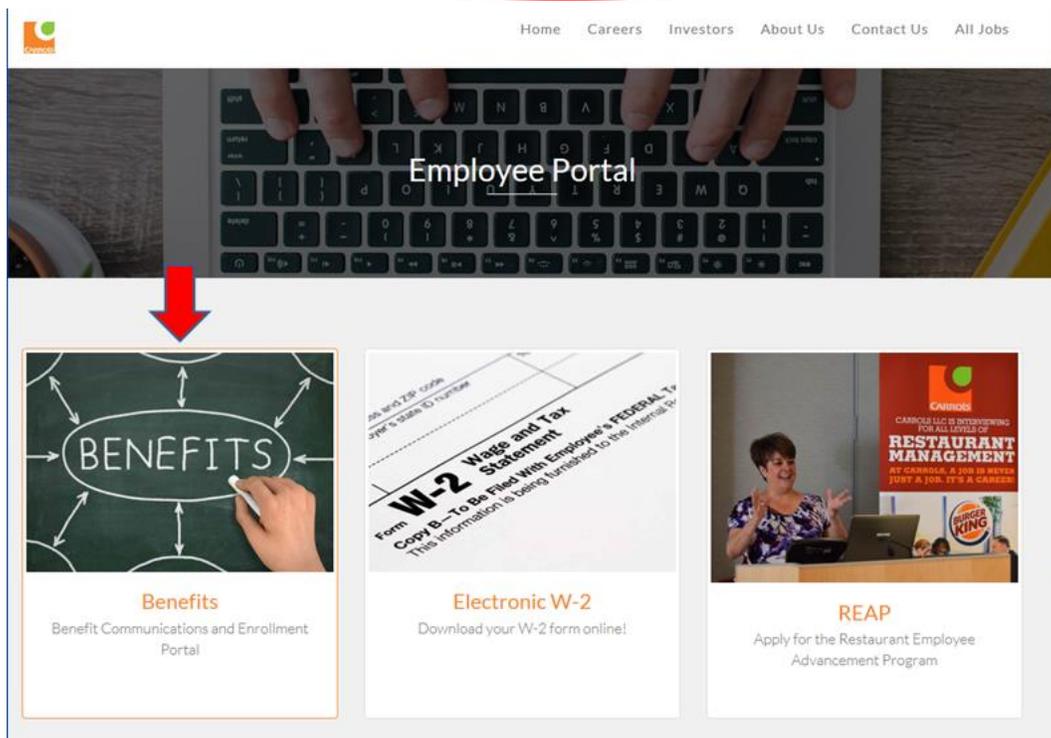
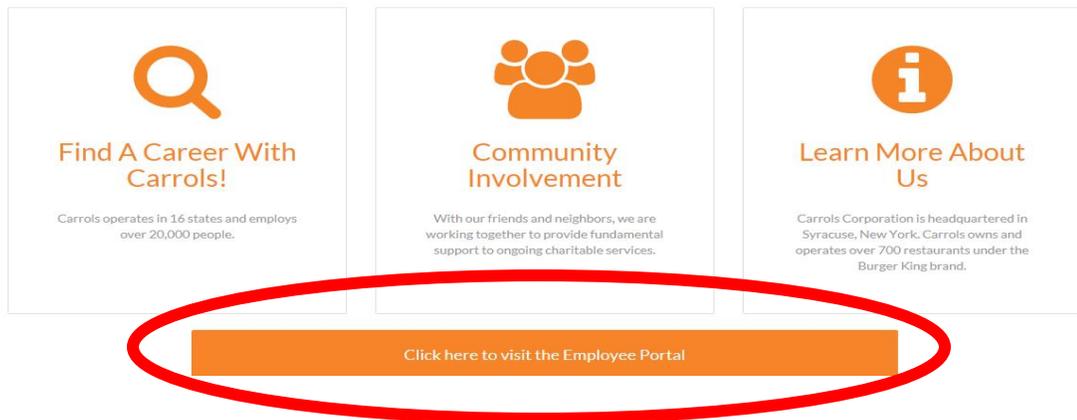
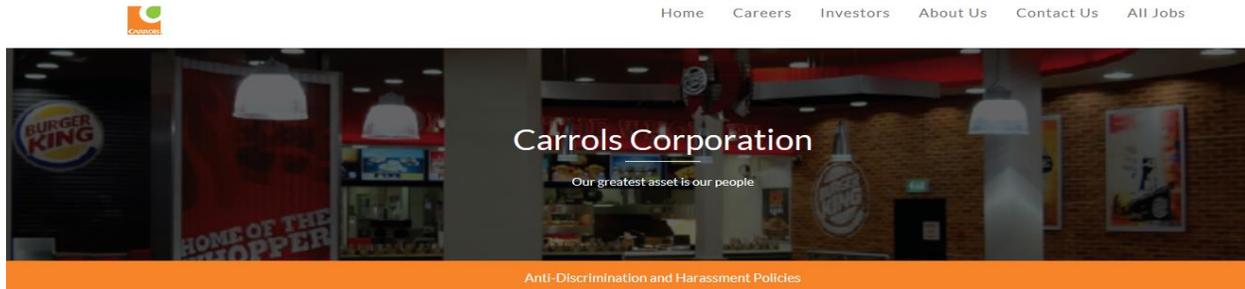
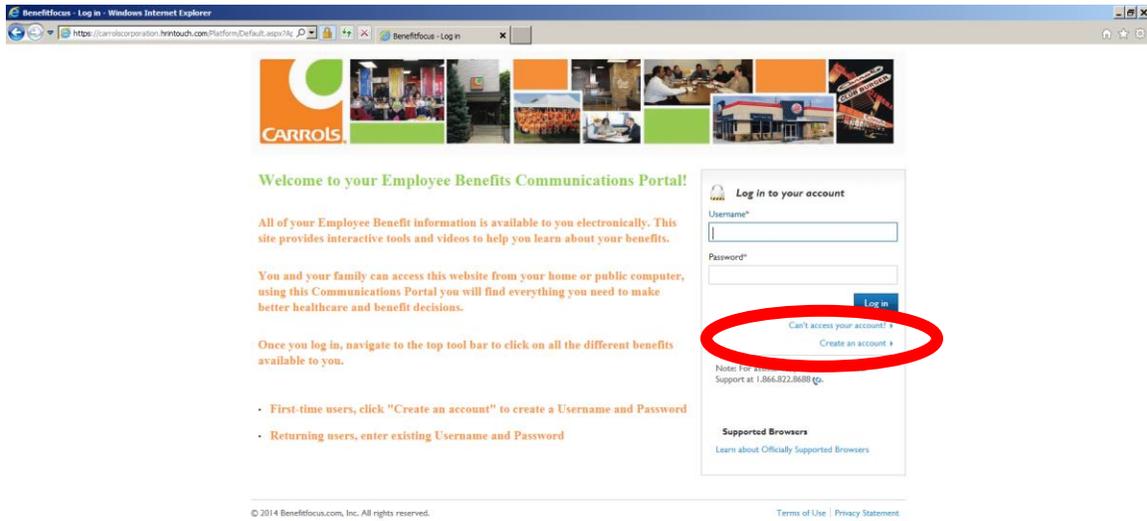


# HR Intouch Employee Benefits Communication Portal

1. Navigate to [www.carrols.com](http://www.carrols.com), click on Benefit Communications and Enrollment Portal link.



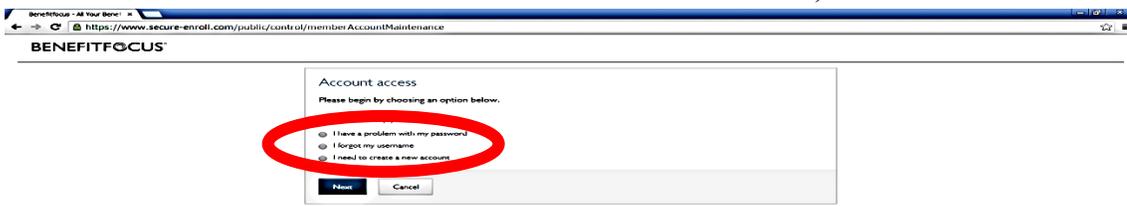
2. You will be re-directed to the HR Intouch Employee Benefits Communication Portal.
3. First time users click ‘Create an Account’ located on the right side of the screen beneath the Log in button.



4. At the Account Access screen, click the Member button and click Next.



5. The next screen click ‘I need to create a new account’ button, click Next.



6. Enter your personal information at the 'Create Your Account' section:

The screenshot shows a web browser window with the URL <https://www.secure-enroll.com/public/control/memberAccountMaintenance>. The page title is "BenefitFocus - All Your Benefits". The main heading is "Create your account". Below the heading, it says "Please continue with your request by completing the information below." and "Provide your account information". The form includes fields for "Last name \*", "Date of Birth \* (mm/dd/yyyy)", and "Social Security Number \*". There is a "Security check" section with a CAPTCHA image showing the number "754" and a "Type the text" input field. At the bottom of the form are "Next" and "Cancel" buttons.

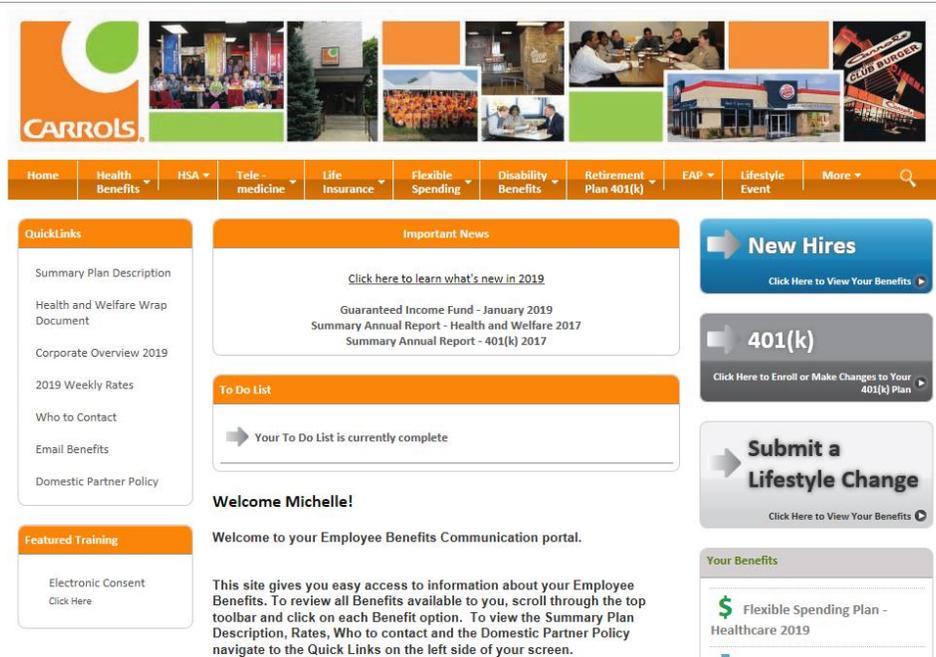
7. Complete the next section containing your personal information.

The screenshot shows a web browser window with the URL <https://www.secure-enroll.com/public/control/memberAccountMaintenance>. The page title is "BenefitFocus - All Your Benefits". The main heading is "Register Your Account". Below the heading, it says "Create your New Account by Providing the Information Requested Below". The form includes fields for "Name", "Date of Birth", "Zip Code", "Social Security Number", "Email Address", "Username", "Create Password", "Confirm Password", "Secret Question 1", "Secret Answer 1", "Secret Question 2", "Secret Answer 2", "Secret Question 3", and "Secret Answer 3". There are dropdown menus for "Secret Question 1", "Secret Question 2", and "Secret Question 3". On the right side, there is a "Username:" section with instructions: "Username must be between 6 and 50 alphanumeric characters. Password: Must contain at least one number. Must contain at least one upper case and one lower case letter. Cannot contain more than two of the same characters consecutively. Cannot be the same as the Username or SSN". At the bottom of the form are "Cancel" and "Save" buttons.

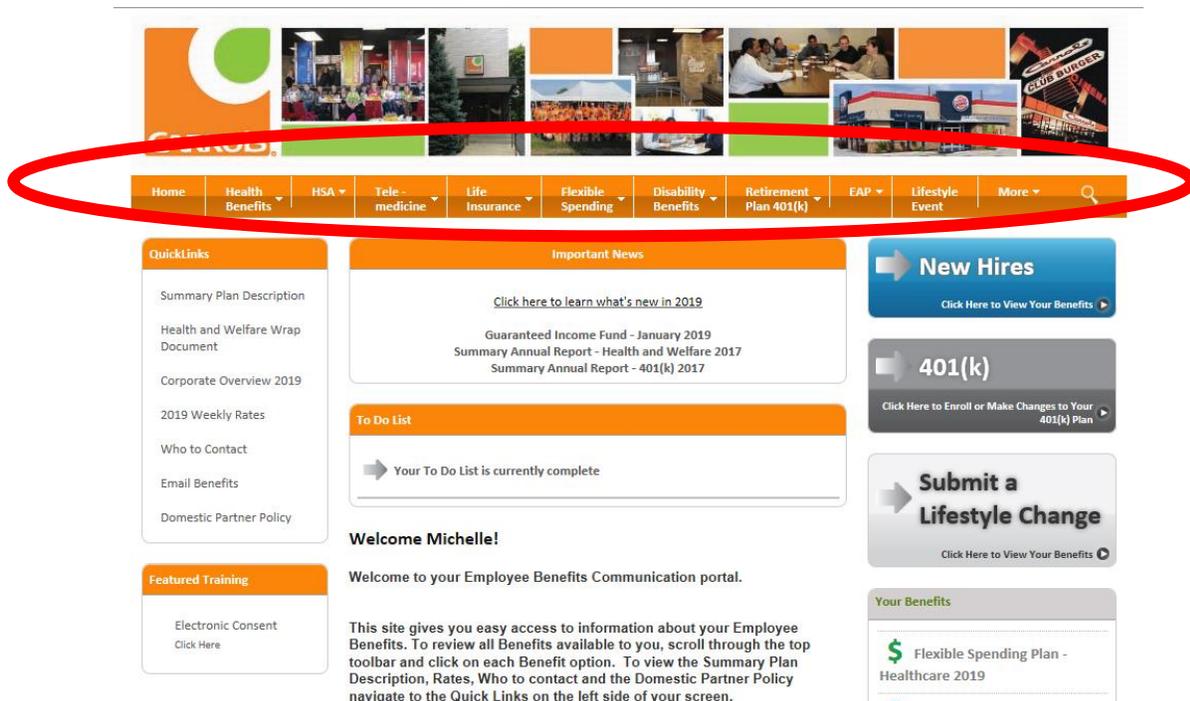
8. Once your set up is complete you will receive the below registration confirmation.

The screenshot shows a web browser window with the URL <https://www.secure-enroll.com/public/control/memberAccountMaintenance>. The page title is "BenefitFocus - All Your Benefits". The main heading is "Registration Successful". Below the heading, it says "You Have Successfully Created your New Account! Click 'Next' to Log In to your New Account." and "Welcome to Your User Account". There is a "Next" button at the bottom right.

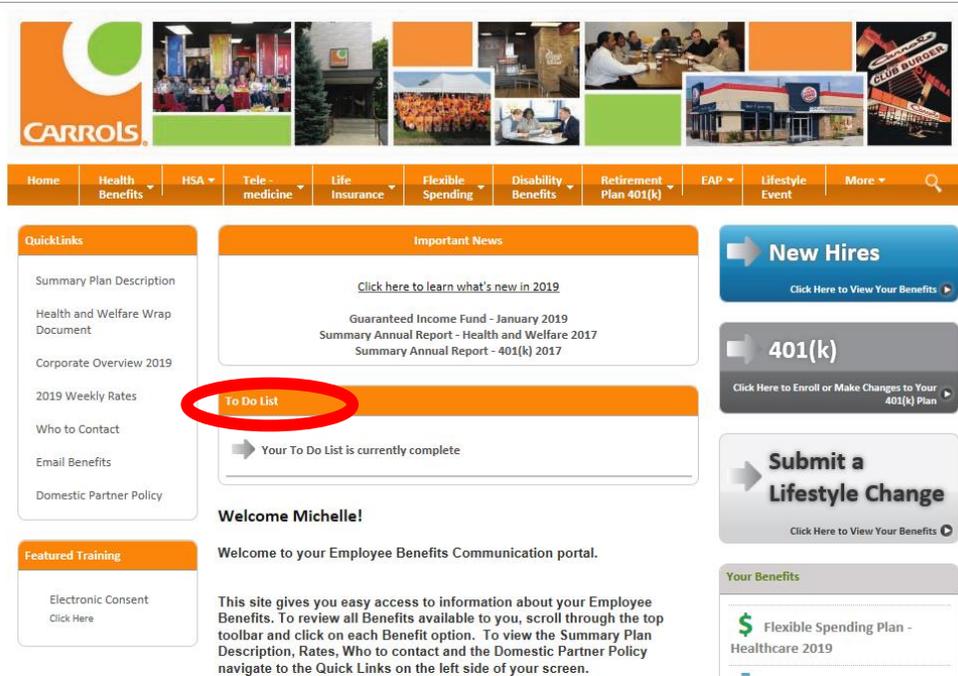
**9. Once your account set up is complete you will be directed to your Employee Benefits Communications Portal.**



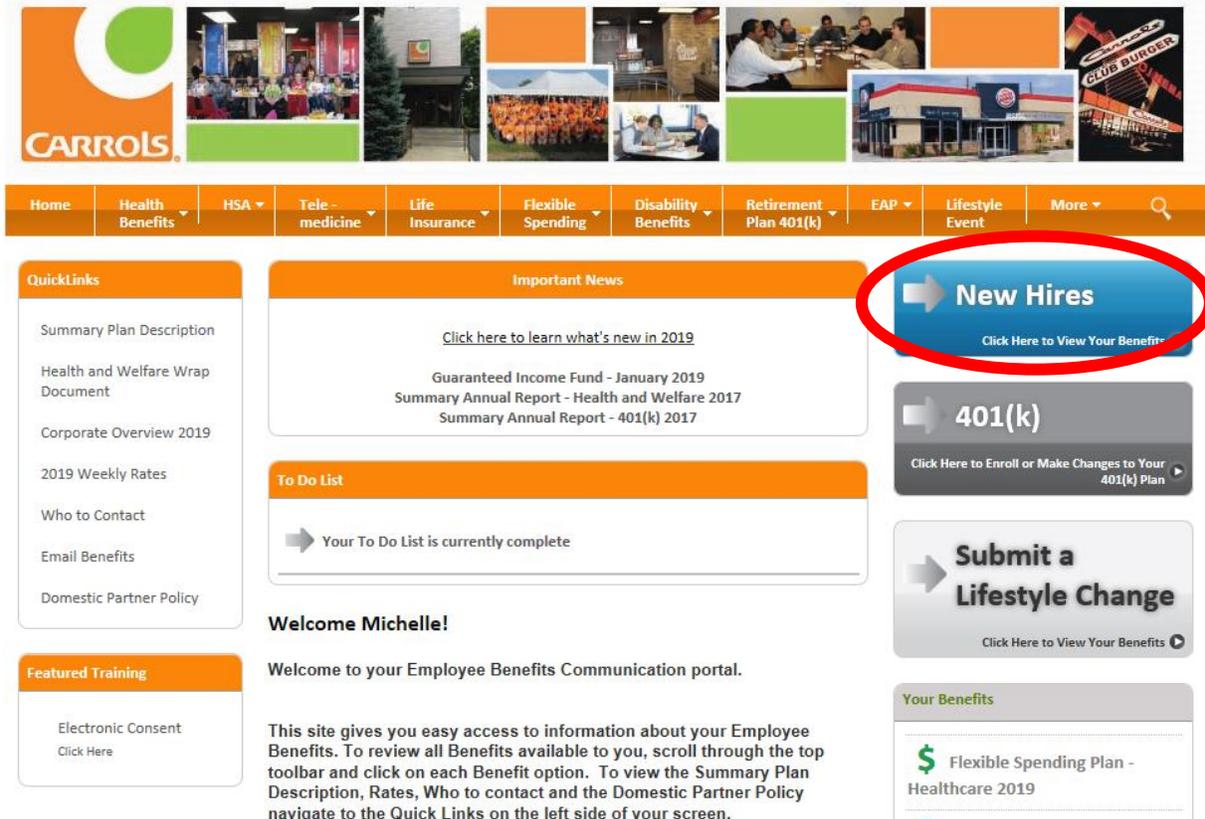
**10. Take time to review your benefits. The top bar of the page lists all the benefits available to you. Click on each benefit to learn about all the options available to you.**



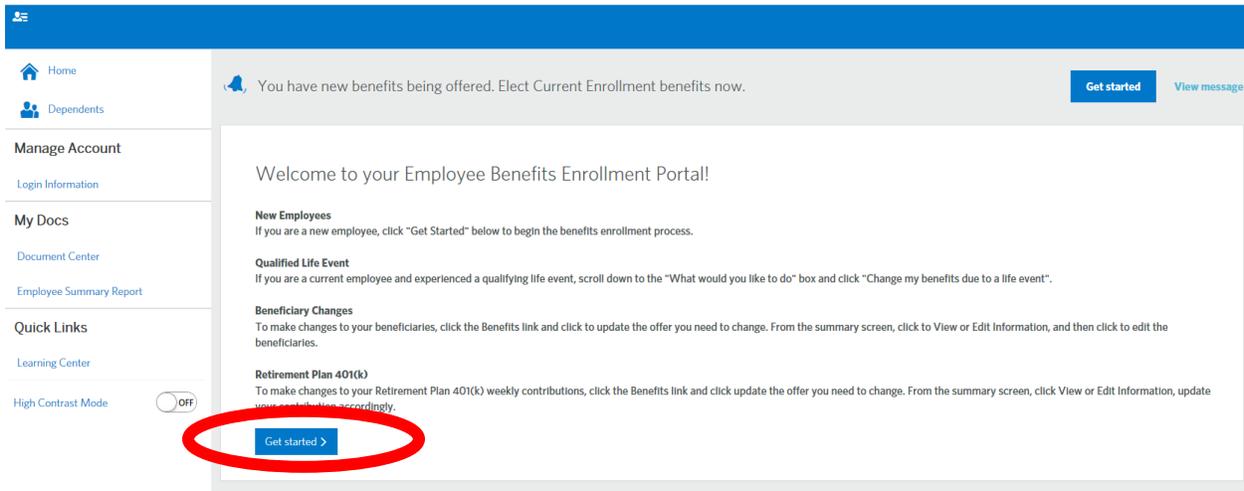
11. Once you have reviewed the benefits and made your decisions click on your 'To Do List' and complete the electronic consent.



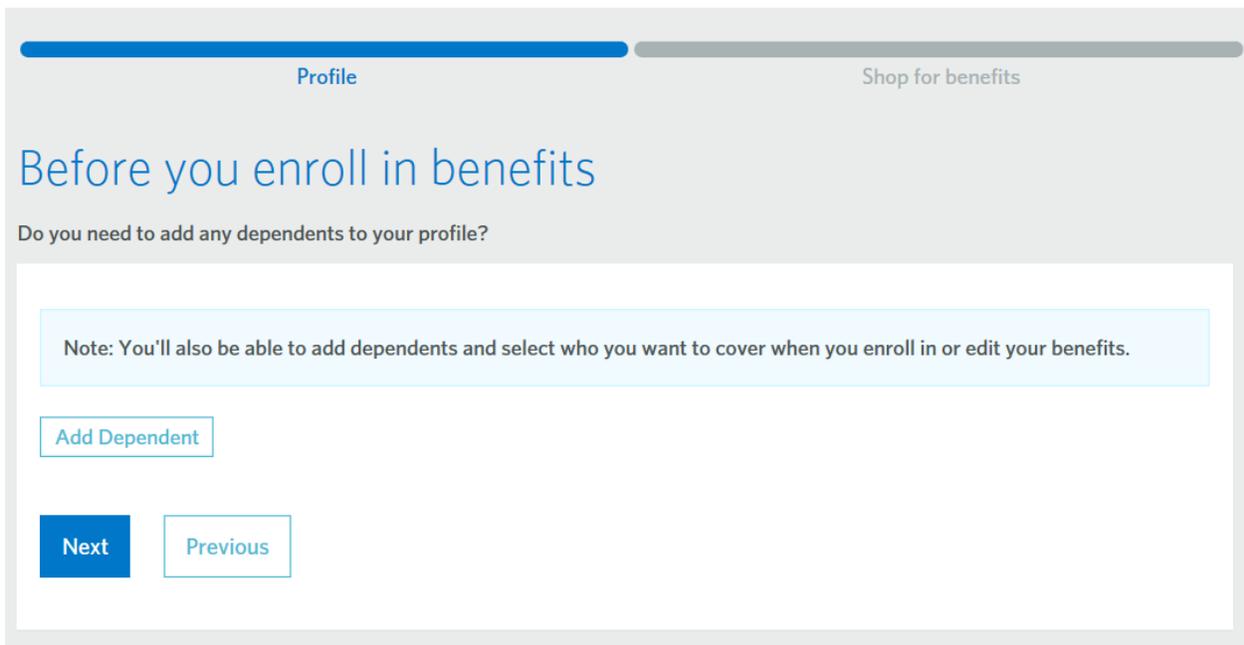
12. Once you have completed your 'To Do List' you now can view the New Hires button. Click the blue New Hires button to access your Enrollment portal and make your benefit elections.



**13. A new window will pop up. This is your personalized Employee Benefits Enrollment portal. Here you will click the ‘Get Started’ button to enroll for the first time.**



**14. Before electing or declining benefits you will enter your eligible dependents. Click add dependent. If you do not have any dependents you would like to add to your benefits, simply click next.**



## 15. Start your Benefits enrollment process.

Your benefits

1. Choose your Medical coverage

[Begin enrollment](#)



2. Choose your Dental coverage



3. Choose your Vision coverage



4. Choose your Health FSA coverage

## 16. You will have the opportunity to review the medical and prescription plans again and compare weekly cost.

<p>FSA</p> <p><input type="checkbox"/> Compare</p>	<p>Blue Cross Blue Shield PPO - Plan 1 2019 <span style="float: right;">\$54.60 Weekly Cost</span></p> <p>Estimated Annual Cost <b>\$2,939.20</b>   FSA Tax Savings <small>How was this calculated? Add Contribution</small></p> <table border="1"><tbody><tr><td>Individual Deductible</td><td>\$0</td></tr><tr><td>Family Deductible</td><td>\$0</td></tr><tr><td>Individual Out-of-Pocket Limit</td><td>\$3,000</td></tr><tr><td>Family Out-of-Pocket Limit</td><td>\$9,000</td></tr></tbody></table> <p><a href="#">Select plan</a> <a href="#">Plan details</a> <a href="#">Plan Documents</a></p>	Individual Deductible	\$0	Family Deductible	\$0	Individual Out-of-Pocket Limit	\$3,000	Family Out-of-Pocket Limit	\$9,000
Individual Deductible	\$0								
Family Deductible	\$0								
Individual Out-of-Pocket Limit	\$3,000								
Family Out-of-Pocket Limit	\$9,000								
<p>HSA</p> <p><input type="checkbox"/> Compare</p>	<p>Blue Cross Blue Shield HDHP - Plan 2 2019 <span style="float: right;">\$40.14 Weekly Cost</span></p> <p>Estimated Annual Cost <b>\$3,024.70</b>   HSA Tax Savings <small>How was this calculated? Add Contribution</small></p> <table border="1"><tbody><tr><td>Individual Deductible</td><td>\$2,600</td></tr><tr><td>Family Deductible</td><td>\$5,200</td></tr><tr><td>Individual Out-of-Pocket Limit</td><td>\$4,000</td></tr><tr><td>Family Out-of-Pocket Limit</td><td>\$8,000</td></tr></tbody></table> <p><a href="#">Select plan</a> <a href="#">Plan details</a> <a href="#">Plan Documents</a></p>	Individual Deductible	\$2,600	Family Deductible	\$5,200	Individual Out-of-Pocket Limit	\$4,000	Family Out-of-Pocket Limit	\$8,000
Individual Deductible	\$2,600								
Family Deductible	\$5,200								
Individual Out-of-Pocket Limit	\$4,000								
Family Out-of-Pocket Limit	\$8,000								
<p>HSA</p> <p><input type="checkbox"/> Compare</p>	<p>Blue Cross Blue Shield HDHP - Plan 3 2019 <span style="float: right;">\$26.96 Weekly Cost</span></p> <p>Estimated Annual Cost <b>\$2,339.34</b>   HSA Tax Savings <small>How was this calculated? Add Contribution</small></p> <table border="1"><tbody><tr><td>Individual Deductible</td><td>\$5,500</td></tr><tr><td>Family Deductible</td><td>\$11,000</td></tr><tr><td>Individual Out-of-Pocket Limit</td><td>\$5,500</td></tr><tr><td>Family Out-of-Pocket Limit</td><td>\$11,000</td></tr></tbody></table> <p><a href="#">Select plan</a> <a href="#">Plan details</a> <a href="#">Plan Documents</a></p>	Individual Deductible	\$5,500	Family Deductible	\$11,000	Individual Out-of-Pocket Limit	\$5,500	Family Out-of-Pocket Limit	\$11,000
Individual Deductible	\$5,500								
Family Deductible	\$11,000								
Individual Out-of-Pocket Limit	\$5,500								
Family Out-of-Pocket Limit	\$11,000								
<p><a href="#">Decline Coverage</a> I would like to decline Medical coverage.</p>									
<p><a href="#">Previous</a> <a href="#">Cancel</a></p>									

**17. After you decide which health plan you would like to enroll into simply click the Select Plan button.**

The screenshot shows a web interface for selecting a health plan. On the left, there is a sidebar with 'HSA' and a 'Compare' checkbox. The main content area displays the plan name 'Blue Cross Blue Shield HDHP - Plan 3 2019' and its 'Weekly Cost' of '\$26.96'. Below this, there is a table of cost details:

Estimated Annual Cost	\$2,339.34	HSA Tax Savings	
Individual Deductible	\$5,500		
Family Deductible	\$11,000		
Individual Out-of-Pocket Limit	\$5,500		
Family Out-of-Pocket Limit	\$11,000		

At the bottom of the plan details, there are three buttons: 'Select plan' (circled in red), 'Plan details', and 'Plan Documents'. Below the plan details, there is a 'Decline Coverage' section with a link and a 'Previous' button.

**18. Your Medical Summary will reflect your election, effective date, persons covered and your cart summary.**

The screenshot shows a 'Medical Offer 2019 Summary' page. It includes a green cross icon and the following details:

- Medical**
- Blue Cross Blue Shield HDHP - Plan 3 2019**
- Offered By: Excellus BCBS
- Effective Date: 01/01/2019
- You Pay: \$26.96 per week
- Persons Covered: [Redacted]

Below this is an 'Additional Information' section with a 'Show details' link and buttons for 'Edit plan', 'Plan details', and 'Plan Documents'. At the bottom, there is a 'Health Savings Account (HSA)' section with a red warning icon and the text 'Coverage Declined as of 01/01/2019' and an 'Edit coverage' button.

On the right side, there is a 'Cost Summary' section with the following table:

<b>Cost Summary</b>	
This is a summary of your current benefit elections.	
<a href="#">Show/hide all</a>	
Benefit Elections (2 items)	
<b>Weekly</b>	
Medical	\$26.96
Life	\$0.00
<b>You Pay</b>	
<b>Weekly Total</b>	\$26.96

**19. Click the Begin enrollment button for each benefit and elect or decline your benefits for that year.**

3. Choose your Dental coverage

[Begin enrollment](#)

4. Choose your Vision coverage

5. Choose your Dependent Care FSA coverage

6. Your Life coverage

7. Choose your Supplemental Life coverage

**20. After each election/declination review your Cart Summary on the right hand side of your screen before saving.**

Lifetime Benefit Solutions \$6.53 <sup>?</sup>  
Weekly Cost

[Select plan](#) [Plan Documents](#)

[Decline Coverage](#) I would like to decline Dental coverage.

[Previous](#) [Cancel](#)

**21. Supplemental Life Insurance, elect your level of coverage and pre or post tax election.**

CIGNA Supplemental Life- Pre-Tax

Coverage amount	Weekly Cost
<input type="radio"/> \$42,000.00 (1 times salary up to \$500,000.00)	\$2.99
<input type="radio"/> \$84,000.00 (2.0 times Salary up to \$500,000.00)	\$5.97
<input type="radio"/> \$126,000.00 (3.0 times Salary up to \$500,000.00)	\$8.96

[Select plan](#) [Plan Documents](#)

## 22. Review your cart summary

### Cost Summary

This is a summary of your OE benefit elections.

[Show/hide all](#)

Benefit Elections (4 items) ? ▼

Weekly	
Medical	\$50.67
Life	\$0.00
Short Term Disability	\$5.03
Long-Term Disability	\$0.00

---

You Pay ?

Weekly Total <span>?</span>	\$55.70
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Ongoing deductions end at the end of the plan year. FSA benefits must be re-elected each year.

**23. The Short Term and Long Term Disability benefit has a 90 day waiting period. However, you will elect it now but will not experience the deduction until the 1<sup>st</sup> of the month following your 90 day waiting period.**

Short Term Disability/Wage Continuation	\$5.03
	<i>Weekly Cost</i>

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Coverage amount: \$484.77 per week (60% of weekly salary maximum of \$2,000.00 per week)

Currently Selected  Plan Documents ▼

**24. Once you have completed all your benefit elections and/or declinations you will receive a notice advising your enrollment process is complete.**