



**BAYADA** Health Insurance



*Compassion. Excellence. Reliability.*

## Make your BAYADA Open Enrollment Health Insurance elections online with Benefitfocus

Benefitfocus is our BAYADA online health insurance enrollment website. To access the site, log on to Benefitfocus at <https://bayada.hrintouch.com> prior to June 19, 2015.

You will be able to learn more about BAYADA plan offerings and take advantage of the enrollment tools provided there. Then, if you need to make any changes or wish to enroll in a 2015/2016 Flexible Spending (FSA) or Health Savings Account (HSA), you'll be able to facilitate these tasks via this virtual platform.

Elections you make and changes you request during open enrollment will be effective July 1, 2015. New insurance identification cards will be issued shortly after that date.



### How to enroll:

1. Go to <https://bayada.hrintouch.com>.
2. If this is your first time visiting Benefitfocus, you will need to register in the system. Click on **Register or Reset Your Account**.
3. Verify your date of birth, Social Security number, and last name on file with BAYADA.
4. Create a Username and Password. You may use any username and password you choose.
5. When you have completed the log-in process, click **Enroll Now!** from the welcome page to make your benefit elections.
6. Make your health insurance elections by clicking on **Get started** on **My Home page**.
7. Select your health insurance election by clicking on the **Start** section tab. You will then be guided through your health insurance choices.
8. From the **My Home page**, print the **My Employee Summary Report** for your records.

Benefitfocus provides technical assistance from 8:00 am to 9:00 pm (Eastern) at **877-336-8082**.