

New Hire Enrollment Instructions Hendry County Schools

1. Go to www.myhendrybenefits.com and click on the blue **“My Personal Benefits”** portal button.
2. Click on the **“First Time User? Forgot or want to reset your password”** link in InfinityHR to access your User ID and to create a password if you have not logged in before.
3. Follow the instructions on your screen. Enter your date of birth and your social security number. Click **“Find My Record”**.
4. The system will provide you with your User ID. If there is an email on file, it will show your email address. Now you can create a new password. (*Please remember the password is case sensitive*). Click **“Create New Password”**.
5. After you click **“Create New Password”**, it will send you to the main login page. Enter your User ID and password and then click **“Log In”**.
6. Now you are on the homepage. To begin enrollment, scroll down and look for **“Events Available”** then below you will find **“New Hire”** and next to it, you will find **“Begin Event”**.
7. Read the **“Acceptance Agreement”**, and then click **“I accept and wish to continue”**. Confirm that your personal information is correct. **Please update** your email address. Be sure to add all of your eligible dependents and their personal information by clicking **“Add New Dependent”** and then click **“Save & Continue”**.
8. **Do NOT user your browser’s “back” button**. Please click **“Save & Continue”** on each benefit screen. Review your elections and beneficiaries prior to confirming your elections. Add beneficiaries and percentages before exiting.
9. After reviewing carefully, you **must** click **“Save & Confirm Elections”** to complete your enrollment or changes will **not** be made. An email confirmation will be automatically sent to the email you provided during enrollment.