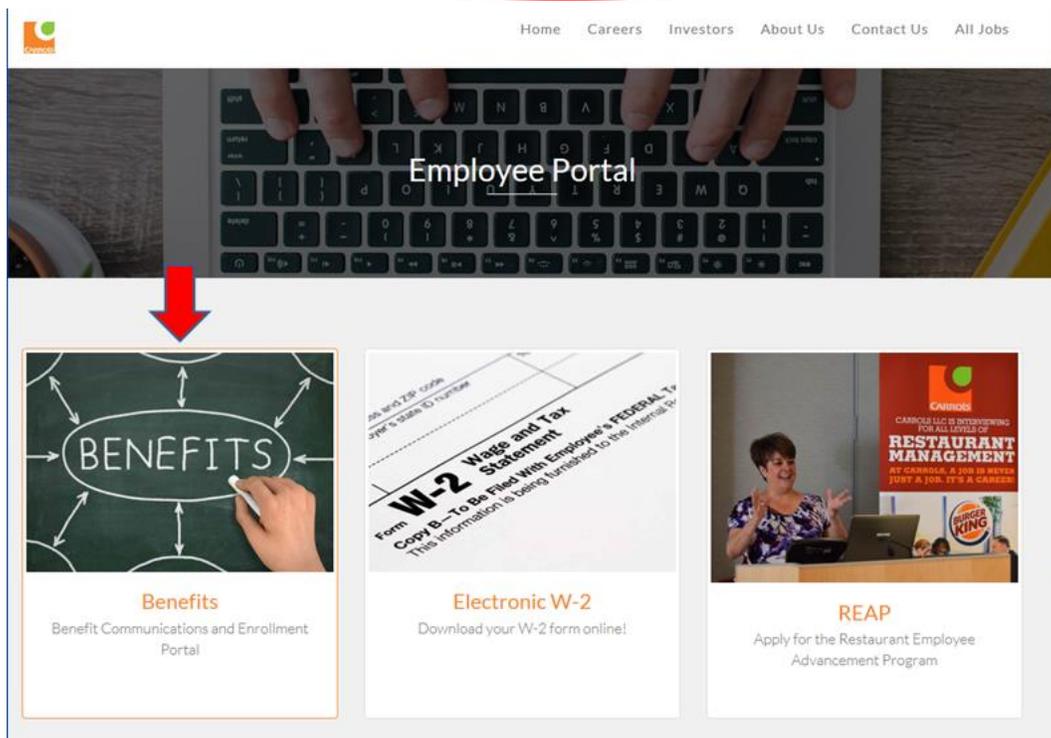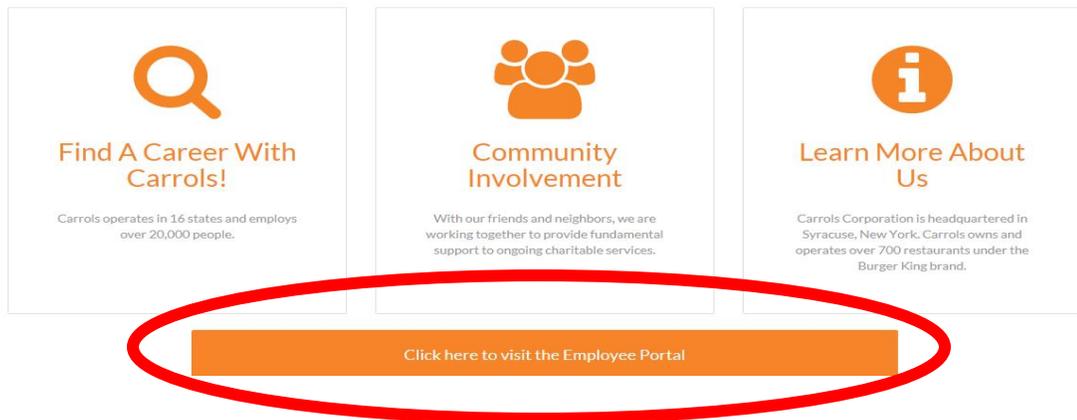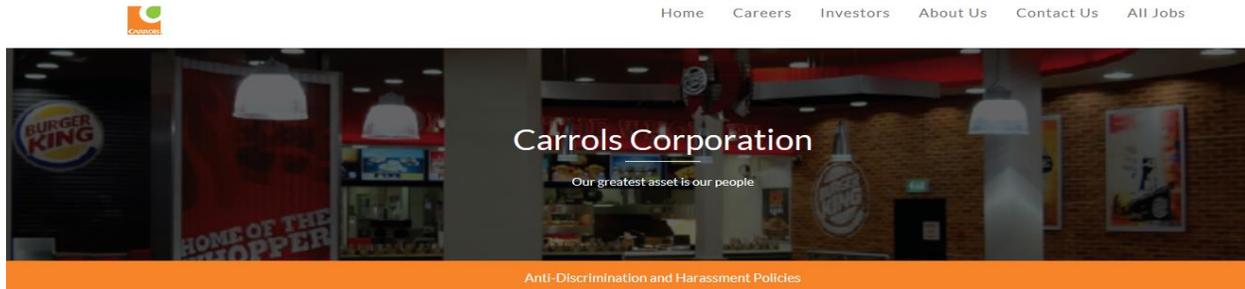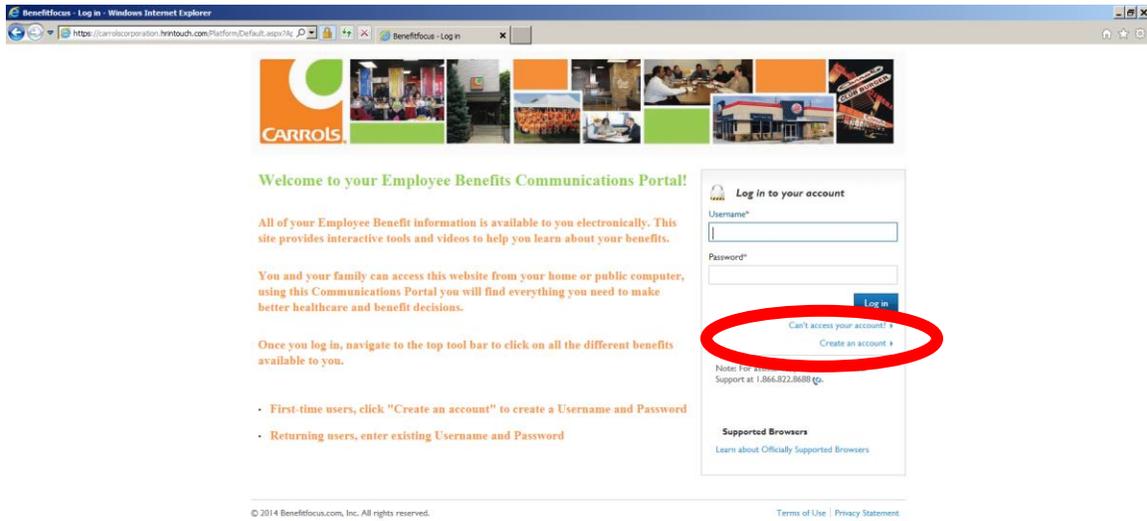# HR Intouch Employee Benefits
Communication Portal

1. **Navigate to www.carrols.com, click on Benefit Communications and Enrollment Portal link.**
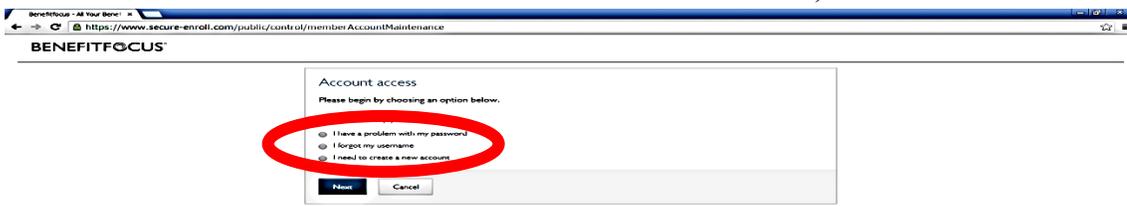
2. **You will be re-directed to the HR Intouch Employee Benefits Communication Portal.**
3. **First time users click 'Create an Account' located on the right side of the screen beneath the Log in button.**

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

5. **The next screen click 'I need to creat a new account' button, click Next.**

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

7. **Complete the next section containing your personal information.**

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

9. **Once your account set up is complete you will be directed to your Employee Benefits Communications Portal.**
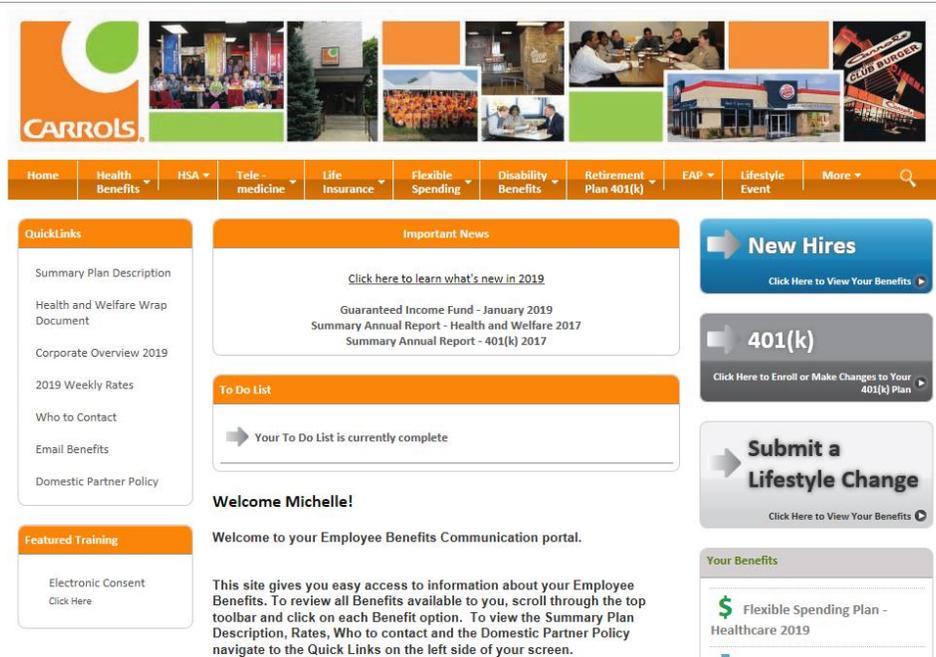
10. **Take time to review your benefits. The top bar of the page lists all the benefits available to you. Click on each benefit to learn about all the options available to you.**
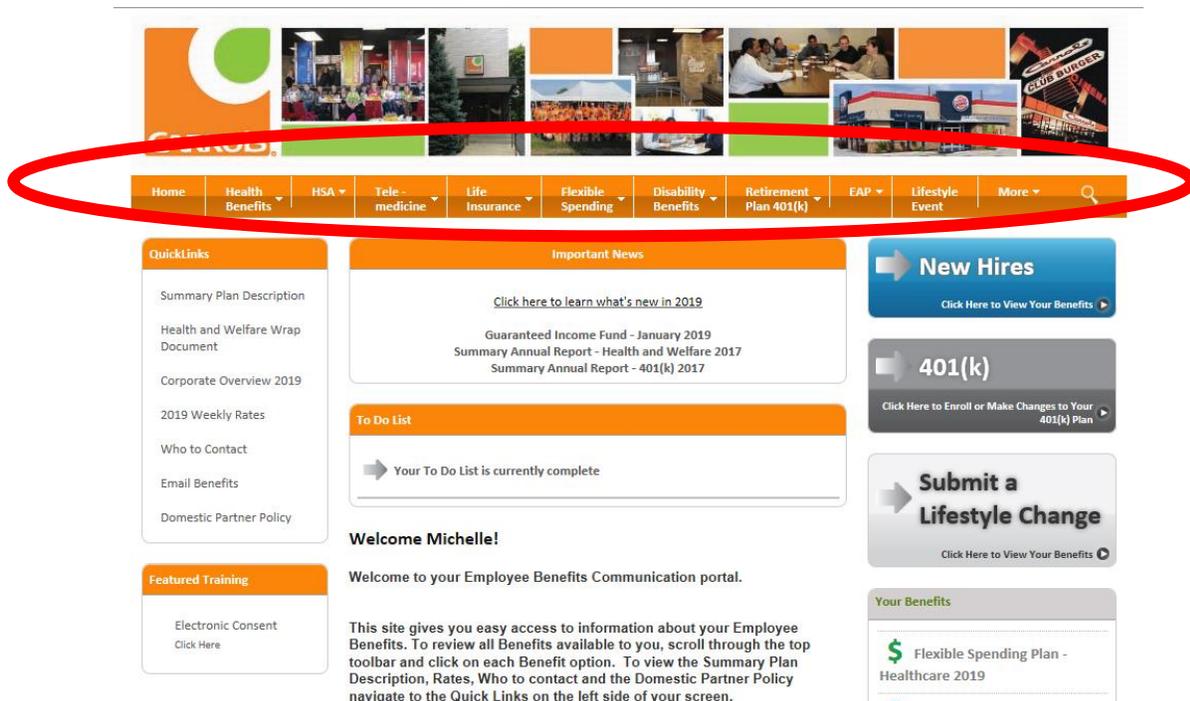
11. Once you have reviewed the benefits and made your decisions click on your 'To Do List' and complete the electronic consent.
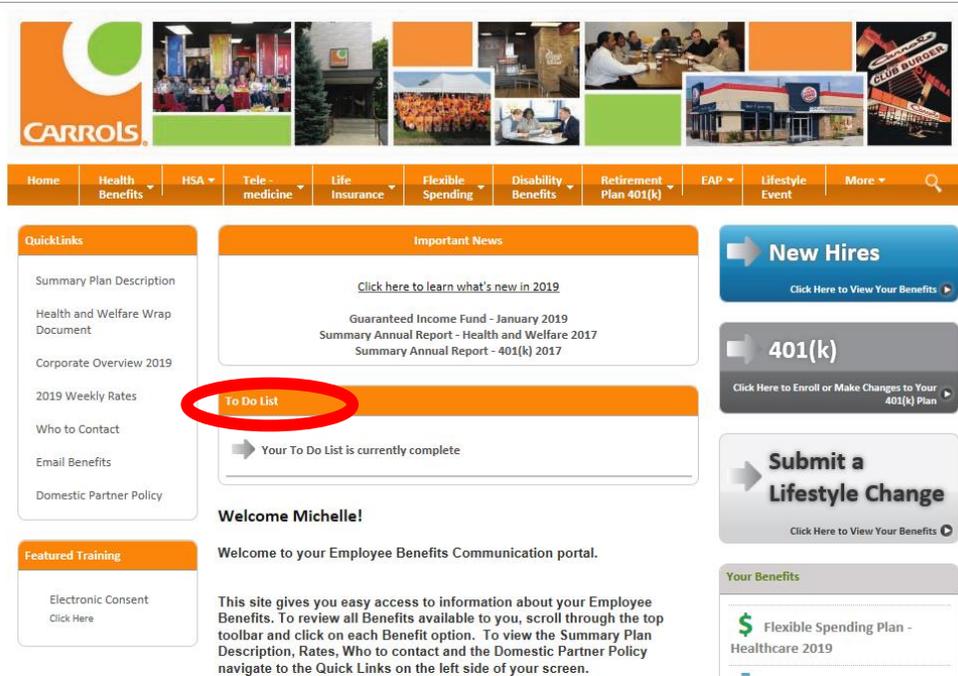
12. Once you have completed your 'To Do List' you now can view the New Hires button. Click the blue New Hires button to access your Enrollment portal and make your benefit elections.
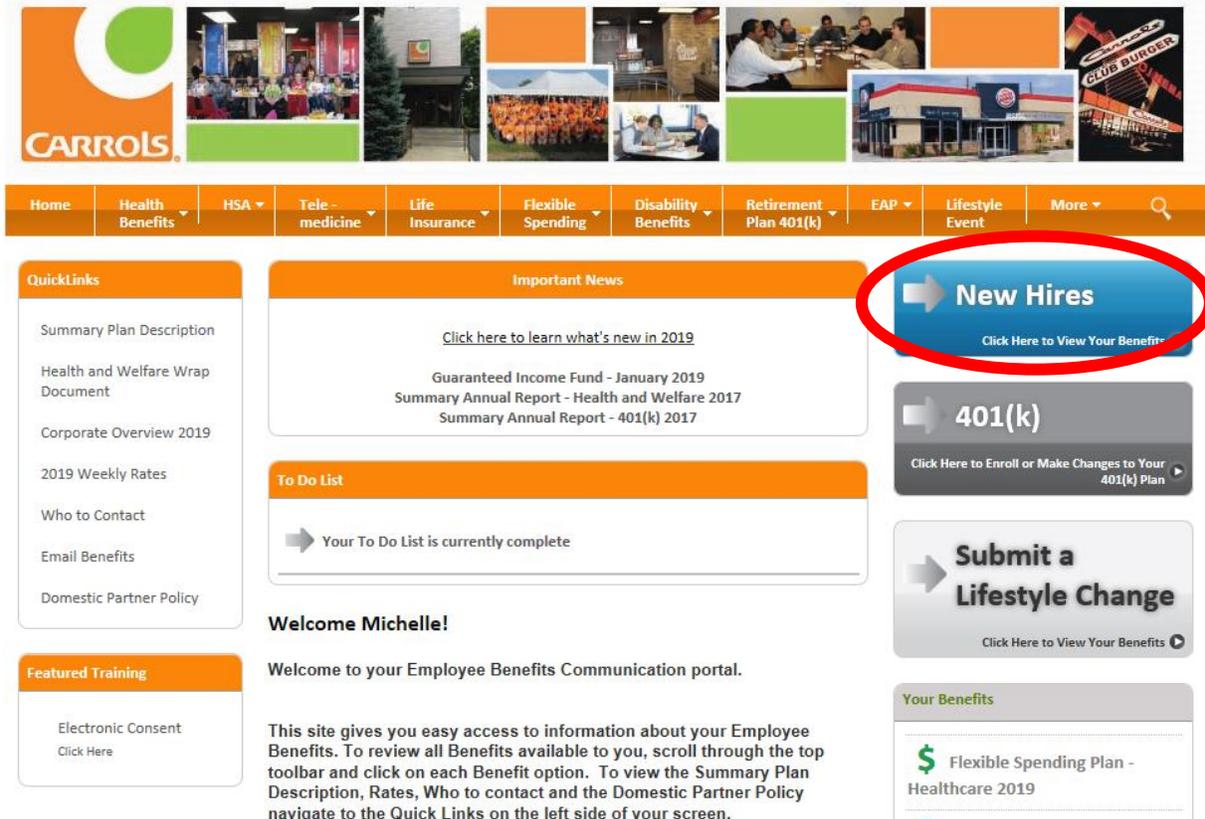
13. A new window will pop up. This is your personalized Employee Benefits Enrollment portal. Here you will click the 'Get Started' button to enroll for the first time.
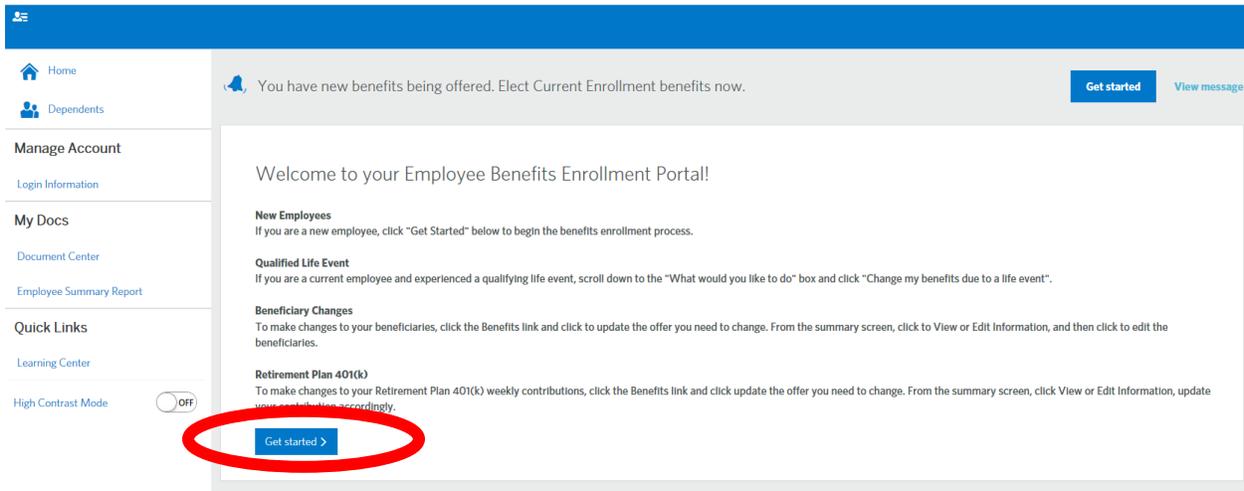
14. Before electing or declining benefits you will enter your eligible dependents. Click add dependent. If you do not have any dependents you would like to add to your benefits, simply click next.
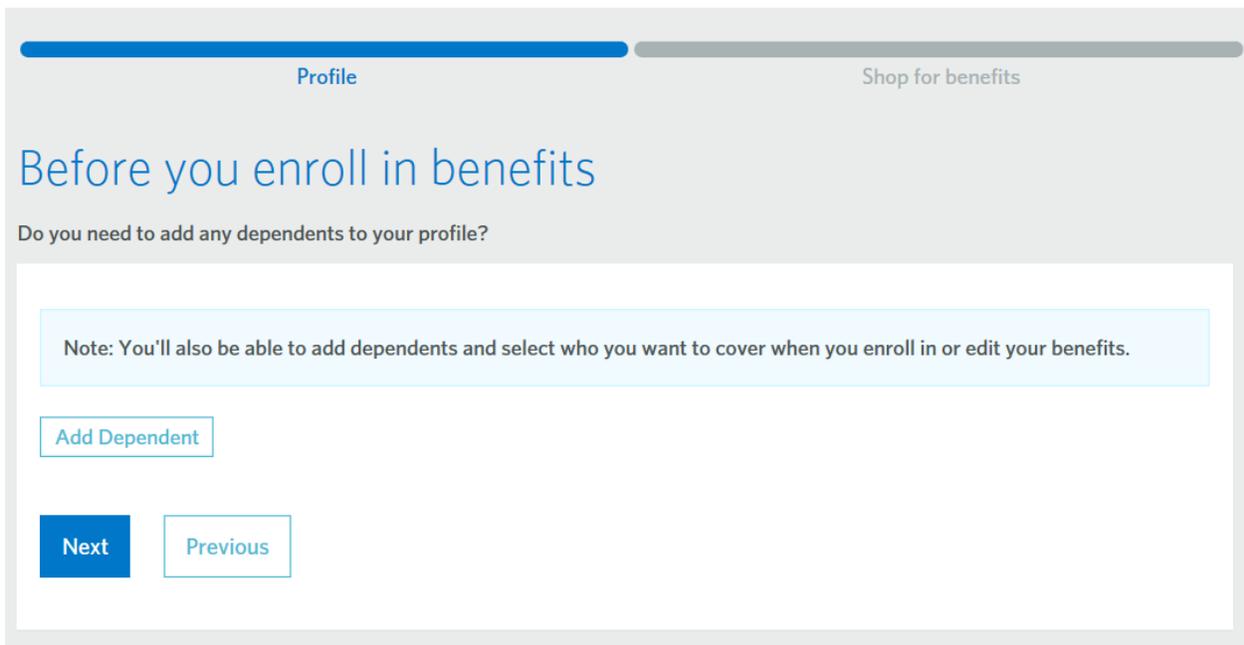
15. Start your Benefits enrollment process.

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.

FSA

☐ Compare

Blue Cross Blue Shield PPO - Plan 1 2019

$54.60
Weekly Cost

Estimated Annual Cost **$2,939.20**
How was this calculated?

FSA Tax Savings
Add Contribution

Individual Deductible	$0
Family Deductible	$0
Individual Out-of-Pocket Limit	$3,000
Family Out-of-Pocket Limit	$9,000

Select plan | Plan details | 📁 Plan Documents ⌄

HSA

☐ Compare

Blue Cross Blue Shield HDHP - Plan 2 2019

$40.14
Weekly Cost

Estimated Annual Cost **$3,024.70**
How was this calculated?

HSA Tax Savings
Add Contribution

Individual Deductible	$2,600
Family Deductible	$5,200
Individual Out-of-Pocket Limit	$4,000
Family Out-of-Pocket Limit	$8,000

HSA

☐ Compare

Blue Cross Blue Shield HDHP - Plan 3 2019

$26.96
Weekly Cost

Estimated Annual Cost **$2,339.34**
How was this calculated?

HSA Tax Savings
Add Contribution

Individual Deductible	$5,500
Family Deductible	$11,000
Individual Out-of-Pocket Limit	$5,500
Family Out-of-Pocket Limit	$11,000

Select plan | Plan details | 📁 Plan Documents ⌄

Decline Coverage   I would like to decline Medical coverage.

Previous | Cancel

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

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

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

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

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

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 ❓	$55.70

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 1ˢᵗ of the month following your 90 day waiting period.

Short Term Disability/Wage Continuation $5.03
                                                          Weekly Cost

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.