

Information to have with you when making benefit changes

- If you have insurance with another insurance company, have the name of the insurance company and the policy number
- If you will be covering your spouse or dependent(s), have their date of birth and social security number
- If you or any of your dependents are covered by Medicare, have your Medicare coverage information available

1. Go to <http://unch.hrintouch.com>

2. Enter your HR InTouch Login ID and Password

Login ID: Your Employee Identification Number (EID)

Password: Your social security number (no dashes).

3. On the right side of your screen, click the blue button that says *Enroll Now*

- Click *Get Started*

- Verify or add any dependents

- Click *View/Edit* for each plan you want to modify

4. Selecting Edit to Change Benefit

5. Read and follow the prompts on the screen to complete your changes, and click *Save* button

6. Return home and click the *Subscriber Summary Report*. Either print or save this document to have confirmation of your change.

7. Upload, or remit to the benefits office, any documentation to verify dependent eligibility. Until this is received your elections will not be processed, and after 30 days the changes will be denied.

Questions

If you have questions about using the online enrollment application or are having trouble logging in, please call 1-855-859-0966 for assistance.

If you have questions regarding your State Health Plan benefits, please contact: State Health Plan Customer Service at 1-888-234-2416.