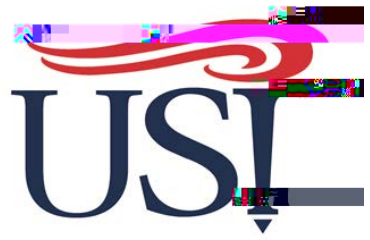# Benefits Online!

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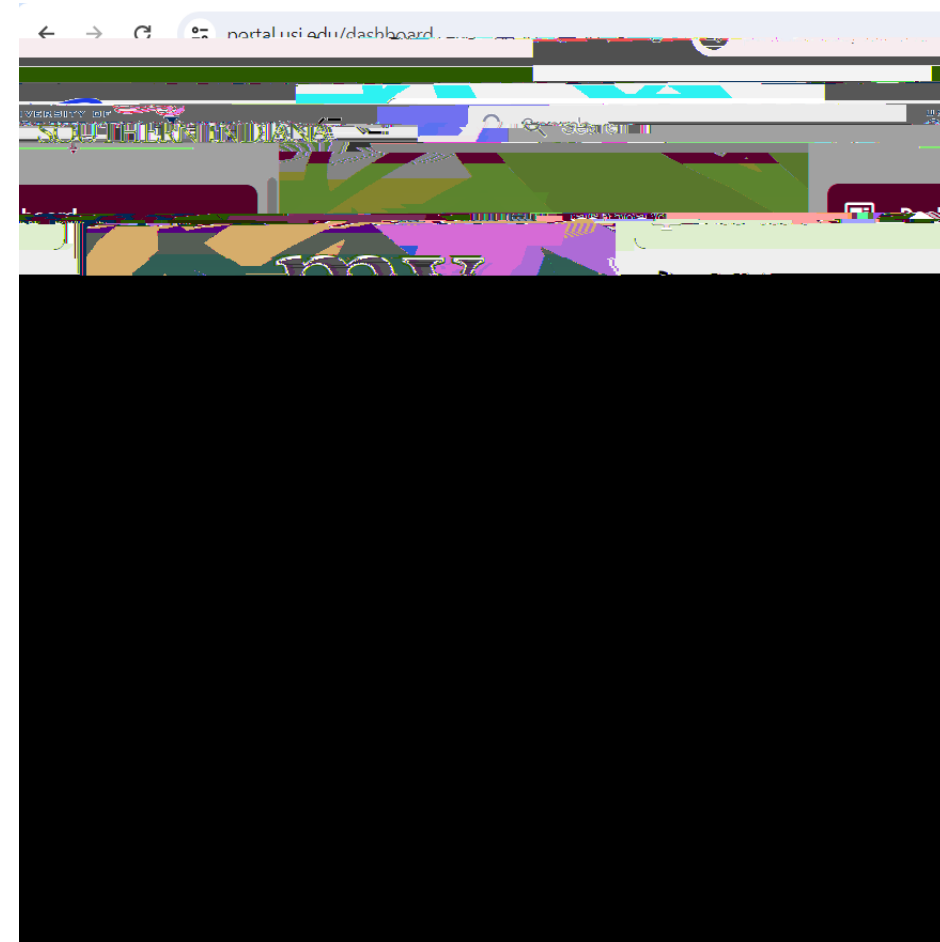
If after one week from hire date no email is received:

- Check junk folder
- Contact benefits@usi.edu

Benefits Platform

- Once you get your *my*USI 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.
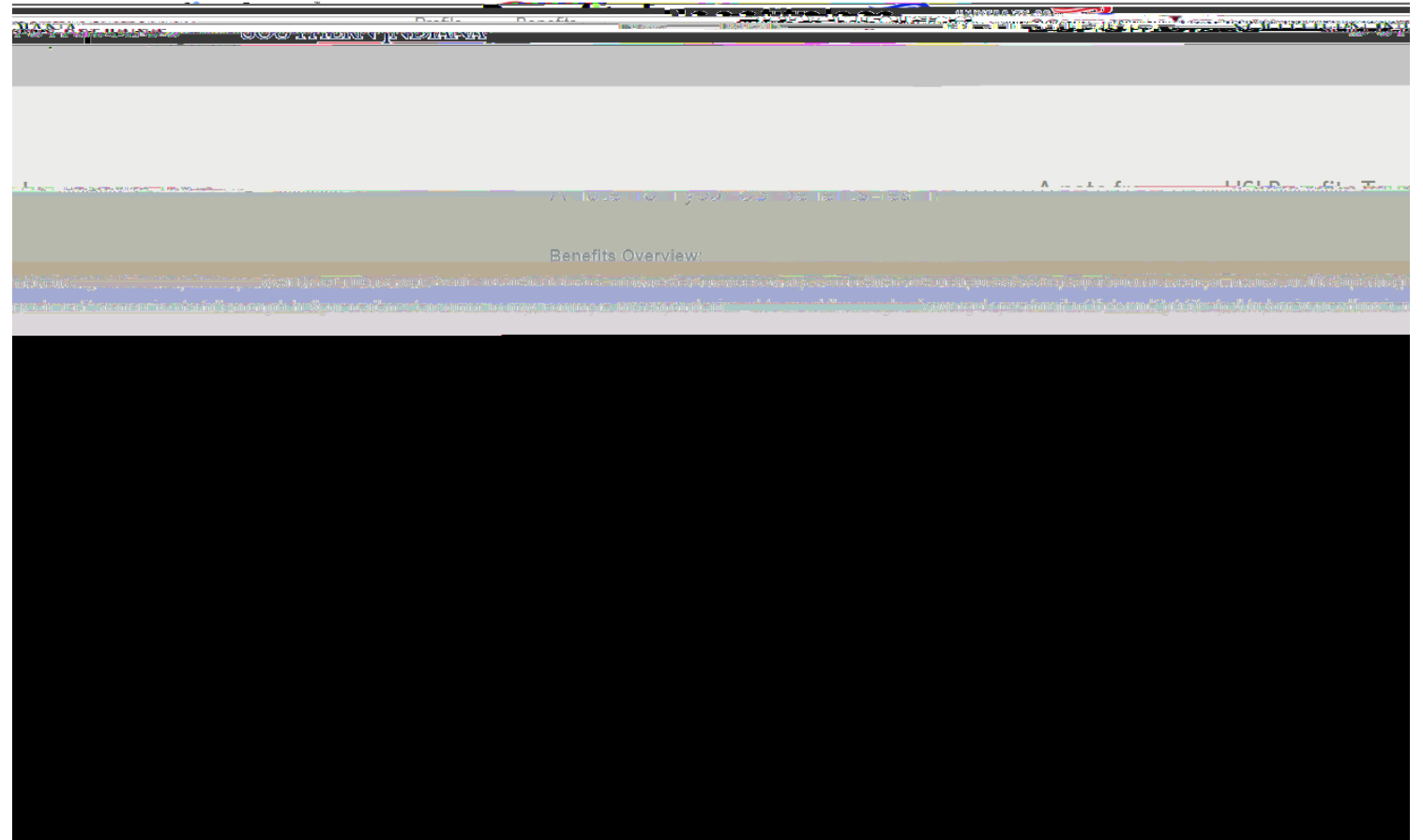- Once you click it, it will take you to the **Benefits Platform**

Benefits Platform

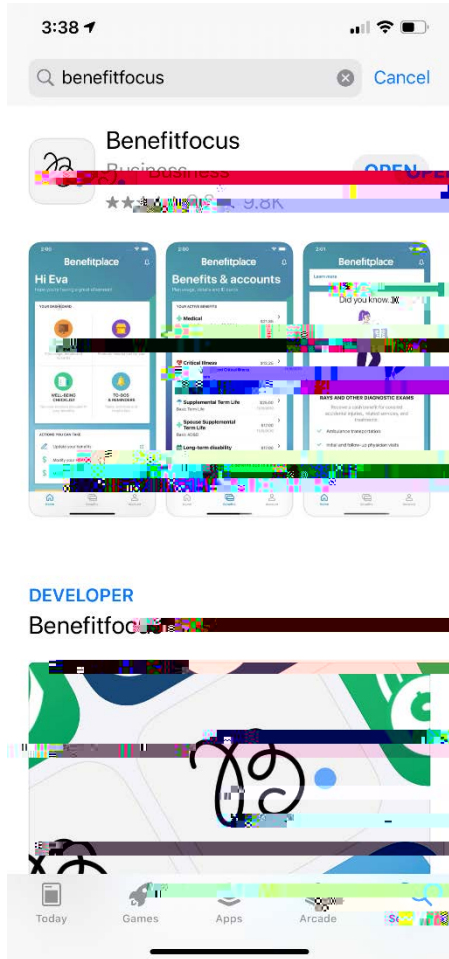**Once in the platform, click on get started to start your enrollment process.**

You'll need to:
- Add dependents (if applicable)

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!