YUMA COUNTY ONLINE BENEFITS

Quick Reference Guide

Accessing Your Account

The platform can be easily accessed through any computer, tablet or smartphone with internet connectivity.

Website Accessibility: www.yumacountyaz.hrintouch.com

GET IT ON Google Play | Available on the App Store

Mobile App Accessibility:
Access your benefits anywhere with the "Benefitfocus" app. Use code "**yumacountyaz**" on your first login.

Username
Usernames are **"YC" + 6 digit Employee ID** (entering enough zeros after YC, and before your Employee ID to get an 8 digit username.
For example Employee ID#: 1234 = Username: YCØØ1234 or Employee ID#: 123456 = Username: YC123456

Default password
Employee's social security # (without dashes). Your password must reset after initial login.
Passwords must contain 8-15 characters, have at least 1 uppercase and 1 lower case letter, have at lease 1 number , not contain more than 2 identical characters in a row, and cannot contain username.

Forgot Password?
Click on the "**Can't access your account?**" link underneath the field box you would enter your username and password *or* contact the Benefits Department

Language Preference
Our system can be viewed in English or Spanish. To change your language preference, click on the "**Manage My Benefits**" tab, then click on "**Language Preferences**" on the left side of the screen.

Editing Dependents

1) From the home screen, click on the **"Manage My Benefits "** tab
2) On the left side of the screen, click on "**Dependents**"
3) To edit a dependent already in the system - click on "**Edit** " from the Actions column. Information can then be edited & saved *or* to add a new dependent - click on the "**Add Dependent**" button. Enter the information for the new dependent and then click on "**Save**"

Editing your Beneficiaries

Beneficiaries can be changed or edited at *any* time.
1) From the home screen, click on the **"Manage My Benefits "** tab
2) Scroll down to the bottom of the Benefits Snapshot and click on the "**Additional Benefits >**" Link
3) Scroll down to the Basic Life Coverage section. To the right of "**Beneficiaries**", click on Edit
4) Edit your beneficiaries by clicking on the "**Edit**" button to the right of their name *or* add a new beneficiary by clicking on the "**Add Beneficiary**" button (Beneficiaries can include a person, organization, trust or an estate. **If you are listing a child as a beneficiary, keep in mind that they will not receive the benefit until they are 18 years of age**)

Editing your Health Savings Account (HSA) Contribution

HSA Contributions can be changed throughout the year (keep in mind there are yearly contribution limits)
1) From the home screen, click on the **"Manage My Benefits "** tab
2) On the left side of the screen click on "**View HSA Contribution**"
3) On the next screen , you will have the option to "**Edit**" a contribution already being made by clicking on "**Edit**" to the right of it (top of the page) *or* to add one by clicking "**Add Contribution**" (bottom of the page). If you are adding a contribution, indicate the amount you would like to add per paycheck (the total amount of paychecks left in our fiscal year will be used to calculate your total contribution). You *must* click on "**Add Contribution**" and then on "**Next**" to save the new amount. - Contribution limits and estimated contribution totals can be found at the top right of the page.

Making changes to your Benefits

Benefits can only be changed on two occasions: 1) during **Open Enrollment** *or* 2) after a **Qualifying Life Event**

Qualifying Life Events include, but are not limited to:
•Marriage/Divorce
•Death of spouse or other dependent
•Birth or adoption of a child
•Change in child's dependent status
• Loss or gaining of other coverage

Participants have 31 days from the date of the event to enter the Qualifying Event on the platform and make changes to their benefits.

Entering a Qualifying Life Event:

1) From the home screen, click on the "**Manage My Benefits**" tab
2) On the middle of the screen under the "Have you experienced a life change…" section, click on the "**Edit your benefits**" button
3) Select the reason for changing coverage, and if applicable list the date of the event
4) Add any new dependents to the plan, or edit dependents currently listed on the next screen
5) Select the plans that you will need to edit coverage on by clicking on the "**Edit Coverage**" button within its section
6) Select the dependents for which you will be adding or removing by checking or unchecking the box to the left of their name. If you will be removing the plan entirely, click on "**Decline Coverage**". If you are adding a plan, select it on the next screen, if applicable indicate if your dependent listed meets the requirements and then select if you would like to have the benefit deducted on a pre-tax basis. Do this for each plan that you need to edit.
7) Once you have edited all necessary plans, click on the "**Save Changes**" button on the bottom of the screen.

Dependent Verifying Documentation will need to be provided for any dependents being added to the plan (e.g. - marriage license, birth certificate, adoption paperwork) This documentation will need to be uploaded to the system within
If gaining or losing other coverage – you will need to provide proof of the loss or addition of other coverage (this documentation will need to show the date of the loss or gaining)

If you are adding a newborn

Contact the Benefits Department after you have entered the life event, this way the baby added to the insurance right away. Around 2 weeks after the birth of the baby, you should receive a social security card in the mail , this social security number will need to be entered in to the system upon receiving it (instructions for this under the "Editing Dependents" section of this document. You will also have 1 month from the date of the baby's birth in which to upload the baby's birth certificate (instructions can be found below for this task).

Uploading Documentation

1) From the Home Screen, click on the "**Manage My Benefits**" tab
2) Under the manage account section (on the left side of the screen), click on "**My Documents**"
3) If the system shows Document Required , click on "**Upload a Document**" If it does not, click on **"+Add Document**"
4) Next, click on "**Choose File**" and select the file you would like to upload to your account
5) Give this document a name in the "**Document name**" box (example – Sophia's Birth Certificate)
6) Select the category this document falls in to under the **Category** Drop down menu
7) Click the **Save** button

Questions or Need Assistance?

If you have questions regarding your benefits or need assistance with your enrollment, the Benefits staff is available to assist you.
A member of our staff can be reached at **(928) 373-1013** Monday through Friday 8:00 a.m. - 5:00 p.m.