



Helpful Hints & Instructions to set up your account and review your current benefit elections on Benefitfocus

To set up your account, you will need to go through the following steps:
Using the internet (do not use search engines such as Bing or Google search), go to: www.ccg.hrntouch.com

- Click "Create an Account"
- Click "Member" & "Next"
- Click "I need to create a New Account" & "Next"

Provide:

- Last Name
- Date of Birth
- Social Security Number
- Complete Security Check
- Click "Next"
- Register your account
- Enter your email address
- Create user name
- Create password
- Confirm password
- Select three secret/security questions

A separate window will pop up informing you that your registration was successful. You will then receive your user name again, please write it down. If you need technical help, you may call Benefitfocus at [1-866-822-8688](tel:1-866-822-8688) between 8:00 a.m. and 8:00 p.m., Monday through Friday.

Upon registering, please take a few moments to do the following:

- Review your current benefit elections and beneficiary information. You do this by clicking on the purple button "Review Current Benefits", this will open a new window. Then, click on "Benefits", which will show your current benefit elections and beneficiary information.

-Verify/Update your phone numbers and email. Go to the same page where you review your current benefits, but you will click on "Profile" then click on "Personal Information".

-If interested, review all of the current benefits CCG offers by clicking on the "Benefits" tab, which is located on the main page when you first logged in. To return to the main page; click on "Return to HRinTouch". This is located at the top right hand side of the page.

-Check out the "Mayo Clinic Wellness Resources." A few of the topics are first aid, diseases & conditions and recipes. This is located on the main page as well; it is located at the top of the page in the gray toolbar (this will be above the "welcome" message).

One of the most important NEW features to Benefitfocus is the ability for employees to enter their own Qualifying Events (QE). QEs include (but not limited to) birth or adoption of a baby, marriage, divorce, death and significant change in spouse's employment.

If you have a qualifying event, you may login to Benefitfocus, and on the main page and click on the orange button "Family Lifestyle Changes", and enter in the appropriate information. You will be able to enroll or remove dependents from medical, dental, vision, dependent life and flexible spending. You will still be responsible for submitting the proper documentation to the Department of Human Resources (i.e. Birth Certificate, Marriage License, etc...) AND you must still complete your request within 31 days of the date of the event.

If you plan to make changes to your other ancillary benefits (AFLAC, Legal Resources, Deferred Compensation beneficiary info), you will need to also come into DHR.