



# Benefits Online!

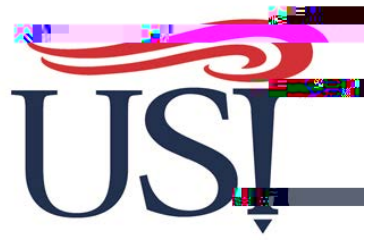
Employees enroll in USI Benefits online through the BenefitFocus Platform

- Once the enrollment information is available on Benefitfocus, they will get an **email** from [benefits@benefitfocus.com](mailto:benefits@benefitfocus.com)

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, do not call IT!*

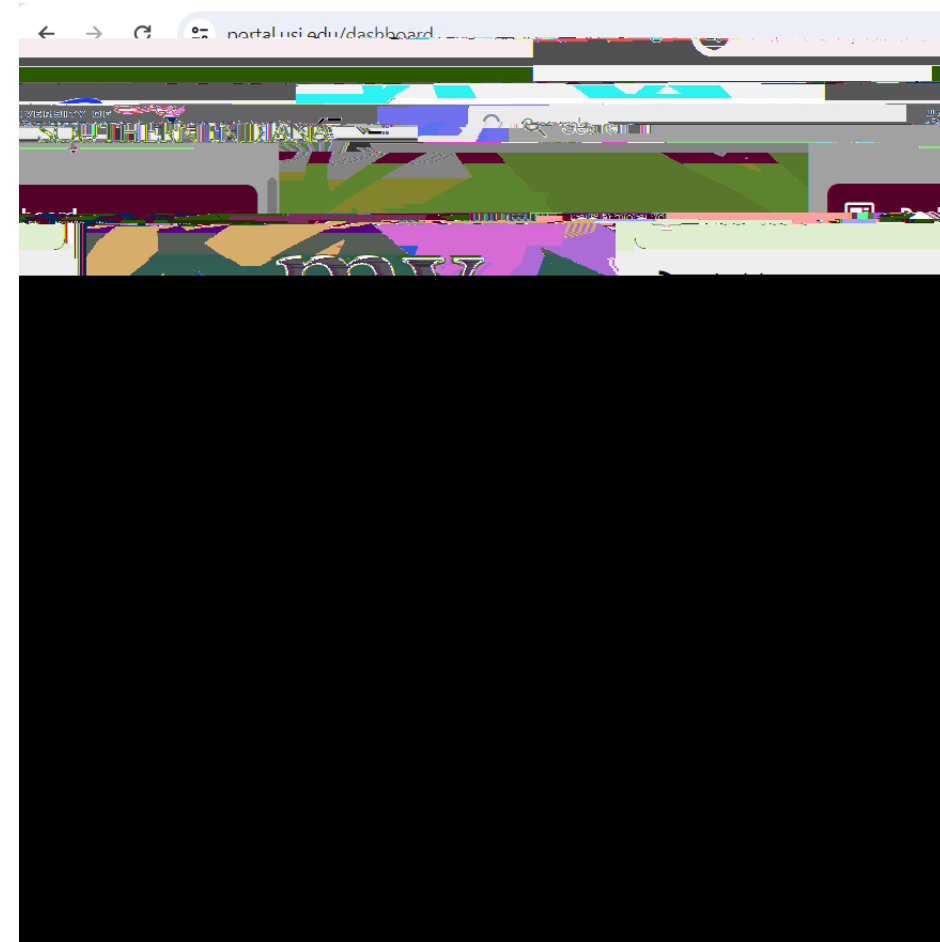
If after one week from hire date no email is received:

- Check junk folder
- Contact [benefits@usi.edu](mailto:benefits@usi.edu)



# Benefits Platform

- Once you get your *myUSI* login information, login to <https://my.USI.edu>
- Find the **Benefitfocus** App within your Screaming Eagle Apps and click it – highlighted in yellow
- If you do not see Benefitfocus, click view all next to tools.
- Once you click it, it will take you to the **Benefits Platform**



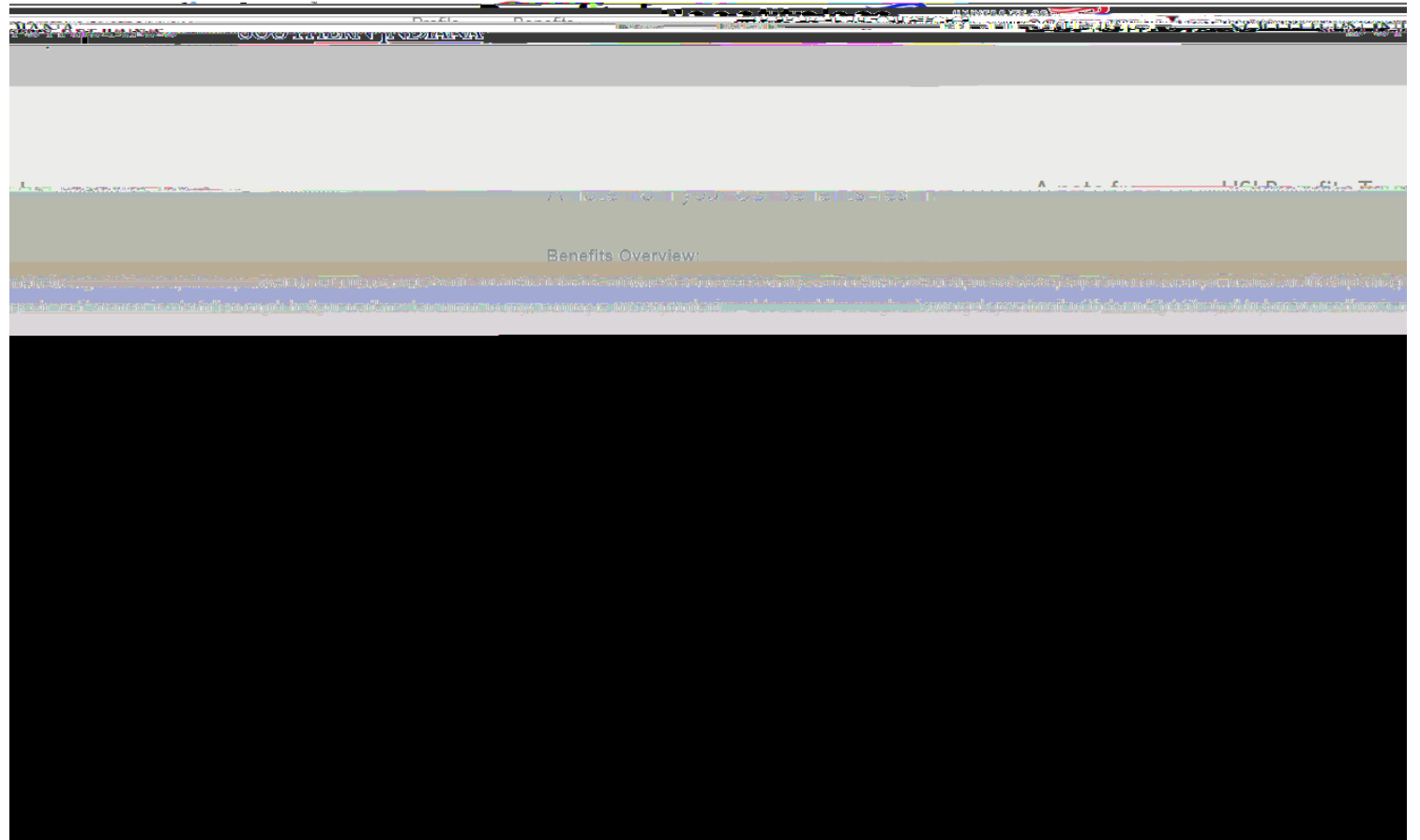


# Benefits Platform

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

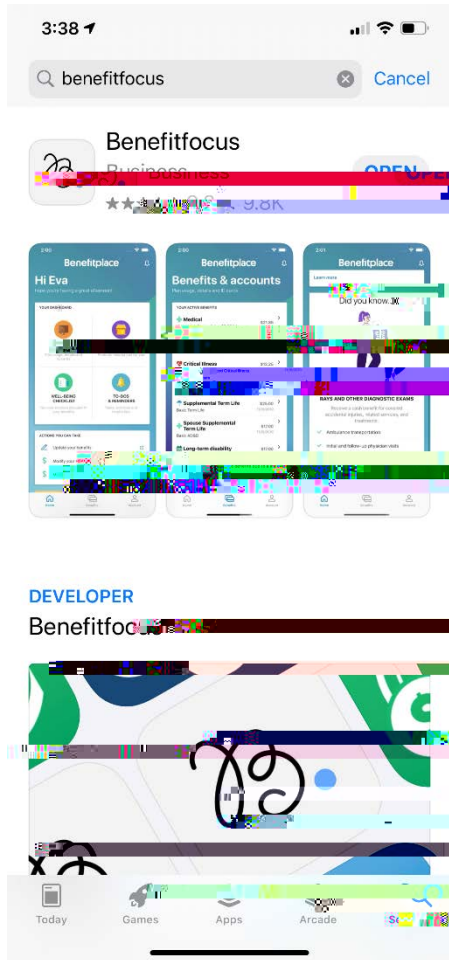
**You'll need to:**

- Add dependents (if applicable)



# USI Benefits App

Find the app in the app store



Enter the company code "USI" and login with your myUSI login credentials



Make your changes, upload documents or view current benefits!

