I.K. Hofmann at BMW Plant Spartanburg
Complete Guide for
## Benefits Self Registration and Enrollment

Overview

This document gives a brief overview of how to register and enroll in benefits.

Registering on the Enrollment Site

Log into Benefit Elect by following this link: https://www2.benefitelect.com/be/ikhofmann

To begin self-registration, simply click Register on the login screen and you will be taken to the Registration form, as indicated in the snapshot.
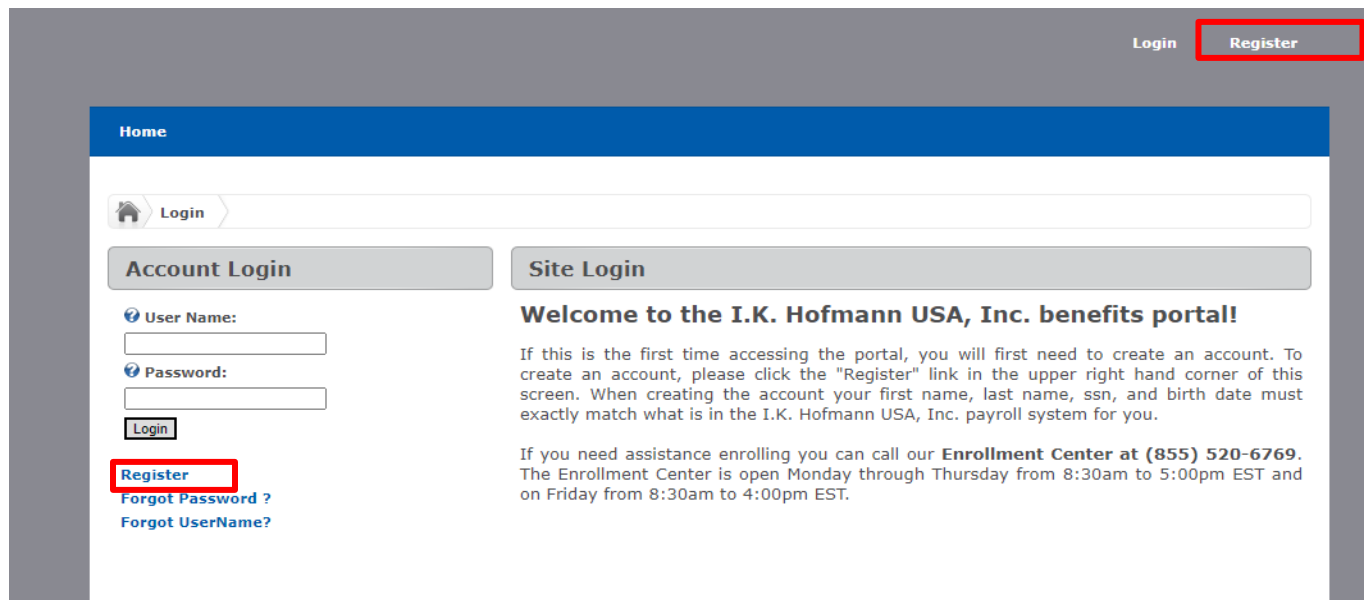
On the registration screen you will enter the information requested. **Please remember that first name, last name, birth date, and SSN MUST be the same as the information on your pay stub.**

NOTE: Please be certain to save your user name and password as you will be required to enter them again at the end of the Registration Authentication sequence.

Enter in User Name, Email Address, Date of Birth, Social Security Number and choose a password.

Home

Registration

Account and Password Requirements

When you have completed entering in your self-registration information (below), you can submit by clicking the Register link located on the bottom left-hand corner of this page.
Account Requirements:
Your First name and Last name need to be entered exactly as they appear on your paystub.
The password you choose must be between 8 and 16 characters and meet at least 3 of the following 4 conditions:
1) At least one number
2) At least one capital letter
3) At least one lowercase letter
4) At least one special character
NOTE: If you have already registered and logged in, click the Enrollment tab above to open your enrollment site.

BenefitElect Self-Registration

For security purposes, before you can access the online enrollment system, your information must be verified against the information your employer has submitted to the system. Please enter the following data accurately. You are allowed to select your own user name – but if it is already used in the system, you will be asked to select an alternative username.

User name: lldrinkard
Email address:
Birth date:
SSN:
Enter password: ••••••••
Confirm password:
Preferred Notification Type: ● Email ○ Text
Register

Privacy Statement   Terms Of Use   Copyright (c) 2001-2022 BenefitElect, Inc.

Choose to receive notifications via email or text.

Click "Register" to receive your registration authentication email or text.
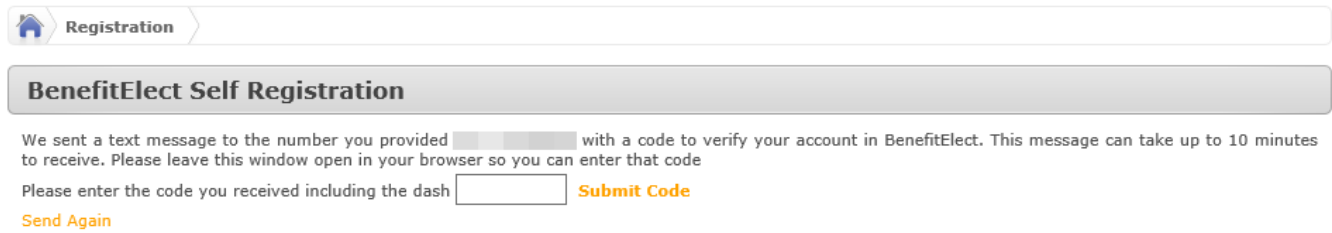
Text Screen Details

If you've chosen to receive your notification via text, you will be prompted to enter a phone number to which a text can be sent:

Preferred Notification Type: ○ Email ● Text

SMS Phone #: [   ][   ]   Phone # is required.

3 digit area code, 7digit phone

Please verify that your SMS Phone number is correct as you will receive your registration code via text as your next step.

Text Notification Screen Details

After clicking the 'Register' link, a screen will populate on the enrollment site prompting you to enter the registration code you received in your text message.


After you enter the registration code, all messaging is consistent with any notifications you selected.

Email Notification Screen Details

Used if Email Notification was selected during your Registration.

After selecting "Register" you will see the notification below. Proceed to your email, which should look similar to the below image (the URL link is https://www2.benefitelect.com/be/ikhofmann.
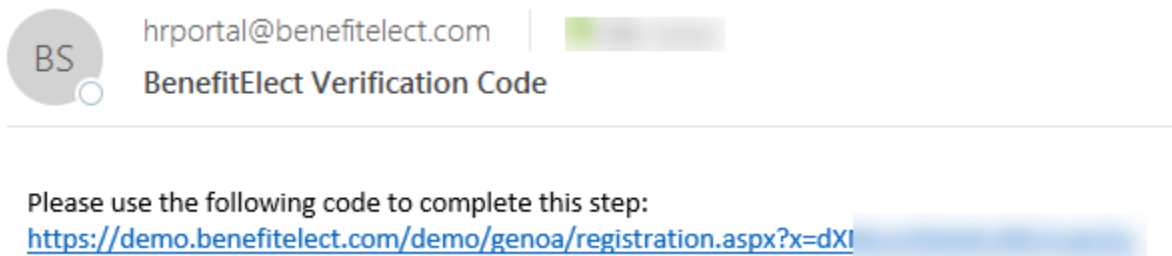
NOTE: If this message does not appear within 10-20 minutes, please check your spam or junk folder for that incoming email.

Once you click on the link or enter the code you received by text you should see:
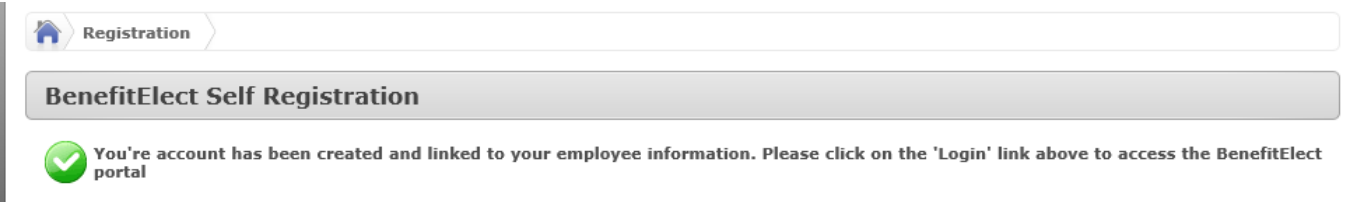
Once the account creation message populates, go to the top Left corner of the screen and click on the login button.
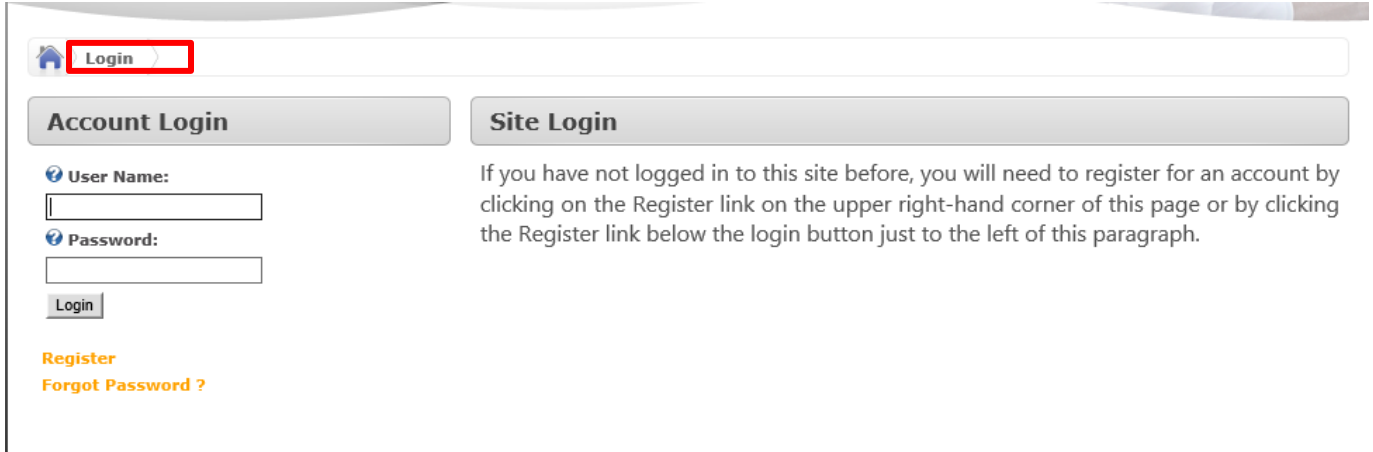
At this point, enter the username and the password you created earlier in the registration process. When you're done, click the Login button.

NOTE: You do not need to re-register at this point.

Once your logged into the system: Click on the "Enrollment" tab as indicated by the red arrow.
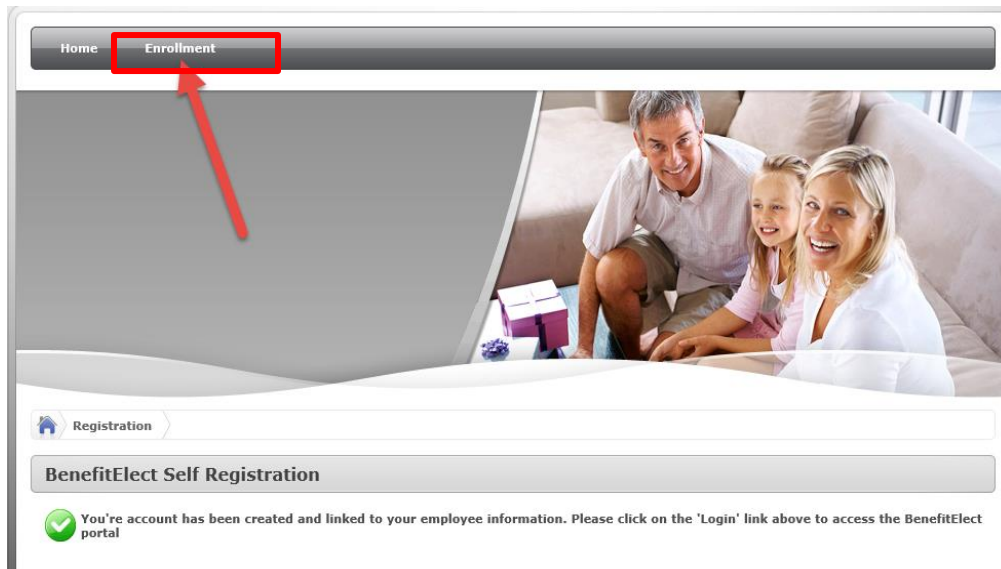
The platform will then do a short system check to verify that your browser meets minimum specifications. If everything is fine with your browser, then you will see three green checkmarks.

NOTE: Some browsers may experience issues in recognizing your Adobe Reader plugin. Do not be alarmed by this. The system check needs to verify that the Adobe Reader plugin is operational. If there is no .pdf reader installed on the computer you are currently using for your enrollments, you may still proceed to enroll in your benefits; though you may not be able to view your confirmation statement unless a .pdf reader is installed prior to making your benefit selections.
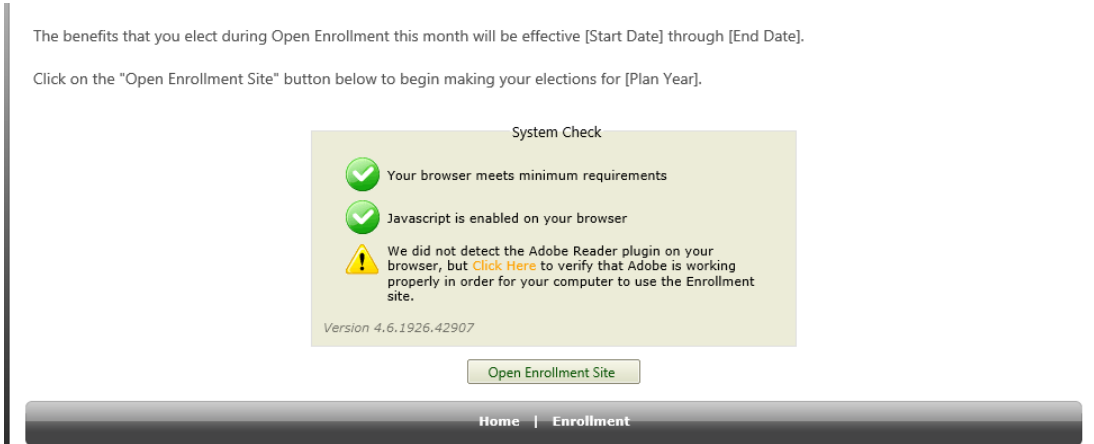

If you click the 'Click Here' link in the Adobe Reader Verification Chek, your system will show this screen if the Adobe Reader plugin is operational.

NOTE: This notice will open on another tab in your browser window. To return to BenefitElect click on the tab header labeled: "Enrollment".
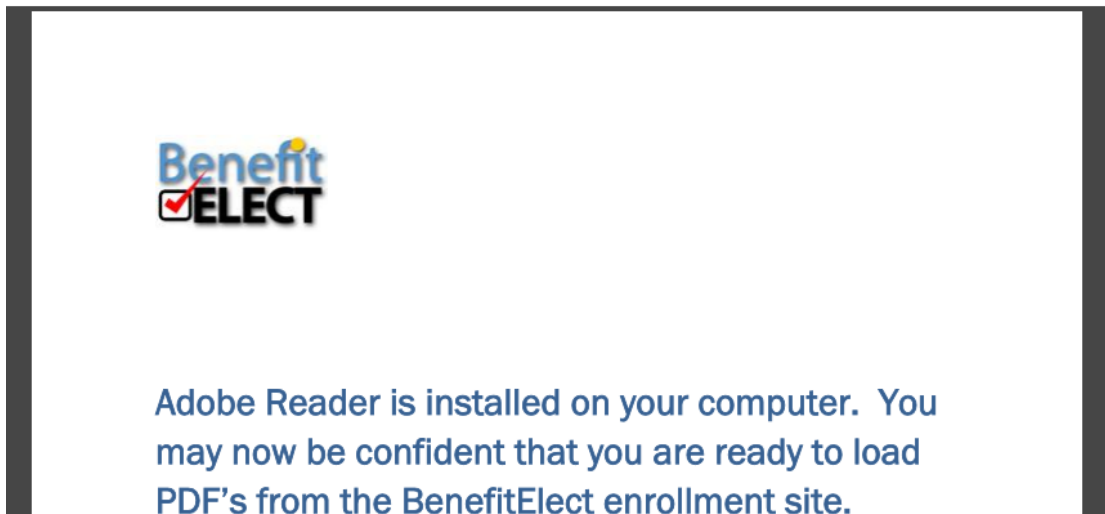
Once you enter the enrollment site, just click on the Start button (as indicated by the blue arrow) and you're ready to enroll!
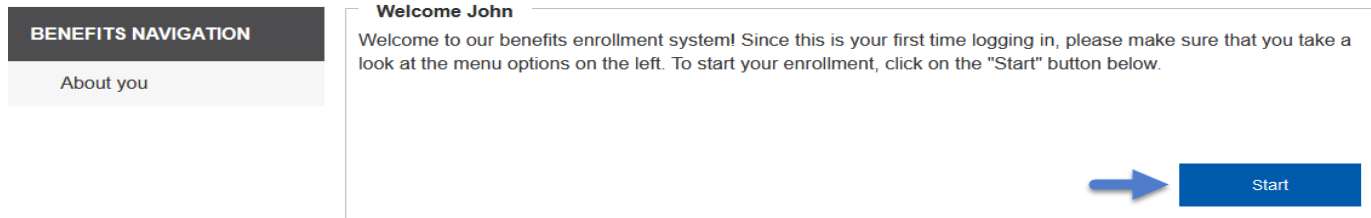
This concludes the self-registration process.

Self-Enrollment

Navigating the enrollment site

Once in the Enrollment site, Click Start/Continue in the bottom right to index through each page. As you do so, the items in the Benefits Navigation pane on the left side will begin to populate and indicate which benefit screens you've completed by placing a Green Checkmark next to each section of the enrollment system.

The Navigation Pane shows your progress through the enrollment/waive process.

Here are the steps in the enrollment process:

Collect personal information, dependents, and beneficiaries

The first step of the enrollment/waive process is to collect & validate your information for both yourself and your dependents. This is an opportunity to review your home phone, validate other existing information, and to enter any dependents that you wish to have covered.

NOTE: Not all Employee information is editable within the enrollment system, as this data comes from our payroll system. If any personal data in the 'About You' section is incorrect, and you are unable to update the incorrect data, please contact your Onsite Manager or HR Department.
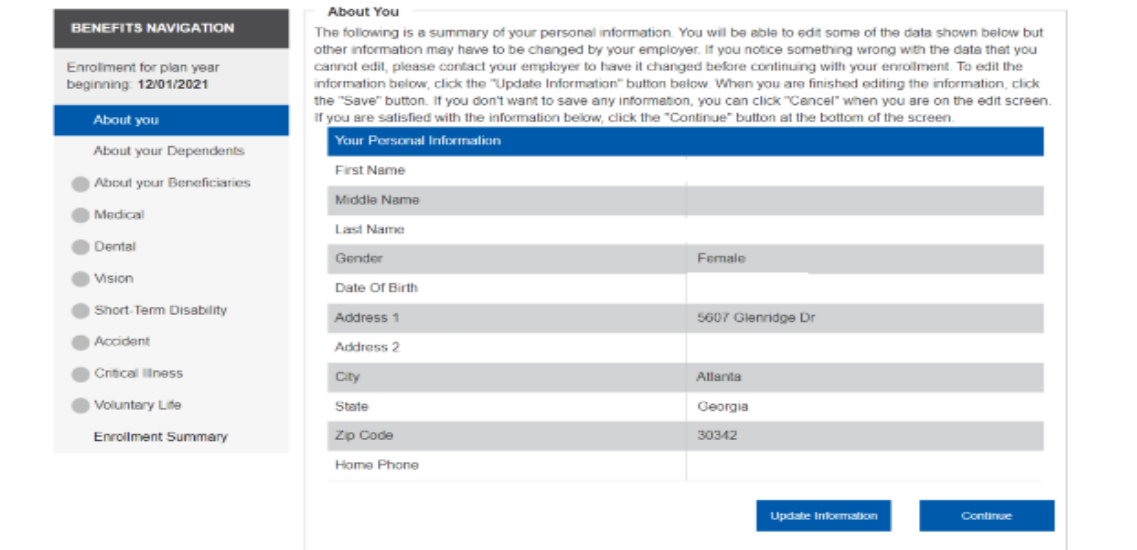
Enter personal information for dependents:

You will need your dependents Legal Name, Social Security Number and Date of Birth to complete their enrollment.

About Your Dependents

Here is the list of your dependents. All dependents to be covered must be listed below. To add a new dependent, click the "Add Dependent" button. To edit or delete a dependent, click on the dependent's name. If the list below accurately describes your dependents to be covered, click the "Continue" button below.

Dependent Name	Relationship	Gender	SSN	Birth Date	Disabled?
	Spouse	F	999999999	01/01/1969	No
	Child	M	999999999	01/01/2001	

BENEFITS NAVIGATION

Enrollment for plan year beginning: 12/01/2021

- About you
- About your Dependents
- About your Beneficiaries
- Medical
- Dental
- Vision
- Short-Term Disability
- Accident
- Critical Illness
- Voluntary Life
- Enrollment Summary

Add Dependent   Continue

Enter personal information for beneficiaries and select percentage for benefits.

Example: if you have a spouse and 2 children, you may choose to select 50% for spouse and 25% for each child. Percentages must add up to 100%.

Add Beneficiaries

Add Beneficiary

Primary Beneficiary Name	Type	(%) Of Benefit	Relationship
No primary beneficiaries in the system.			

Secondary Beneficiary Name	Type	(%) Of Benefit	Relationship
No secondary beneficiaries in the system.			

Add Beneficiary   Continue

BENEFITS NAVIGATION

Enrollment for plan year beginning: 12/01/2021

- About you
- About your Dependents
- About your Beneficiaries
- Medical
- Dental
- Vision
- Short-Term Disability
- Accident
- Critical Illness
- Voluntary Life
- Enrollment Summary

Enroll or Waive - Medical, Dental, Vision, Short Term Disability, Accident, Critical Illness and Voluntary Life.

Next, the system will take you through the enrollments or waivers of your medical, dental, vision, short term disability, accident, critical illness and voluntary life plans. When enrolling, this area will prevent errors such as enrolling an overage dependent.

NOTE: If you wish to enroll a dependent in medical or vision, you have to add that dependent in the 'About Your Dependents' section first, or the option(s) will not appear.

To Waive Benefits – you will make this selection

Voluntary Benefits

The next steps in the Enrollment Process will take you through the additional benefits. Beneficiaries may or may not be required for some benefit elections. In these instances, you MUST provide at least one (1) PRIMARY Beneficiary. You may also provide SECONDARY Beneficiaries, if you choose. The TOTAL Percentage amounts must add up to a *total* of 100% for PRIMARY or SECONDARY selections.

- Enroll or Waive – Dental

- Enroll or Waive – Vision

- Enroll or Waive – Short Term Disability

- Enroll or Waive – Voluntary Off-the-job Accident

- Enroll or Waive – Critical Illness

- Enroll or Waive – Voluntary Life, Spouse and/or Child(ren)

- Review & confirm the employee's elections

The final step is the Enrollment Summary page, which displays your elections, dependents, and beneficiaries. Review this screen carefully.

When you are finished reviewing you elections, enter your BenefitElect password at the bottom of this screen (the password is the same password used to log into the Benefits Enrollment system. By entering your password you are approving the elections populated on the Enrollment Summary Screen). Once your password in entered, a confirmation statement will populate in a .pdf format. You may print/save the resulting Confirmation Statement for your records.

IMPORTANT NOTE: You will not be able to finalize your enrollment or enter your password if you have a yellow triangle next to a benefit name or are missing a checkmark on the navigation bar to the left. You need to go back to the screen that has the yellow triangle or is missing the checkmark and correct the error. After that, click on "Enrollment Summary" to go back and enter your password and submit.

Please enter your password: [   ] [Finish]

This concludes the self-enrollment process.