

## NEW HIRE LOGIN INSTRUCTIONS

A newly hired benefit eligible colleague has 30-days for the date of hire to enroll in benefits using the <https://secure-enroll.com/go/tmh> portal. Once you log in, you will find interactive tools, resources, and videos to help you learn more about your benefits. The platform can be referenced at any point throughout the year.

### How to Login

1. Log in to <https://secure-enroll.com/go/tmh> and follow the below registration instructions
  - Click Create an account
  - Enter your last name, Date of Birth (mm/dd/yyyy) and last four digits of your SSN
  - Click I'm not a Robot and Next
  - Create a Username and Password; Confirm and Click Save
  - Choose your Communication Preferences and Save **or** Click Skip
  - You should see a Registration Successful Message with your username; Click Next
  - Select the verification Method and Click Next
  - You will either receive an email or text asking you to confirm your notification preferences; Verify the text or email, and Click Next
  - You will receive a code either via text or email. Enter that code and click Next

You can also visit the 2025 Benefits & More page on SPARK for information about benefit options, including medical, dental, vision and life, biweekly premiums, and flexible spending accounts.

If you have questions on how to navigate the Benefit Focus platform, contact the **Production Service Center**, 1-877-336-8082, 8 AM – 8 PM EST, Monday – Friday. If you have benefit carrier questions, contact the carrier's customer service number listed in the 2025 Benefit Guide. For general benefit or open enrollment questions contact the TMH Benefits Department: Megan Sweeney ext. 12124, Anna Durham ext. 15832, Stacey Coats ext. 15203 or email [benefits@tmh.org](mailto:benefits@tmh.org). Medicus colleagues contact Constance Green 850-216-0096 [constance.green@tmh.org](mailto:constance.green@tmh.org) or Robin Pelt 850-216-0047 [robin.pelt@tmh.org](mailto:robin.pelt@tmh.org).

## OPEN ENROLLMENT LOGIN INSTRUCTIONS

This is your once-a-year opportunity to change plans and add or drop eligible dependents from coverage. The benefits elections you make during Open Enrollment begin on January 1, 2025. If not making a change, your current elections will roll over to 2025, with the exception of the Flexible Spending Accounts (FSA). You must make an election each open enrollment for Medical and/or Dependent Care FSA. All colleagues are encouraged to log in to the HR InTouch Portal to review current benefit elections and to ensure dependent and beneficiary information is correct.

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# www.tmh.org, TMH Colleagues, Benefits Enrollment

## New Hires

A newly hired benefit eligible colleague has 30-days for the date of hire to enroll in benefits using the [HR InTouch Portal by Benefit Focus](#) portal. Once you log in, you will find interactive tools, resources and videos to help you learn more about your benefits. The platform can be referenced at any point throughout the year.

## How to Login

1. Log in to [HR InTouch Portal by Benefit Focus](#)
2. **Enter your user name**, which is your first name, first initial of your last name (limited to 10-characters) and the last 4 of your Social Security Number.
3. **Enter your password**, which is your Full Social Security Number (no hyphens or spaces).
4. Select Log in.
5. To elect your benefits, select “Enroll Now”.

If you have questions regarding how to navigate the **HR InTouch**, please call 1-877-336-8082, M – F, 8am - 6pm. If you have questions regarding **Tallahassee Memorial HealthCare** benefits, please contact, Megan Sweeney at 850-431-2124, or Stacey Coats at 850-431-5203, M-F 8am-5pm or email [benefits@tmh.org](mailto:benefits@tmh.org). If you have questions regarding **Medicus** benefits, please contact, Constance Green at 850-216-0096, M-F, 8am-5pm.

## Open Enrollment

Open Enrollment is your once-a-year opportunity for benefit eligible colleagues to change plans and add coverage or drop eligible dependents from coverage. Colleagues will use [HR InTouch Portal by Benefit Focus](#) make to changes to benefits annually during open enrollment. If you make Open Enrollment changes, please be sure to review the online Employee Benefit Summary Report before the open enrollment deadline. You can view your report by selecting the Benefits Summary Report in the Important Document section on your Benefit Focus home page. Be sure all changes are correct; any eligible dependents are enrolled in coverage and any ineligible dependents have been removed. If you do not make changes during open enrollment your elections will continue into the new plan year, the only exception for TMH colleagues would be the Healthcare Flexible Spending Account (HCFSA) and Dependent Care Flexible Spending Account (DCFSA).

## How to Login

Once you log in, you will find interactive tools, resources and videos to help you learn more about your benefits. The platform can be referenced at any point throughout the year.

1. [HR InTouch Portal by Benefit Focus](#)
2. **Enter your user name**, which is your first name, first initial of your last name (limited to 10-characters) and the last 4 of your Social Security Number.
3. **Enter your password**, which is your Full Social Security Number (no hyphens or spaces).
4. Select Log in.

5. To elect change and add or drop eligible dependents from your coverage, select “Enroll Now”.

If you have questions regarding how to navigate the **HR InTouch**, please call **1-877-336-8082**, M – F, 8am - 6pm. If you have questions regarding **Tallahassee Memorial HealthCare** benefits, please contact, Megan Sweeney at 850-431-2124, or Stacey Coats at 850-431-5203, M-F 8am-5pm or email [benefits@tmh.org](mailto:benefits@tmh.org). If you have questions regarding **Medicus** benefits, please contact, Constance Green at 850-216-0096, M-F, 8am-5pm.