

BENEFITS ROADMAP

Your Guide To Enrolling In Benefits



We look forward to having all of our employees take a drive through the Inframark Online Benefits Center to select the benefits that best meet their needs. The Inframark Online Benefits Center can be accessed “24/7”. To simplify your journey, we’ve given you some easy to follow directions.



Stop and Look Both Ways

Before you log in to the Inframark Online Benefits Center, you’ll need to have some key information to avoid pit-stops along the way. Refer to your [Pay Stub](#) or [Personalized Open Enrollment Letter](#) for important [log-in](#) information. In addition, you will need the following information for any new dependents you may be adding: 1) A [Social Security Number \(SSN\)](#) and 2) A [Date of Birth](#)

You will also need to provide proof of eligibility for new dependents.



Start Your Enrollment Engines

Go to www.myinframarkbenefits.com and click “Enroll”. Then, enter your Login ID which is: [Your Co. Code + Your File # \(6-digits\)](#) (for example, LZ7123456). Your Co. Code and your File Number can be found in the top-left hand corner of your pay stub.

Your temporary [Password](#) is [Your First Initial + The First 3 Letters Of Your Last Name \(as they appear on your pay stub\) + The Last 4 Digits Of Your SSN \(for example, jdoe1234\)](#).

After accepting the “Terms of Use”, you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access the Inframark Online Benefits Center. ([Trouble logging in? Be sure to use all lowercase letters.](#))



Dependent Checkpoint

You will now be prompted to review, add and/or update your dependent information. It is important to keep your dependent information accurate and up-to-date.



Choose Your Path

Use the “[PROCEED](#)” button to navigate through your benefits. On each screen you can review and/or change your benefit elections. Note: You will need to designate your beneficiary(ies) before you complete the online enrollment process.



Carefully Review Your Route

You are nearing the end of your journey through the Inframark Online Benefits Center. At the “[Review and Submit Your Elections](#)” screen, carefully review the benefits you have selected.



The Journey’s End

To complete the enrollment process, click on “[SUBMIT THESE ELECTIONS](#)”. Your benefit elections will not be saved if you fail to click “[SUBMIT THESE ELECTIONS](#)”. Please print/save a copy of your confirmation statement for your records (one will also be mailed to you at home.)



Visit ALEX®, our virtual benefits counselor at www.myinframarkbenefits.com for help with selecting the plan that’s right for you. After walking through your options with ALEX, return to the Online Benefits Center to make your benefit selections.

Benefits Roadmap Key Information

Enroll Online: www.myinframarkbenefits.com
Click ‘Enroll’ to Access
The Inframark Online Benefits Center

Login ID: [Your Co. Code + Your File # \(6-digits\)](#)
Password: [Your First Initial + The First 3 Letters Of Your Last Name + The Last 4 Digits Of Your SSN](#)

Need Technical Assistance With Your
Enrollment Session? Call: 1-800-307-0230

