

# How to Self-Enroll in Benefits through InfinityHR

InfinityHR, also referred to as IHR, permits you to personally manage your benefits portfolio by allowing you to enroll in, change, and view your current benefit coverages at any time. If you need additional assistance, click on the *Help* icons placed throughout the system.

To access your account homepage, go to <https://www.infinityhr.com> and follow the steps below to set up your account.

1. From the InfinityHR login page, enter your User ID and click on the appropriate link for registering as a first-time user or resetting your UserID or Password.

**NOTE:** Your User ID is the first letter of your first name, your last name and the last 4 digits of your Social Security Number. Example: your name is Joe Smith and your Social Security number is 111-22-3333. Your User ID will be JSmith3333.

Welcome to InfinityHR!

To access this system you must have a valid account created for you. If you are unsure as to what your login credentials are, please contact your Human Resources department. If you have forgotten your login information, you can click the appropriate link below to reset your password.

Login

\*User ID:

\*Password:

Login

[First Time User?](#)  
[Forgot / Reset UserID or Password?](#)

Having trouble accessing this system?  
[Click Here](#) to check your system against the software requirements (recommendations) of this system.

Note: Your account will become locked after three consecutive failed log in attempts. You may use the Reset Password link to unlock your account.



2. Enter your Date of Birth and your Social Security Number (#); then, click on “FIND MY RECORD”.

**Account Information** [Return to Login](#)

If you have forgotten your password, you can create a new password by entering identifying information below. After locating your profile, you can create a new password.

**Account Information:**

Date of Birth:  
03/04/1987  

Social Security #:  
111223333

[Find My Record](#) [Enterprise Users Click Here](#)

After clicking the *Find My Record* button, the next screen will prompt you to create a password.

3. After you have decided on the password that you want to use, enter the password into the “New Password” field then again in the “Confirm New Password” field. **NOTE:** Remember that your password must be 6-32 characters in length with at least 1 numeric value.

4. Click on the “Create new Password” button.

The screenshot shows a web form titled "Account Information" with a "Return to Login" button in the top right. The main heading is "Enter New Password:". Below this, there are three input fields: "Your User ID:" with the value "JoeSmith", "Your Email:" with the value "laura@heifer.org", and "New Password:" with a note about requirements (6-32 characters, at least 1 numeric value). Below the password field is a "Confirm New Password:" field. At the bottom right, there is a green "Create New Password" button and a note: "A confirmation email will be sent to you confirming your change."

5. Once you have your password set up, click on the “Return to Login” button. Enter your User ID and Password . Click on the “Login” button.

The screenshot shows a login page titled "Welcome to InfinityHR!". It contains a message: "To access this system you must have a valid account created for you. If you are unsure as to what your login credentials are, please contact your Human Resources department. If you have forgotten your login information, you can click the appropriate link below to reset your password." Below the message is a "Login" section with two input fields: "\*User ID:" with the value "jtest3333" and "\*Password:" which is empty. A green "Login" button is positioned below the password field.

6. Your Employee Home Page will offer you the ability to access your benefits and make certain changes. Please remember that you have only 30 days from the date of the Qualifying Event to make the change in your benefit coverage. **The event date will ALWAYS be the date of your qualifying event. For example, if you got married/divorced, had a baby, etc. then you will input the date of birth/divorce/marriage as the event date.**

Heifer Project International

**Stephens**  
Stephens Insurance, LLC

[Home](#) | [Help](#) | [Log Out & Close](#)



▶ **EMPLOYEE INFO**

James Test  
345 Any Street  
Boston, AR 35955  
laura.humphrey@stephens.com

▶ **QUICK LINKS**

[Language Preferences](#)  
[View Current Coverages](#)  
[FAQ](#)  
[Employee Directory](#)  
[Payment History](#)

▶ **CHANGE EVENTS**

You may choose to complete any of the appropriate Events in the dropdown box below to affect your current benefits.

Events Available:

Beneficiary Change



Begin Event

Cancel Event



**Statement**

My Total Benefits Statement

	Benefit Statement Date Range
	10/01/2015 - 12/31/2015
	09/01/2015 - 09/30/2015

▶ **LINKS**

There are no links available

▶ **DOCUMENTS**