

Welcome to our new online enrollment portal!

To make your enrollment experience easier, please review these instructions and login.

1. First, access the portal at <https://alsd.hrintouch.com> to login to your online account.



Welcome to HR InTouch!

Once you log in, you will find a powerful website with interactive tools and videos to help you learn more about the company, your benefits and other topics of interest. Using HR InTouch, we hope that you will find everything you need to make better healthcare and benefit decisions.

A screenshot of the login form titled "Log in to your account". It includes fields for "Username*" and "Password*", a "Log in" button, and links for "Can't access your account?" and "Create an account?". Below the form, there is a section for "Supported Browsers" with a link to "Learn about Officially Supported Browsers".

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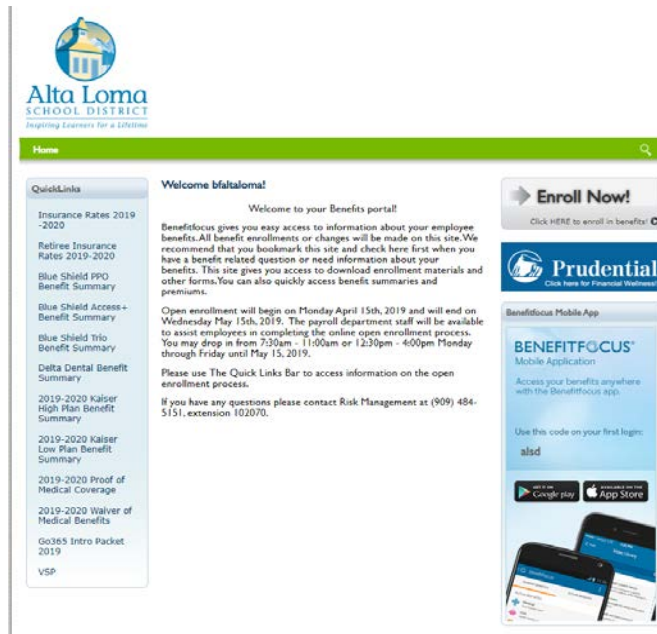
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2. Enter your username and password.
Same username and password as previous open enrollment year.
3. Enter the code shown on the screen in the *Security Check* field. The code will be different each time. *(If you have difficulty reading the code, select the refresh icon to generate a new one)*

A detailed screenshot of the login form. It features a lock icon and the heading "Log in to your account". Below this are two input fields: "Username*" and "Password*", each with a small vertical cursor on the left. A blue "Log in" button is positioned to the right of the password field. Below the button are two links: "Can't access your account? >" and "Create an account >".

Navigating the System

Once you log into the system, you can easily access your information from the Home page.



Viewing the Home Page

The first time you log in, you will see benefit enrollment information. You can begin enrolling in your benefits by selecting the *Enroll Now* button. You can also access other information, such as your Language Preferences, Dependents, and your Login Information. Your access to the types of information you see on the Home page depends on preferences established for your company. You can explore the links on the Home page and make any necessary updates, either, before or after you enroll in your benefits.

Guiding You Through the Process

Here are the basic steps for completing your benefit elections:

1. Navigate from page to page by selecting the *Next* or *Previous* buttons.
2. Select *Cancel* on any screen to return to the Home page.

Note: If you have not completed and saved your benefit elections, you will receive a warning message, which allows you to return to your benefit elections to complete and save them before leaving the current screen.

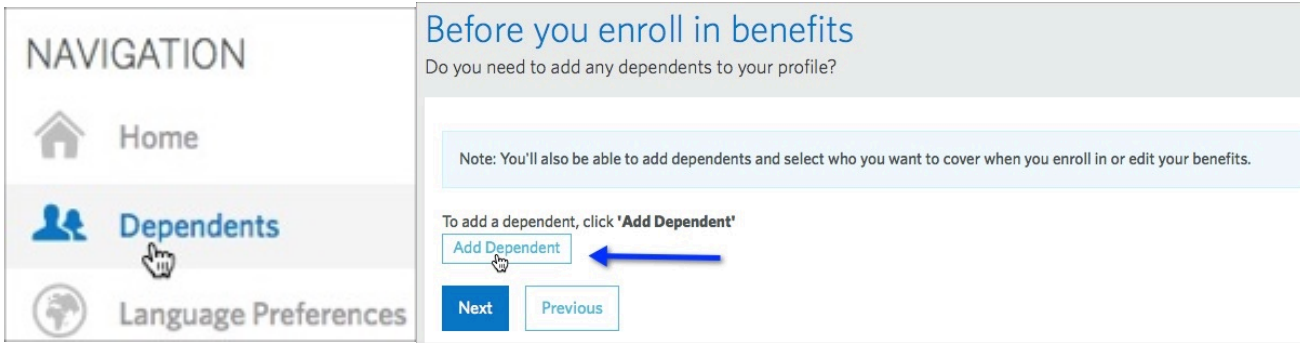
3. Save your elections on each benefit *Summary* page when you have entered all required information -> Look over your information closely. If you need to change any information, select the *Edit* links next to the corresponding section. Select *Save* once you have made all necessary changes.

In order to avoid unauthorized access to your information, you must safely end a session by selecting *Log Out*. After 15 minutes, the system will generate warning messages that indicate you will be logged out of the system due to inactivity. This warning message will provide you the opportunity to *Continue* or *Logout*.

Editing Your Dependents

From the Home page, you can select the *Dependents* icon to access current dependent information or add

dependents to your profile. You can also add dependents as part of the benefit enrollment flow. Select the *Add Dependent* button and after updating each required field, select *Next*.

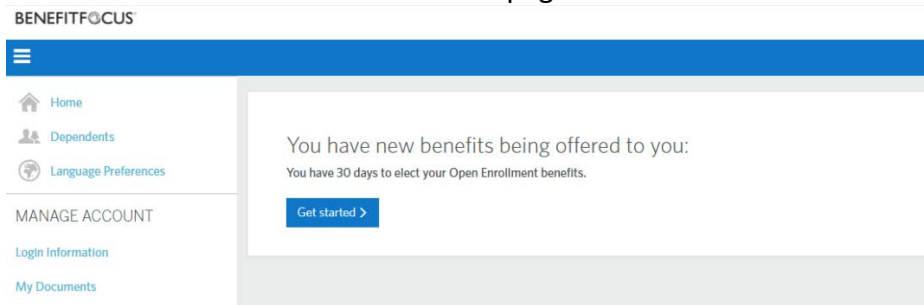


After entering dependent information, you may begin the benefit enrollment flow.

Enrolling in Your Benefits

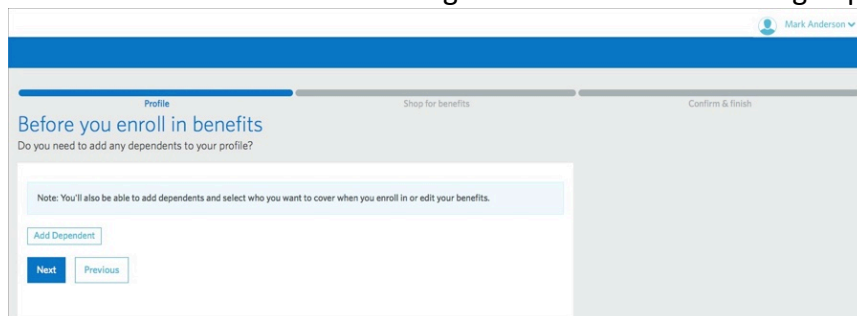
The Home page shows you the information you need to complete. Select the *Get Started* button to begin. The following are sample steps for completing a typical Medical benefit election. Note that your actual steps may vary, depending on the information required by your employer and the insurance carrier.

1. Select the *Get Started* button on the Home page.



2. Choose one of the following options:

- a. Select the *Add Dependent* button if you need to add dependents to include in your benefit elections.
- b. Select *Next* to continue enrolling in benefits without adding dependents.



3. Select *Begin enrollment* to start enrollment.

Open Enrollment Benefits

Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

0/10

Benefits Complete

Your benefits

1. Choose your Medical coverage

[Begin enrollment](#)

- For each benefit type, review your benefit plan options. Please review the provided decision support tools, such as plan comparison, cost estimation, documents, videos and web links to help you choose a benefit plan:

Tell us about your expected healthcare usage


Choose from one of our pre-defined usage scenarios or personalize your usage for the upcoming plan year and we will estimate how much each plan will cost you.

National Average Year

Customize Usage

Note: Number of uses and costs are based on national claims averages for persons with similar age, gender, and regional demographics as you and your dependents.

0.11	Emergency Room Visit	\$237.38
0.35	Outpatient Procedure	\$1,152.35
0.04	Inpatient Hospital Procedure	\$596.73
5.23	Doctor Office Visits	\$1,266.18
9.01	Prescription Drugs	\$849.69
Total Usage Cost		\$4,102.33



[Done](#)

Compare

Blue Shield Access+ HMO \$376.71 Ten Times a Year Cost

Estimated Annual Cost **\$3,972.80**
[How was this calculated?](#)

Individual Deductible	N/A
Family Deductible	N/A
Individual Out-of-Pocket Max (OOP Max)	\$1,500
Family Out-of-Pocket Max (OOP Max)	\$3,000

[Select plan](#) [Plan details](#)

Compare

Blue Shield PPO High Deductible Health Plan \$58.71 Ten Times a Year Cost

Estimated Annual Cost **\$2,087.10**

- For each benefit type, click on the *Select Plan* button once you have decided on a benefit plan that best suits your needs.

Compare plans & estimate your cost

Compare

Kaiser HMO \$0.00 Ten Times a Year Cost

Estimated Annual Cost **\$224.60**
[How was this calculated?](#)

Individual Deductible	N/A
Family Deductible	N/A
Individual Out-of-Pocket Max (OOP Max)	\$4,000
Family Out-of-Pocket Max (OOP Max)	\$8,000

[Select plan](#) [Plan details](#)

Compare

Kaiser HDHP \$0.00 Ten Times a Year Cost

Estimated Annual Cost **\$3,420.00**
[How was this calculated?](#)

Individual Deductible	\$3,300
Family Deductible	\$2,600
Individual Out-of-Pocket Max (OOP Max)	\$3,000
Family Out-of-Pocket Max (OOP Max)	\$6,000

[Select plan](#) [Plan details](#)

Compare

Medical Waive \$0.00 Ten Times a Year Cost

Pending proof of current other coverage, the medical waiver allows for a \$10 cash-back stipend to be paid tentatively from September through June.

- Review your benefit election information. The *Cart Summary* shows specific plan cost and your payroll contribution details. Expand any section to review more information and select the *Edit* link to make

changes. Select *Complete Enrollment* once you have finished with your benefit enrollment process.

Open Enrollment Complete!
You have completed enrollment for the next benefit year. To make changes to any of your benefits, select "Edit coverage".

Your benefits

Your Life coverage
Basic Life and AD&D \$0.00
ten times per year

Offered By: The Hartford
Coverage Amount: \$50,000.00
Effective Date: 01/01/2018
Persons Covered: Eric Carlton Smith
Beneficiaries: Austin Judway [Edit](#)

[Edit coverage](#)

Your Vision coverage
VSP Vision \$0.00
ten times per year

Offered By: VSP
Effective Date: 01/01/2018
Persons Covered: Eric Carlton Smith

[Edit coverage](#) [Show Plan Details](#)

Your Dental coverage
Delta Dental PPO \$0.00
ten times per year

Offered By: Delta Dental
Effective Date: 01/01/2018
Persons Covered: Eric Carlton Smith

Home
Profile
Benefits
Dependents
Language Preferences

MANAGE ACCOUNT
Login Information
My Documents

QUICKLINKS
Learning Center
High Contrast Mode

Dependent Verification Documents
Spouse - please upload a copy of your most recent tax return (financial information may be blacked out) or, if you got married in the past year, a copy of your marriage certificate.
Children - please upload a copy of the birth certificate, adoption certificate, or guardianship certificate.
[Edit your benefits](#)

Benefits Snapshot

Life Basic Life and AD&D \$50,000 Effective as of 01/01/2018	\$0.00 Ten Times Per Year
Vision VSP Vision Employee Only Effective as of 01/01/2018	\$0.00 Ten Times Per Year
Dental Delta Dental PPO Employee Only Effective as of 01/01/2018	\$0.00 Ten Times Per Year
Voluntary Dental Delta Dental PPO (Dependent Coverage) Employee Only Effective as of 01/01/2018	\$0.00 Ten Times Per Year

+1 [Additional Benefits](#)

Important Documents
[Employee Detail Report](#)

You will be returned to the Home page and receive the *Congratulations* message at the top of the screen. Please review and print your *Employee Detail Report* for your records. You may make any changes online or via the mobile app anytime during the Open Enrollment period.

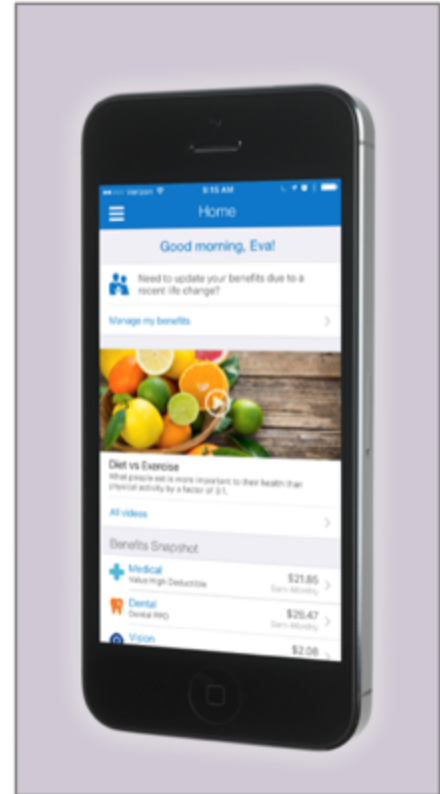
To access the mobile app:

You manage some of the most important things in life on your phone. Your benefits are no different!

- Enroll in your benefits and make updates during open enrollment
- Make qualified life event changes to your benefits any time
- Update your personal information
- Access an extensive library of educational videos
- Log in with secure, fingerprint authentication

Download the app today!

1. Install the BENEFITFOCUS® App from Google Play or the Apple App Store.
2. Enter the company ID shown below.
3. Log into your benefits using the same username and password you use on your computer!



Company ID: alsd