

HOW TO ENROLL

You are eligible to enroll in benefits on the first of the month following your date of hire and during Open Enrollment. If you are hired on the first of the month you are immediately eligible to enroll.

You need to complete all necessary enrollment material on the Benefitfocus enrollment platform. To access the enrollment platform, please log into your <https://Insidetrack.yu.edu> portal. Scroll down to **Employee Tools**, click on **Benefitfocus**. Commuter Transit and Parking Plans, Pet Assure and the Retirement Plan are not part of the Benefitfocus online enrollment platform. If you are interested in these plans, please reach out to the corresponding Contacts listed in the Benefits Guide. **You need to have your enrollment completed within 30 days of your date of hire.**

New Hire Enrollment: If you are a new hire enrolling in benefits for the first time, locate the **Welcome New Hires** section that is on the right side of the page, directly beneath the blue toolbar. You will see a link that says **Click Here to Enroll In Benefits**. Once you click that link, you can begin your benefits enrollment.

Note: When you log into the Benefitfocus platform, you will see your health plan options *with wellness* and *without wellness*. **We do encourage you to click on the option with wellness and to comply with the wellness requirements to benefit from the YU Healthy Incentive HRA contribution.**

NEED ASSISTANCE?

If you need help with enrolling or have any benefit questions, please contact the YU Benefit Service Center.

Email: YUBenefits@Benefitfocus.com

Call: 855-719-2179 Monday - Friday from 8am - 8pm