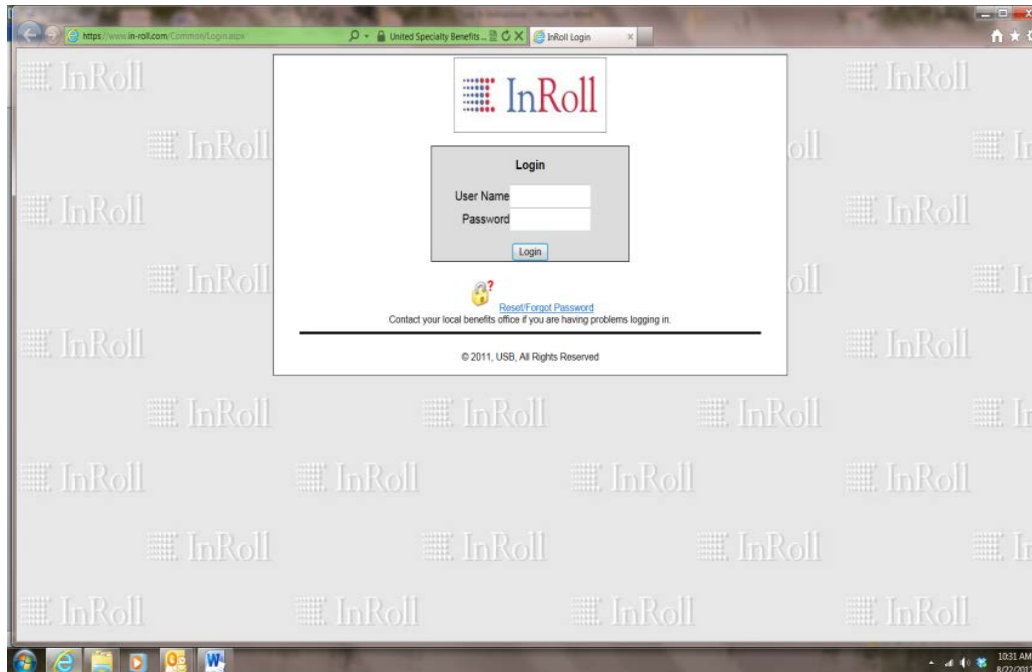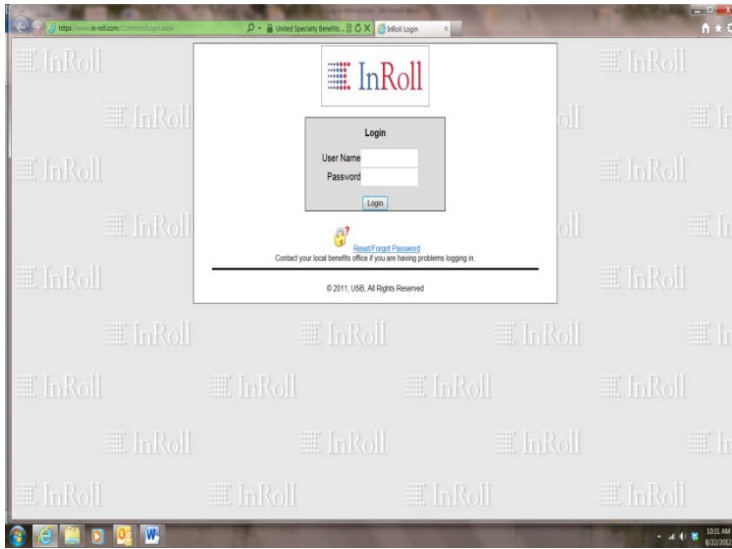# InRoll

Log-In Instructions for In Roll

Site Access- To access your employer on-line enrollment site, InRoll, you can click on the Employee benefit Website provided by your employer or simply log in to www.in-roll.com. Once at this location you will see a screen like the one shown below.

Employee Benefits Services Group

Log-In Instructions for In Roll

User Name- Every employee will have a system assigned user name to enable them to access the InRoll sight. Your user name will be the **first initial** of the legal name on record with your employer, followed by your entire **last name,** followed by the **last 4 digits of your SS#.**

Ex: employee name- Robert Smith, SS# 123456789. User Name will be: rsmith6789

Default Password- Your default password for the initial log in will be your ISD name. Ex: cisd For default password help please contact U.S. Employee Benefits at (877) 730-7780

Establish Password

Password- Every employee will have the same default password that will need to be changed to a personal password once you enter the site. Once you enter the site, you will be asked to change your password. An example of this page follows.

Change Password

Enter your new password below.
Passwords must be between 5 and 20 characters in length.
They are case sensitive and require at least one number.

User Name: (Your User Name)

Old Password:

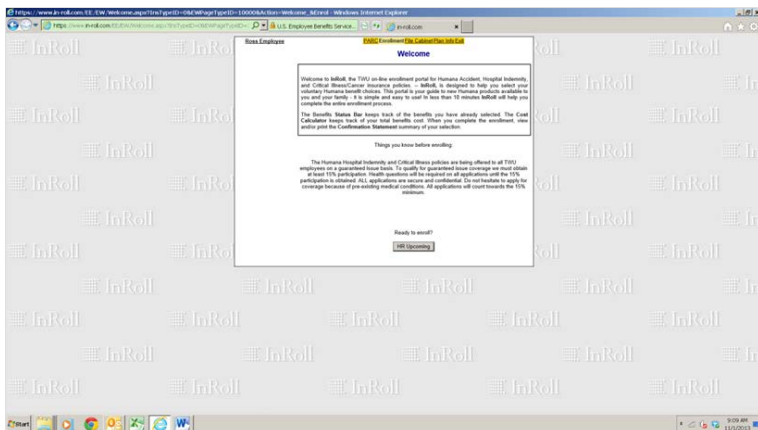**New Password:**

Confirm New Password:

Submit   Close

Be sure to change your password to something that is easy to remember, yet secure. Once you have successfully changed your password you will be directed to a **Welcome Page** where you will be able to continue with your enrollment process.

Enrollment Instructions for InRoll

Welcome Page- Please read the information and instructions included on the Welcome Page. This page includes important information about your new benefits and how to enroll in the coverage. Once you have read the Welcome Page, click on the link at the bottom of the page to continue your enrollment.
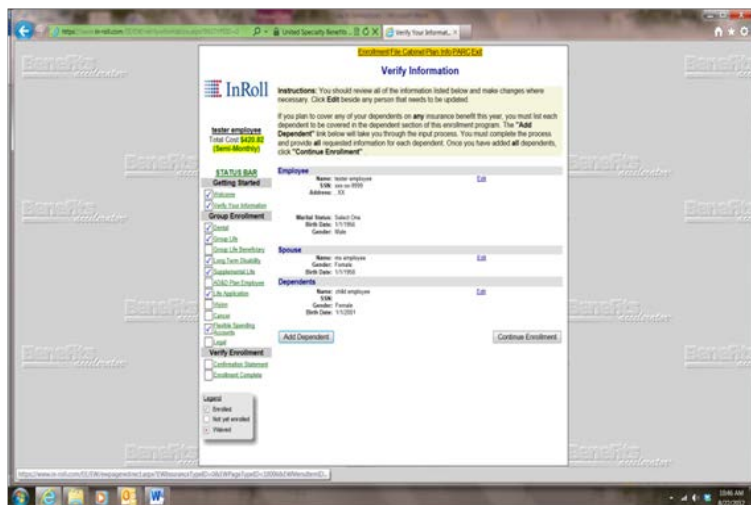

Verify Information- This page contains information about yourself. Your name, address, date of birth etc. will be listed on this page. Please check for accuracy. This is also the page where you will enter dependent information. InRoll will not allow you to enroll dependents for coverage if you do not enter each dependent's information. Once you have entered all required information and confirmed it for accuracy, click the link at the bottom of the page to submit and continue.

Enrollment Instructions for InRoll

Sample Benefit Screen Shot
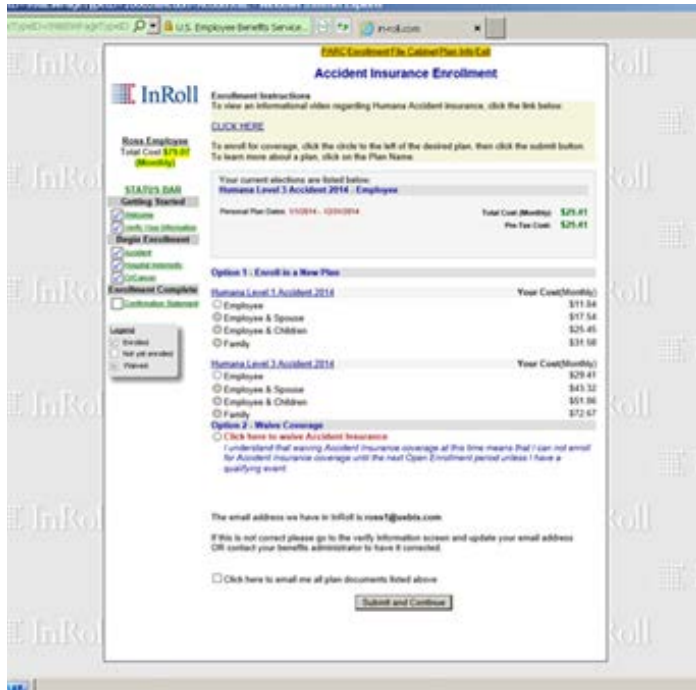
Benefit Enrollment- Your employer provides you with a selection of supplemental benefits that you can choose from, and pay for, on payroll deduction.

Each of these benefits will be outlined in detail in the InRoll system with Plan Specific information on each benefit page.

Simply follow the instructions on each page to enroll in or decline coverage. Once you make your choice, and submit your election, you will move to the next benefit page.

Some benefits will require responses on multiple pages. This will typically be for verification of your benefit election, identification of insured dependents, or completion of any required applications.

US Employee Benefits Services Group.

Enrollment Instructions for InRoll

Dependent Enrollment- Many of your benefit offerings will include options to enroll your spouse and children for coverage. If you do not see an option to enroll your spouse or child, you have not entered their information on the **Verify Information** page in InRoll. You will need to return to the **Verify Information** page and enter the information for each dependent.

Do this by clicking on the **Add Dependent** link and entering the RED items on the **Dependents** page. Once entered, click the **Submit Information** button at the bottom of the page. Repeat this process for each dependent. Once all dependents are entered, return to the enrollment screen you were on by clicking on the green plan name link on the left side of the page under the Status Bar.
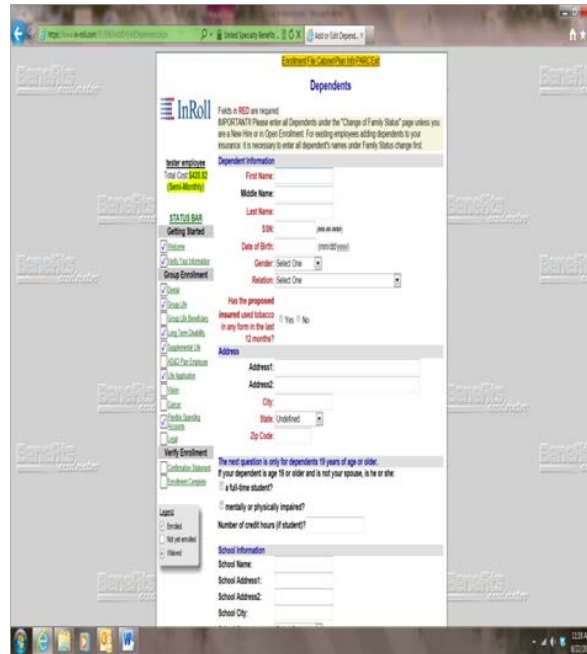
Enrollment Instructions for InRoll

Sample Benefit Screen Shot

Plan Summaries- Information about each benefit can be located by clicking on the Plan Name and then clicking on the Plan Summary link located in the pop-up box.

Enrollment Instructions for InRoll

Confirmation Statement- Once you have completed your enrollment, you will see a "Confirmation Statement". This page shows you the benefit selections made, the cost of these benefits, and dependents entered into the system.

Click the "Print and Save" button at the bottom of this page to create a printable version of this document. Once the printable version appears, click file/print to print a copy for your records.

Note: If you have a valid email address in the system, you can also request to have a copy of your Confirmation Statement emailed to you. If the option to email a statement does not appear, return to the **Verify Information** screen and make sure you have a valid email address entered in InRoll. After this document prints, click the Exit link at the top of the page to close your enrollment site.

Returning to InRoll

Logging Back In- You can log back into InRoll at any time during the open enrollment period. To do this, click on the InRoll link located on your employers benefit website, or go to www.in-roll.com.

At the log in screen, enter your user name and your newly created password. Once in the site, click on the benefit selection you want to review located under the Status Bar on the left side of the page. Process any changes necessary, submit those changes, and print or email another confirmation statement for your records.

Once the open enrollment period is complete, you will not be able to log in to the InRoll system except to review benefit selections, check beneficiary designations, or print and manage forms and documents.

Contact Information
For questions or assistance with the enrollment process, please contact U.S. Employee Benefit Services at (877) 730-7780 or email bnoel@usebsg.com