** website to update your personal information, such as address and dependent information. You will also be able to use this website for enrollment purposes, communicating Life Events and as an informational tool.

To login to the site, go to www.burchamhills.bswift.com. You will see the following screen:

BURCHAM HILLS

Welcome to Burcham Hills Retirement Community benefits enrollment and administration system - benefits made simple!

This system allows HR managers and employees, on a self-service basis, to administer benefits during open enrollment and throughout the year, including new hires, life event changes, address changes, and terminations. This comprehensive system provides you with "one stop shopping" for all of your benefits, and shows you the effect of your benefit elections on your paycheck.

Security Lockout: After three failed attempts to log in to the system you will need to contact the HR Manager for assistance.

Username:

Password:

Login

[Forget Password?](#)

Important Information

If you experience a major life event, such as birth or adoption of a child or marriage, you must update your profile and benefit elections within 30 days of the event date if you wish to include your new dependents in your benefit plan. You also have 30 days to include your dependents in your health insurance if they lose eligibility under another group plan.

To login, use the following:

Username:	The First Initial of Your First Name + Your Last Name (for example: jdoe)
Password:	The Last Four Digits of your Social Security Number

****Please follow these steps before proceeding.****

Once you have successfully logged in, the following screen will appear. Click on the **My Profile** tab. It's extremely important to follow this step prior to doing anything else within this site.

The Personal Information screen will display. Please verify and/or update your personal information. You will have the option to verify and/or add your work, home and alternate e-mail address. Keep in mind that you must have an e-mail address listed in order to request an e-mail confirmation when you are enrolling in plans. Once your Personal Information is accurate, click **Save** and proceed by clicking on **Family Information** in the side-navigation bar.



Please verify the family information, if any is listed. To verify and/or update family information, click on the name of the dependent. Review the information and update if needed. Once you are finished, click **Save**. If you wish to add family information, click on **Add Family Member** and complete all the information and click **Save** or **Save & Add Another** (depending on how many dependents you wish to add). ***Dependents must be entered in the system prior to enrollment if you wish to have any Family-level of coverage.***

****You are now ready to proceed to your Enrollment****

To complete your enrollment, you will need to click on the **Home** tab and then click **Enroll Now** (which will remain on your home page as long as your enrollment period is open) under **My Benefits**.



After you click “Enroll Now”, the system will display what type of enrollment period you are experiencing (New-Hire, Company Wide, Life Event or Special). To begin your enrollment, you will need to click on the [here](#) in the “Click here to begin or complete your enrollment”. Once you click [here](#), the system will guide you step by step through your enrollment. *Please note that you are automatically enrolled (“Auto Enrolled”) in certain employer-paid benefits. Also, some benefits may be “Information Only”. For “Auto Enrolled” and “Information Only” benefits, you will not enroll using this system. You will be able to view plan documents and information.*



A screenshot of the Burcham Hills website's 'New Elections' page. The page has a dark green navigation bar with links for HOME, MY BENEFITS, MY PROFILE, NEWS, and LIBRARY. Below this is a secondary bar with links for Current Benefits, New Elections (highlighted), Benefit Calculator, and Compensation Statement. On the left side, there is a sidebar menu with 'New Hire Enrollment' circled in blue. The main content area is titled 'New Elections' and contains a 'Confirmation Statement for Chanel Tester'. It includes links for 'Send Me an E-Mail Confirmation' and 'Print This Page'. A green reminder states: 'Reminder: Changes to your health and welfare benefits may only 1 days of a qualified Life Event. To review you prior elections, please change the date below and c'. At the bottom of the main content area, a red link '> CLICK HERE TO BEGIN OR COMPLETE YOUR ENROLLMENT' is circled in blue.

******While continuing through your enrollment process and following these steps, please make sure to read each screen carefully for additional plan information and specific information regarding enrollment. You may be directed to a Provider's website to complete a form or enrollment for a specific benefit******

A screen similar to the below will appear after you click [here](#). Please note that the system will show up to four benefits within a plan type, side-by-side, depending on how many benefits your employer offers. If you wish to enroll in one of the benefits listed, you will need to click on **Choose this Plan>>**. If you do not want the coverage listed, you will need to click on **Waive Coverage>>**.

Current Benefits **New Elections** Benefit Calculator Compensation Statement

* New Hire Enrollment
Completion Status:

Personal
Family Info

Health
Dental
Life/AD&D
STD
Vol STD
LTD
Vol LTD
401k
Tuition
FSA Health
FSA Dep
Sec 125

Health

Please Choose a Health Plan.

[Waive Coverage >>](#) [Choose This Plan >>](#) [Choose This Plan >>](#) [Choose This Plan >>](#) [Choose This Plan >>](#)

Physician Health Plan - HDHP Physician Health Plan - High Physician Health Plan - Low Physician Health Plan - Mid

[Expand All](#)

COSTS (PER PAY PERIOD EMPLOYEE CONTRIBUTION)

Employee	\$19.38	\$45.23	\$19.38	\$31.38
Employee + Spouse	\$115.38		\$115.38	\$142.15
Employee + Dependent	\$115.38	\$172.62	\$115.38	\$142.15
Employee + Child (ren)	\$140.31	\$207.69	\$140.31	\$169.85
Employee + Family	\$140.31	\$207.69	\$140.31	\$169.85

If you choose to enroll in the benefit, you will be directed to the family information screen. This is where you will decide which dependents, if any, you would like to cover. Once you have selected the dependents you wish to cover, click **Continue**.

Current Benefits **New Elections** Benefit Calculator Compensation Statement

* New Hire Enrollment
Completion Status:

Personal
Family Info

Health
Dental
Life/AD&D
STD
Vol STD
LTD

Health

Please select coverage for yourself and each family member under Physicians Health Plan - High

Coverage Tier	Per Pay Period
Employee	\$45.23
Employee + Dependent	\$172.62
Employee + Child(ren)	\$207.69
Employee + Family	\$207.69

Coverage

Chanel Tester Cover

[<<Cancel](#) [Continue >>](#)

After you have completed your elections for a particular benefit, you will be directed to the "Verification" page. Please review and verify the information listed. If you agree, click on **I Agree and Enroll Now**. Please note that if you choose to waive coverage, you must still finish the enrollment and waive each plan that is open for enrollment by clicking on **I Agree and Waive Now**.

HOME MY BENEFITS MY PROFILE NEWS LIBRARY

Current Benefits **New Elections** Benefit Calculator Compensation Statement

*** New Hire Enrollment**
 Completion Status:
 Personal
 Family Info
 Health
 Dental
 Life/AD&D
 STD
 Vol STD
 LTD
 Vol LTD
 401k
 Tuition
 FSA Health
 FSA Dep
 Sec 125

Health
 Please verify all information before enrolling.

Plan Selection [<<View/Change Plan/Waive](#)
 Selected Plan: Physicians Health Plan - High

Coverage
 Tier: Employee
 Chanel Tester: Covered

Costs
 Employer Cost: \$314.26 per month
 Employee Cost: \$45.23 per pay period

Participation
 I authorize my elections as well as the payments required for those elections. I understand that deductions will be taken on a pre-tax basis. I understand that by selecting not to enroll in certain plans, I have waived coverage for those plans. I understand the above elections for all plans cannot be changed until the next Open Enrollment unless I have a qualified status event change.
[<<Cancel](#) I agree
[Enroll Now >>](#)

Please verify all information above before enrolling.

When you get to the Health FSA enrollment page, click on “Participate in Plan” if you want to enroll in the plan and enter your Annual Contribution Amount or “Decline” if you wish to not participate in the plan.

*** New Hire Enrollment**
 Completion Status:
 Personal
 Family Info
 Health
 Dental
 Life/AD&D
 STD
 Vol STD
 LTD
 Vol LTD
 401k
 Tuition
 ▶ FSA Health
 FSA Dep

FSA Health
 Please complete the information below.

Highlights
 See your HR Manager for plan details.
[Plan Details >>](#)

Participation & Contribution
2010 Health FSA
Healthcare Account
 Participate in Plan Decline

Employee Annual Contribution Amount: \$
 Max Allowed: \$1,000.00

Once you have completed your enrollment, you have the option to have a Confirmation Statement emailed to you. In order for the system to email you the statement, you must have entered your work, home or alternate email address in Infnisolved under **My Profile**. If you need to add your email information, click on **My Profile** and enter the information. If you prefer a printed statement, click on Printer Friendly and then the printer icon.

New Elections

Confirmation Statement for Chanel Tester

[Send Me an E-Mail Confirmation](#) | [Print This Page](#)

Even if you have completed your enrollment, you can go back and make changes *as long as your enrollment period is still open* (Once you've completed the enrollment, **Enroll Now** will change to **Enrollment Complete** and will continue to show on your Home page as long as your enrollment period is open). Once the enrollment period is closed, the plans you have selected at that time will be your enrollment. If you wish to make changes to your selections and your enrollment period is still open, click on **Enroll Now** or **Enrollment Complete** on the home page under **My Benefits**. Select the benefit(s) you wish to change by clicking on the benefit type(s) in the left-navigational bar.

HOME MY BENEFITS MY PROFILE NEWS LIBRARY

Current Benefits **New Elections** Benefit Calculator Compensation Statement

* New Hire Enrollment
Completion Status:

Personal

Family Info

Health

Dental

Life/AD&D

STD

Vol STD

LTD

Vol LTD

401k

Tuition

ESA Health

New Elections

Confirmation Statement for Chanel

[Send Me an E-Mail Confirmation](#) | [Print This Page](#)

Reminder: Changes to your health and welfare benefits are effective 90 days of a qualified Life Event. To review your prior elections, please change the date.

Your Benefits 9/1/2009

Your Total Cost Per Pay Period:
\$78.02

A screen similar to the below (depending on what benefit you are changing) will appear and you will have the option to View/Change Plan or Cover/Waive Family Member(s).

HOME MY BENEFITS MY PROFILE NEWS LIBRARY

Current Benefits **New Elections** Benefit Calculator Compensation Statement

* New Hire Enrollment
Completion Status:

Personal
Family Info
Health
Dental
Life / AD&D
STD
Vol STD
LTD
Vol LTD
401k
Tuition
FSA Health
FSA Dep
Sec 125

Health

Please verify all information before enrolling.

Plan Selection <<View/Change Plan/Waive ■
Selected Plan: Physicians Health Plan - High

Coverage
Tier: Employee
Chanel Tester: Covered

Costs
Employer Cost: \$314.26 per month
Employee Cost: \$45.23 per pay period

Participation
I authorize my elections as well as the payments required for those elections. I understand that deductions will be taken on a pre-tax basis. I understand that by selecting not to enroll in certain plans, I have waived coverage for those plans. I understand the above elections for all plans cannot be changed until the next Open Enrollment unless I have a qualified status event change.
<<Cancel ■ I agree

Please verify all information above before enrolling. ■ Enroll Now >>

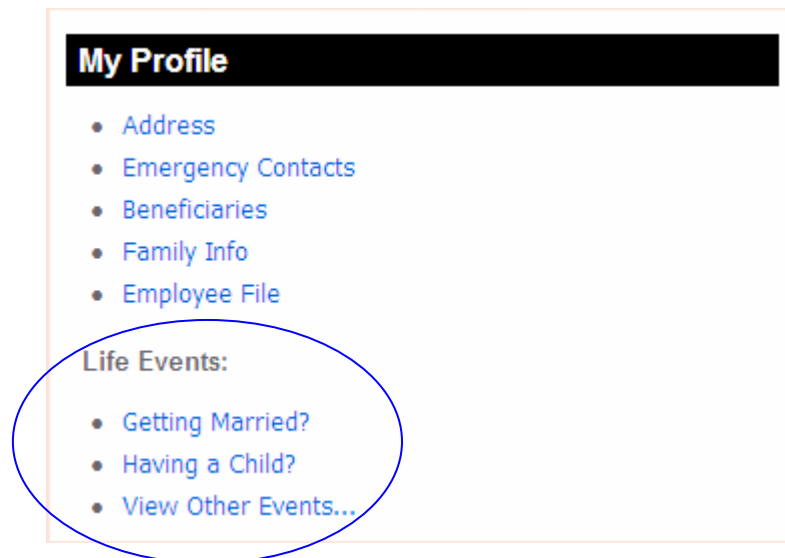
Click on the link that pertains to what you want to change. Make your changes; click **Continue** and then **I Agree** and **Enroll Now**. Complete this step for each benefit that you wish to change. Once you have made your changes, you will need to either have your updated Confirmation Statement emailed to you or print one by clicking on **Printer Friendly**.

Congratulations! You have now completed your enrollment process.

“Ongoing Maintenance of your Infnisolved Information”

Provided you have Internet access, you can access Infnisolved 24 hours a day, 7 days a week. At anytime, you can update your personal information (address, phone number, email, etc.) or communicate a Life Event. To update your personal information, you will need to login into Infnisolved. If you have previously logged in, but you cannot remember your password, click **“Forget Password?”** at the bottom of the login screen. If you have a valid email address entered in your profile, the system will send you an email containing your username and password. Once you’ve logged in, click on **My Profile** in the top navigation bar and update your personal information.


If you experience a Life Event, and are eligible for a Life Event enrollment period, click on the appropriate link under **Life Events** on the home page.




The life event you chose will be displayed. If you clicked on the wrong type of Life Event, you can click on the arrow and you see a list of Life Events. Once you have confirmed your event, enter the date of the event in the date field and click **Save**.

Life Event

If you had a recent life event such as a birth of a child, or a marriage, you may be eligible t elections. Please fill out all information requested to complete your change in coverage.

Life Event: 

*Date of Event
(mm/dd/yyyy):

 Click arrow for list of Life Events.

If the event you are experiencing is a Life Event in which you will be adding a family member, you will see the “Add Family Member” screen. Enter the required data for your family member and click **Save**. Once you add the family member due to a Life Event, the system will automatically open a Life Event enrollment period. Follow the steps beginning on page 4 of this guide to add the family member to your plans.

Add Family Member

Demographics

Prefix:

*First Name: Middle Initial:

*Last Name:

Social Security Number: (###-##-####)

*Date of Birth: (mm/dd/yyyy)

*Gender: Female Male

Disabled: Yes No

Tobacco user: Yes No

*Relationship:

Please complete the following information for dependent children over the age of 19

Full-Time Student: Yes No

School Name:

School Phone: xxx-xxx-xxxx

Home Address

Home Address 1:

Home Address 2:

City: State: Zip:

County:

Home Phone: xxx-xxx-xxxx

Cell Phone: xxx-xxx-xxxx

Save

Cancel

If the Life Event you are experiencing causes the removal of a family member, follow the same steps above. Once you choose your Life Event, the system will display the names of your family members. There will be check box beside the family member's name that could be affected by the Life Event chosen.

Remove Family Member

Check the box next to the name of the family member you wish to remove.

Family Info			
	Cody Tester	999-99-9999	Employee
	Betsy Tester	123-23-4354	Spouse
<input type="checkbox"/>	John Tester	555-55-5555	Child
<input type="checkbox"/>	Michelle Tester	222-22-2222	Child

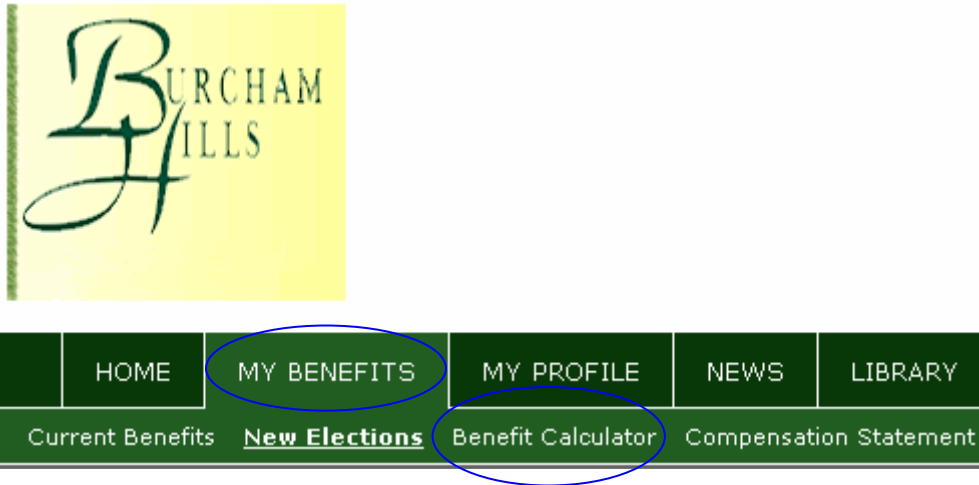
[<<Cancel](#) ■ ■ [Remove Family Member>>](#)

Once the box has been checked, you will be prompted to verify that your Life Event information is correct and the system will open a Life Event enrollment for you to remove the family member off of your plans. The plans that are highlighted in the left-navigation bar are the plans that will need to be updated. Follow the steps on page 4 of this guide to remove the family member from the plans he/she was enrolled in. He/She will default to "waive coverage" on each. When finished, click **I Agree** and **Enroll Now**.

“Infinisolved Tools”

Benefit Calculator

The Benefit Calculator is available at all times. To access this tool, click on **My Benefits** in the top navigation bar and then click on **Benefit Calculator**.



During an Enrollment period, the Benefit Calculator allows you to view what your total monthly contributions will be for each plan elected. By selecting a plan and a coverage tier, the system will calculate your costs for each. It also totals the costs at the bottom of the page. Once you view this information, you can go back and make changes to any of your elections if desired. When you are not in an Enrollment period, The Benefit Calculator serves as an informational tool.

Total Compensation Statement

You will have the ability to view your Total Compensation Statement page including a pie chart highlighting the employer's contributions above and beyond salary. At the Home page, click on **Total Compensation** under My Compensation.

My Profile

- [Address](#)
- [Emergency Contacts](#)
- [Beneficiaries](#)
- [Family Info](#)
- [Employee File](#)

Life Events:

- [Getting Married?](#)
- [Having a Child?](#)
- [View Other Events...](#)

My Compensation

- [Total Compensation](#)

Compensation Statement

Show Total Compensation as of:



Go

[Printer Friendly \(Requires Adobe Acrobat Reader\)](#)

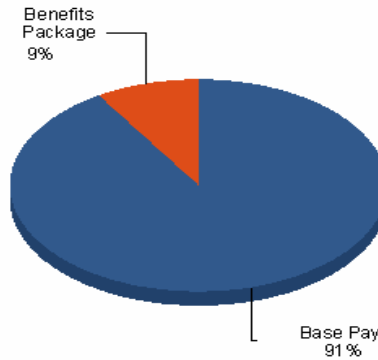
The Compensation Statement will display. Click on Printer Friendly and you will be able to print the entire page.

Prepared For

Chanel Tester
12456 N. Sherman Lane
Washington, DC 21290

Your Total 2009 Compensation

\$50,379.14



Your Pay:

\$45,864.00

Annual Base Pay

\$45,864.00

News & Library

Your HR Manager may use this section to post company news and documents for employees. To access news or library items click on the **News Tab** or **Library Tab** located in the top navigation bar to display a list of all the items posted. You may also click on the links under **News & Library** on the Home page.

Library Categories

Content: Here you will find documents and benefits information uploaded by your HR Manager for your use.

Glossary: The glossary is a tool that contains definitions of benefit related terms.

Directory: The directory contains employee data, such as department, job title and email address.

My Tools

My Tools is an area that allows you to access a link to the Benefit Calculator. Your HR Manager may also add additional links to this area.

Logging Out of the System

When you are ready to log out, click on **Log Out** at the top of the screen.



When you click **Log Out** the next screen will appear. Click **Log Out** again to completely log out of the site.

Log Out

**You have requested to log out of the system.
Please click 'Log Out' to continue.**

