



## I.K. Hofmann at BMW Plant Spartanburg Quick Start 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.

Home Login Register

Login

Account Login Site Login

User Name:  
Password:  
Login Register  
Forgot Password?  
Forgot UserName?

Welcome to the I.K. Hofmann USA, Inc. benefits portal!

If this is the first time accessing the portal, you will first need to create an account. To create an account, please click the "Register" link in the upper right hand corner of this screen. When creating the account your first name, last name, ssn, and birth date must exactly match what is in the I.K. Hofmann USA, Inc. payroll system for you.

If you need assistance enrolling you can call our Enrollment Center at (855) 520-6769. The Enrollment Center is open Monday through Thursday from 8:30am to 5:00pm EST and on Friday from 8:30am to 4:00pm EST.

- 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.
- Choose to receive notifications via email or text.
- Click "Register" to receive your registration authentication email or text.

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:

Email address:

Birth date:

SSN:

Enter password:

Confirm password:

Preferred Notification Type:  Email  Text

[Register](#)

Privacy Statement   Terms Of Use

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## 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, 7 digit 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.

Registration

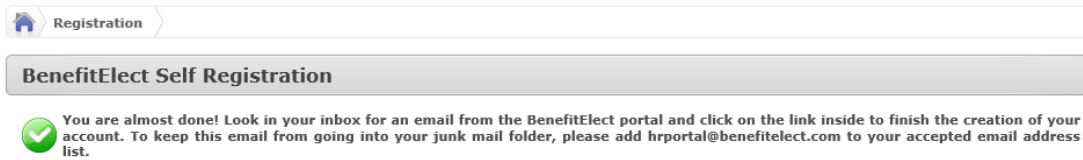
### BenefitElect Self Registration

We sent a text message to the number you provided  with a code to verify your account in BenefitElect. This message can take up to 10 minutes to receive. Please leave this window open in your browser so you can enter that code

Please enter the code you received including the dash  [Submit Code](#)

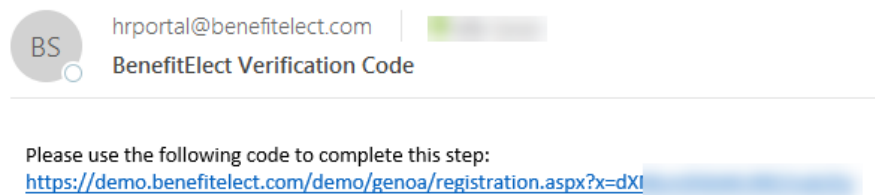
[Send Again](#)

## Email Notification Screen Details



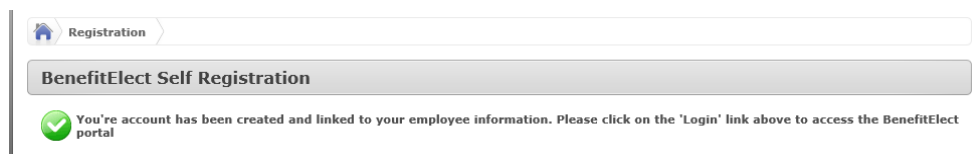
*Used if Email Notification was selected during your Registration.*

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>).

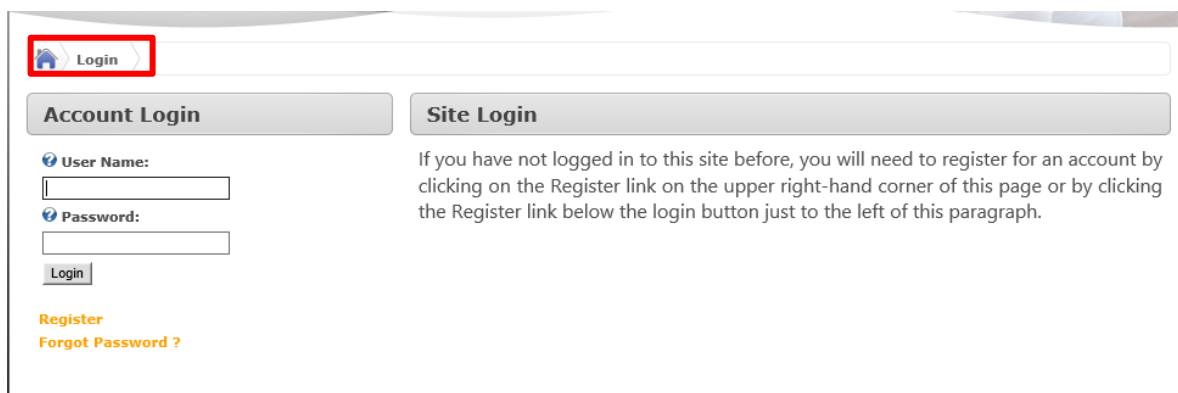


**NOTE:** If this message does not appear within 10-20 minutes, please check your spam or junk folder for that incoming email.

- Once you click on the link or enter the code you received by text you should see:



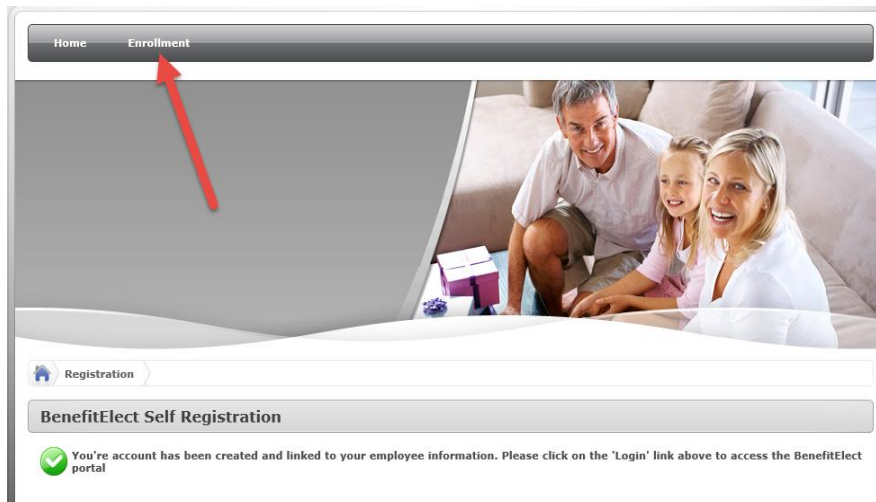
- Once the account creation message populates, go to the top Left corner of the screen and click on the login button.



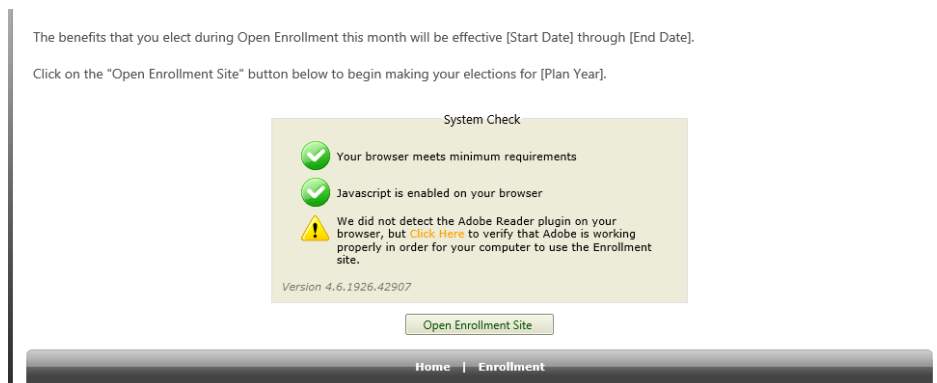
- At this point, enter the username and the password you created earlier in the registration process. When you're done, click the Login button.

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

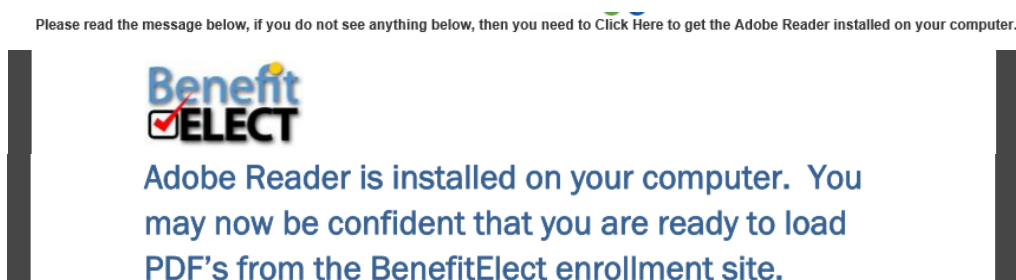
- *Once your logged into the system:* Click on the “Enrollment” tab as indicated by the red arrow.



**NOTE:** 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. 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.

