



# Benefits Online!

- Employees enroll in USI Benefits online through the Benefitfocus Platform
  - It may take a **week** to get entered depending on the workload
  - The **Benefitfocus Icon may appear in Eagle Apps** before benefits are available in Benefitfocus; *if it is clicked on before the benefits are available, there is an error message*
  - Once the employee's enrollment information is available on Benefitfocus, they will get an **email** from [benefits@benefitfocus.com](mailto:benefits@benefitfocus.com)
  - If after one week from hire date no email is received:
    - Check junk folder
    - Contact [benefits@usi.edu](mailto:benefits@usi.edu)
    - Please do not contact IT or start a ticket with IT



# Benefits Platform

- Once you get your *myUSI* login information, login to <https://my.USI.edu>
- Find the **Benefitfocus** App within your Eagle Apps and click it – shown to the right in the pink box
- That will take you to the **Benefits Platform**

Eagle Apps





# Benefits Platform

Once in the platform, click on **get started** to start your enrollment process.

## You'll need to:

- Add dependents (if applicable)
- Add dependent documentation (if applicable)
- Enroll in benefits
- Add Beneficiaries
- Make sure to scroll all the way to the bottom of each page to save process.
- Review your benefits at the end to ensure you are properly enrolled

**Benefitplace** UNIVERSITY OF SOUTHERN INDIANA

Profile Benefits

A note from your USI Benefits Team!

**Benefits Overview:**  
Welcome! The University of Southern Indiana provides employees with a comprehensive benefit package consisting of medical, dental, vision and other benefits coverage designed to meet the needs of you and your family. Click on 'Get Started' to begin enrolling in your benefits, ensuring to fully complete the enrollment.

Dependents:  
[Show more](#)

[Edit your benefits >](#)

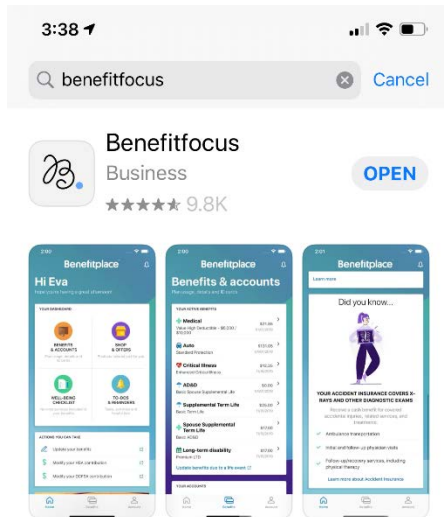
Welcome back, Wendy  
Tuesday, September 6 at 1:49 PM CDT

11 **ACTIVE BENEFITS**  
[View benefits](#)

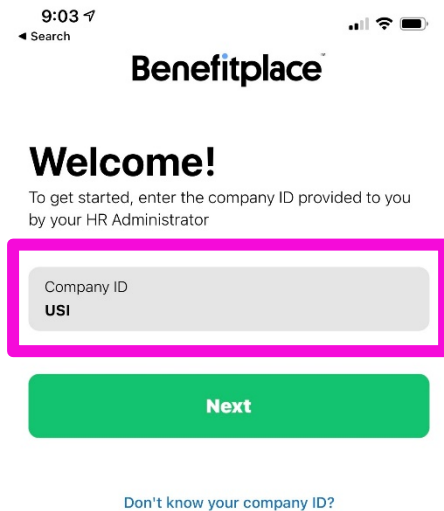


# Benefits App

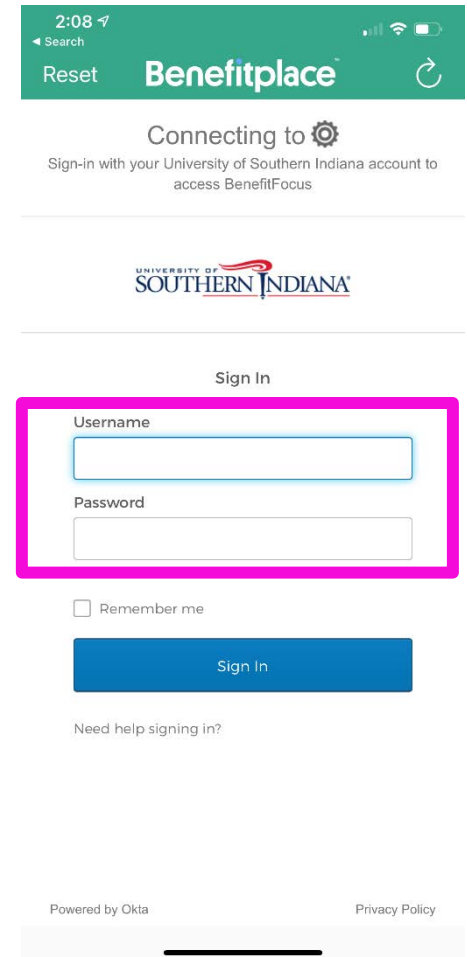
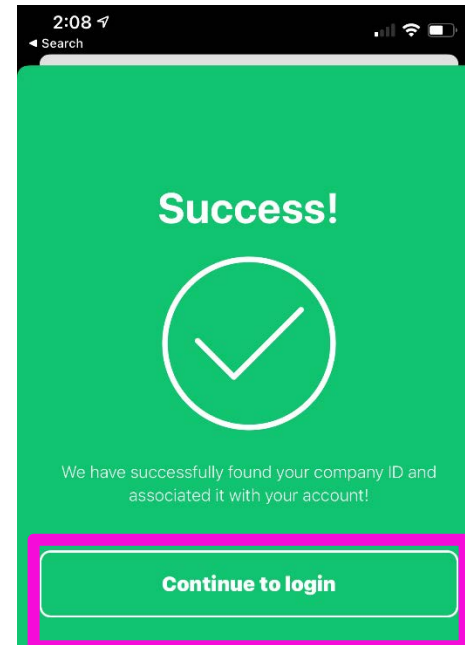
Find the app in the app store search for Benefitfocus or Benefitplace



Use code **USI** for company ID



Click on continue, then use your MyUSI credentials to log-in!



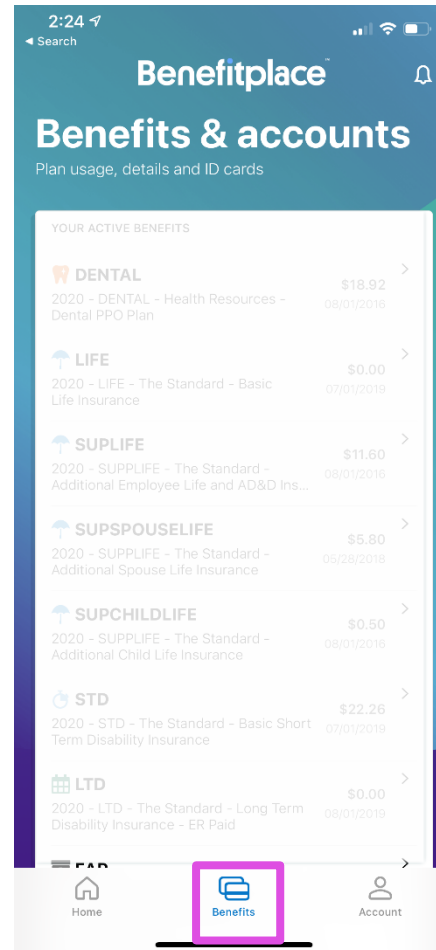


# Benefits App

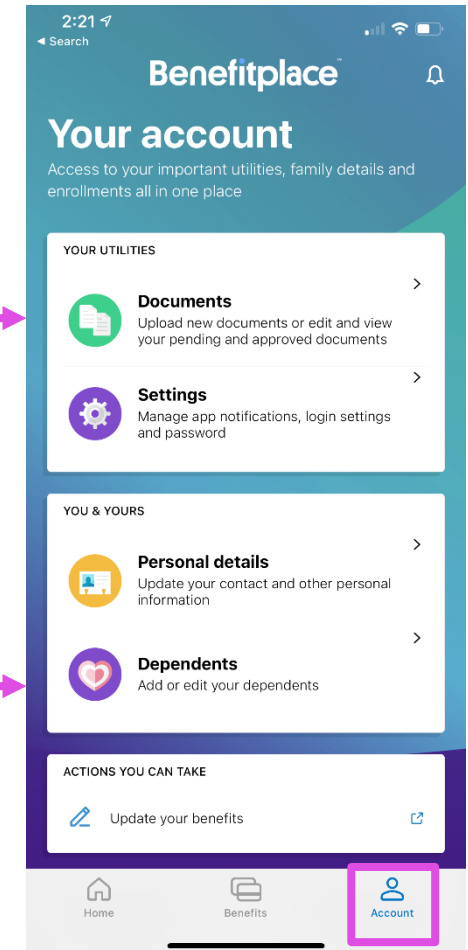
Make changes, upload documents or view current benefits!



Click on Benefits to see a list of your benefits and your premiums.



Click on Profile and you will find the place to upload documents for Qualifying Life Events or add dependents.





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## Questions?

For individual appointments to discuss benefit questions call  
812-464-1815 and ask for Stephanie or Wendy