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**
  - If after one week from hire date no email is received:
    - Check junk folder
    - Contact **benefits@usi.edu**
    - Please do not contact IT or start a ticket with IT
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
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
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.
Questions?

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