Welcome to our new online enrollment portal!

To make your enrollment experience easier, please review these instructions and login.

1. First, access the portal at https://chaffeycseabenefits.hrintouch.com
    to create your online account.

Welcome to HR InTouch!

Once you log in, you will find a powerful website with interactive tools and videos to help you learn more about the company, your benefits and other topics of interest. Using HR InTouch, we hope that you will find everything you need to make better healthcare and benefit decisions.

Log in to your account

Username*

Password*

Log in

Can't access your account? ▸

Create an account ▸

Supported Browsers

Learn about Officially Supported Browsers

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2. Select the *Create an Account* link to begin the account creation process. Enter the following required information into the corresponding fields:
    *   Last Name
    *   Date of Birth

3. Enter the code shown on the screen in the *Security Check* field. The code will be different each time. *(If you have difficulty reading the code, select the refresh icon to generate a new one)*

4. Create your *Username* and *Password*. An asterisk indicates all required fields. After you enter all required information, please enter your email address and phone number (home/cell).

5. Create a *Secret Question* and *Answer*. You will be asked to provide multiple questions/answers.

6. Select *Save*.

Navigating the System

Once you log into the system, you can easily access your information from the Home page.

Viewing the Home Page

The first time you log in, you will see benefit enrollment information. You can begin enrolling in your benefits by selecting the *Enroll Now* button. You can also access other information, such as your Language Preferences, Dependents, and your Login Information. Your access to the types of information you see on the Home page depends on preferences established for your company. You can explore the links on the Home page and make any necessary updates, either, before or after you enroll in your benefits.

Guiding You Through the Process

Here are the basic steps for completing your benefit elections:

1. Navigate from page to page by selecting the *Next* or *Previous* buttons.
2. Select *Cancel* on any screen to return to the Home page.

Note: If you have not completed and saved your benefit elections, you will receive a warning message, which allows you to return to your benefit elections to complete and save them before leaving the current screen.

3. Save your elections on each benefit *Summary* page when you have entered all required information -> Look over your information closely. If you need to change any information, select the *Edit* links next to the corresponding section. Select *Save* once you have made all necessary changes.

In order to avoid unauthorized access to your information, you must safely end a session by selecting *Log Out*.

After 15 minutes, the system will generate warning messages that indicate you will be logged out of the system due to inactivity. This warning message will provide you the opportunity to *Continue* or *Logout.*

Editing Your Dependents

From the Home page, you can select the *Dependents* icon to access current dependent information or add dependents to your profile. You can also add dependents as part of the benefit enrollment flow. Select the *Add Dependent* button and after updating each required field, select *Next*.
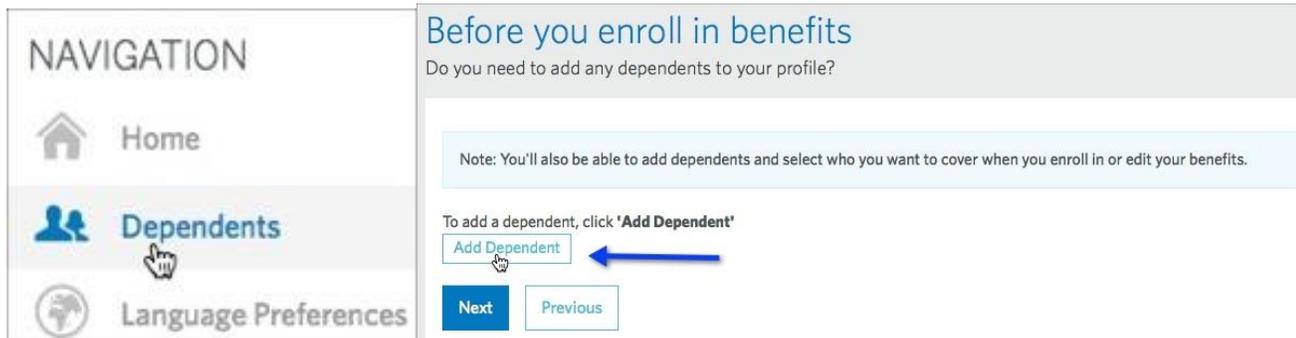
After entering dependent information, you may begin the benefit enrollment flow.

Enrolling in Your Benefits

The Home page shows you the information you need to complete. Select the *Get Started* button to begin. The following are sample steps for completing a typical Medical benefit election. Note that your actual steps may vary, depending on the information required by your employer and the insurance carrier.

1. Select the *Get Started* button on the Home page.
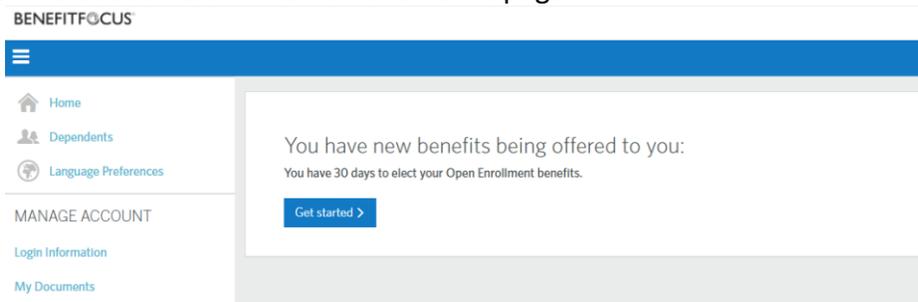
2. Choose one of the following options:
   a. Select the *Add Dependent* button if you need to add dependents to include in your benefit elections.
   b. Select *Next* to continue enrolling in benefits without adding dependents.
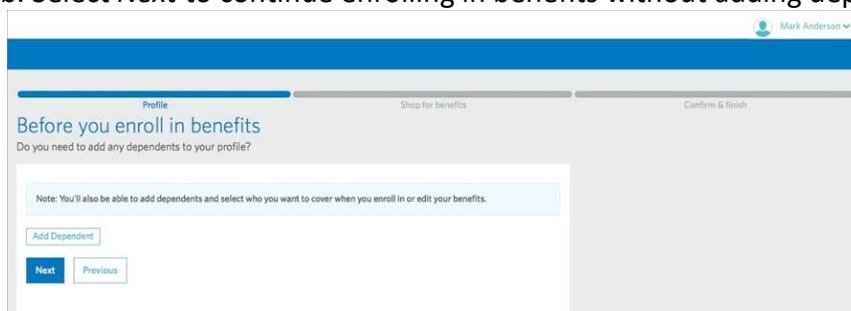
3. Select *Begin enrollment* to start enrollment.

4. For each benefit type, review your benefit plan options. Please review the provided decision support tools, such as plan comparison, cost estimation, documents, videos and web links to help you choose a benefit plan:

5. For each benefit type, click on the *Select Plan* button once you have decided on a benefit plan that best suits your needs.

6. Review your benefit election information. The *Cart Summary* shows specific plan cost and your payroll contribution details. Expand any section to review more information and select the *Edit* link to make changes. Select *Complete Enrollment* once you have finished with your benefit enrollment process.

You will be returned to the Home page and receive the *Congratulations* message at the top of the screen. Please review and print your *Employee Detail Report* for your records. You may make any changes online or via the mobile app anytime during the Open Enrollment period.

To access the mobile app:

You manage some of the most important things in life on your phone. Your benefits are no different!

- Enroll in your benefits and make updates during open enrollment
- Make qualified life event changes to your benefits any time
- Update your personal information
- Access an extensive library of educational videos
- Log in with secure, fingerprint authentication

Download the app today!

1. Install the BENEFITFOCUS® App from Google Play or the Apple App Store.
2. Enter the company ID shown below.
3. Log into your benefits using the same username and password you use on your computer!
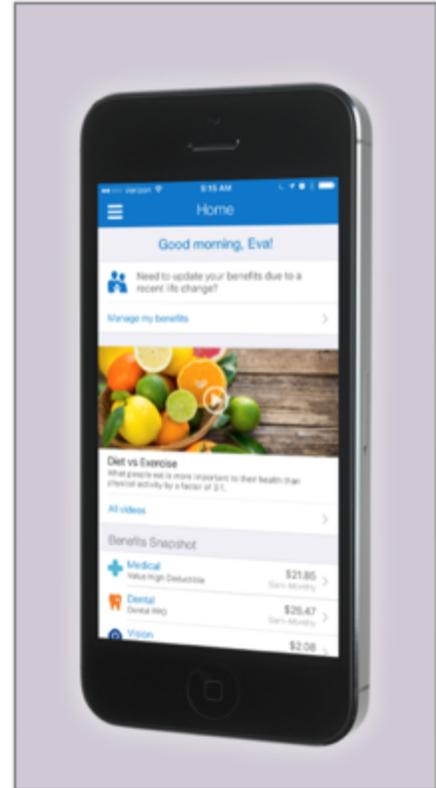
Company ID:

ChaffeyCSEABenefits