



## Employee Online Enrollment Guide

### FIRST TIME USERS: Adding BeneTrac Online to your MyPaychex.com account

- Log on to (or register) your [MyPaychex.com](#) account
- From your home page, click on the **Manage User Account** button in the upper right corner
- Click on **Add Services or Accounts**
- From the drop down menu for service, select **BeneTrac Online** (it is the last option in the drop down list)
- Input your **Employer ID: TXHA2213**
- Input your **BeneTrac Online Username and Password**: Your username is the first initial of your first name plus your last name (up to 10 characters max, no hyphens, no apostrophes.)
- Your password is the last four digits of your social security number.
- I.e. Bob Anderson, SSN 123-45-6789. Username would be BAnderson. Password would be 6789.
- Click on **VERIFY ACCOUNT**
- Once account is verified, click **Add to MyPaychex**
- A Benefits tab will appear on top of your site once it has been added. Click on Benefits tab
- If you have any questions please contact 1-877-281-6624. Choose option 4, option 4 and then option 3 to get connected with a representative.

**[Click here if you have forgotten your User Name or Password](#)**

#### Review your personal information on the My Family page

It is important to review all of your personal information to ensure accuracy.

##### Steps

1. Click your name to update your personal information. You can also change your password in this area.
2. Click here to add your spouse.
3. Click here to add your dependents.

**Employee**

Name	SSN	Address	DOB	Gender	Contact	Approved
<a href="#">Jerry I Abel</a> ①	000-00-0000	2112 White Pine Road #34, Jasper, TX 56390	2/13/1979	Male		Submitted

**Dependents**

Name	SSN	Address	Status	DOB	Gender	Approved	Tasks
<a href="#">Johnny Abel</a>	100-00-0001	2112 White Pine Road #34, Jasper, TX 56390	Dependent Child	1/1/1982	Male	Submitted	<a href="#">Delete</a>

[Add A Family Member](#) | [Add Spouse](#) | [Undo Last Change](#)

**PROCEED TO MY BENEFITS »**

## Enroll in your benefits

If your enrollments have not been previously set up in the system, you can make your selections by following the instructions below.

### Steps

1. Click a link under the **Benefits** menu to review a particular category of benefits.
2. In each benefit block, make a selection from your list of **Manage Benefit** options.

Costs	
Total Cost of Elections:	\$0.00
Total Benefit dollars:	\$0.00
Out of pocket expense:	\$0.00

## Change existing benefits

Your current elections will appear in a similar fashion as shown in the picture below. To make a change, select an option from the list in the **Manage Benefit** section.

### Steps

1. Click here to select a **Manage Benefit** option. The system will guide you through the process of making changes to your elections.

**Medical** Sample PPO Plan

These options vary depending on the type of benefit.

**MANAGE BENEFIT**

SSN	Type	Group Number	Provider	Action	Effective	Approved	Sent
543433456	EMP	H200_2 Blue Shield PPO		Change	6/2/2014	Pending	

**Finalize your Changes**

You can review your changes during the log out process.

**SUMMATION** - Amounts per (Semi-Monthly) pay period

Total Cost of Elections:	\$500.00
Total Benefit dollars:	\$0.00
Out of pocket expense:	\$500.00
Enrollment update	

**REVIEW & FINALIZE**

**NOTE:** This button may not appear at the bottom of your Benefits page if you have made no changes during this session. In this case, you may log out.

Logging out will give you a final opportunity to review and print your Election Summary