



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

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!*

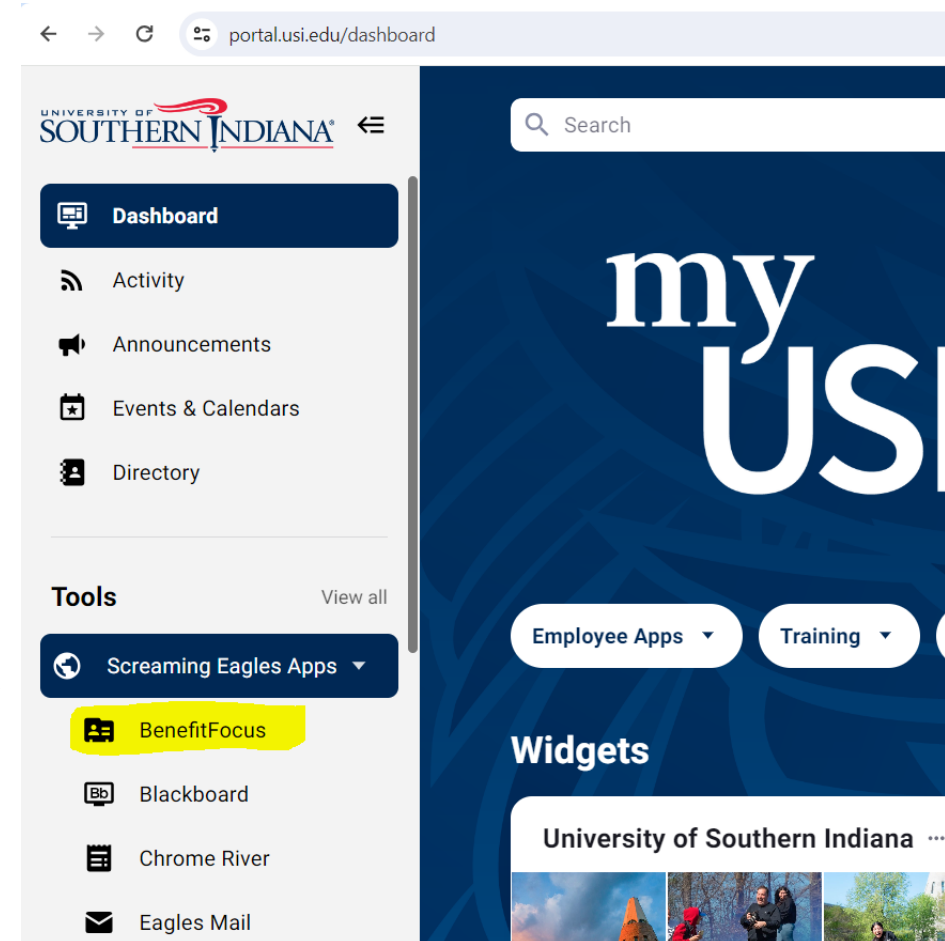
If after one week from hire date no email is received:

- Check junk folder
- Contact benefits@usi.edu



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.

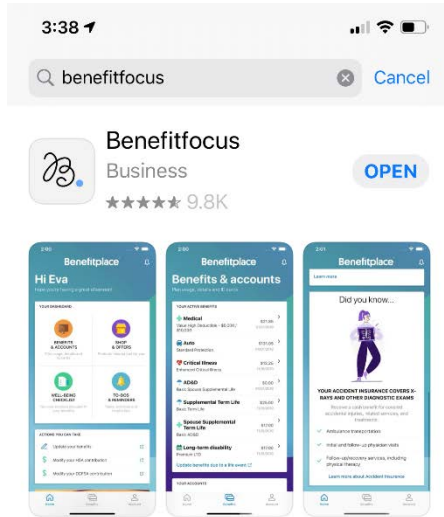
You'll need to:

- Add dependents (if applicable)
- 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 progress.
- Review your benefits at the end to ensure you are properly enrolled

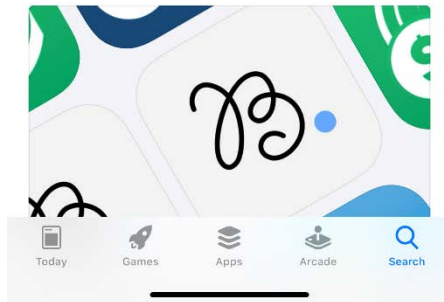
The screenshot shows the 'Benefitplace' interface for the University of Southern Indiana. At the top, there are logos for 'Benefitplace' and 'UNIVERSITY OF SOUTHERN INDIANA'. On the right side, there are links for 'Profile' and 'Benefits'. The main content area features a note from the USI Benefits Team, a 'Benefits Overview' section with a welcome message and instructions to click on 'Get Started', and a 'Dependents' section with a 'Show more' link. A prominent blue button labeled 'Edit your benefits >' is highlighted with a red border. At the bottom, there is a user greeting: 'Welcome back, Wendy' with the date and time 'Tuesday, September 6 at 1:49 PM CDT'. In the bottom right corner, there is a notification badge with the number '11' and the text 'ACTIVE BENEFITS' with a link to 'View benefits'.

USI™ Benefits App

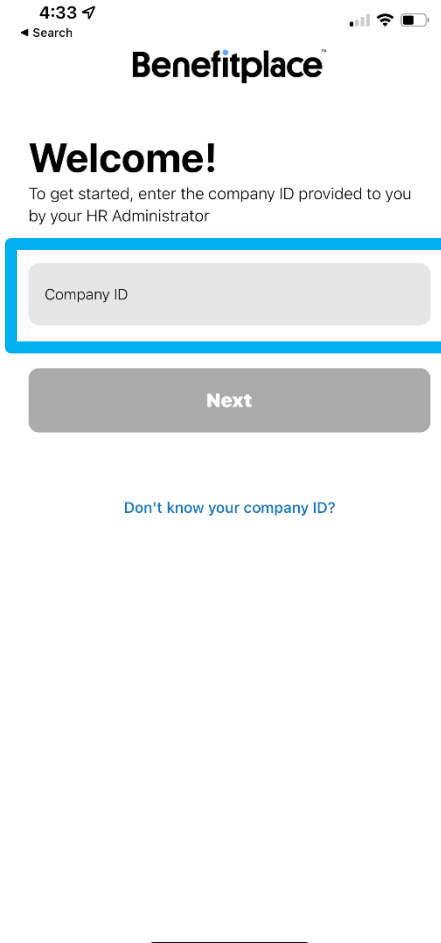
Find the app in the app store



DEVELOPER
Benefitfocus



Enter the company code “USI” and login with your myUSI login credentials



Make your changes, upload documents or view current benefits!

