

EASLEY

Transportation



ENROLLMENT

An overview of the employee benefits enrollment provided by
EASLEY TRANSPORTATION

PREPARED BY SEGUE HR FOR EASLEY TRANSPORTATION

Accessing the System for Open Enrollment

Mobile users can access the system from the new HCMTToGo mobile app, which can be downloaded from the app store on their mobile device. This user interface is responsive to the mobile device in use. In other words, if you download the mobile app on a phone, the user interface will shrink-to-fit into that screen. If you download to a tablet, the user interface will expand to fit that screen. The responsive design prevents excessive scrolling allowing you to easily access the options and portions of the screen you need.

Downloading the HCMTToGo Mobile App

The mobile app can be downloaded from the App Store or Google Marketplace on your mobile device. Two versions of the mobile app are available.

From your App store or Google play, search for *HCMTToGo*. Download and Install the application to your device. Click below for direct link to download.



HCMTToGo for iPhone



HCMTToGo for Android



First Time Login and Virtual Code Settings

For the initial login of the Mobile App, you are required to select a Region and enter in your Company Shortname. This page will only display upon using the app for the first time. For most users, this will be a "set once and forget" action.

Region – North America

Company Short Name – EASTRANS

As a best practice, enter in as many of these three methods as possible. At least one of the three methods are required. On the next screen, follow the steps to generate and enter the code:

1. Select the radio button that matches the method you want the code to be send by.
2. Click SEND (method).
3. Verify the code was sent successfully.
4. Retrieve the code via your chosen method and enter it in the code field.
5. Check the **Remember Verification Code** check box if you would like the application to remember the code for the device you use to login. The code will be stored for 30 days.

6. Click Continue.

Login using your username and password.

Note: If this is your initial login, you will be prompted to change your password. New password must be at least 8 characters, containing an upper case, lower case, number, and symbol.

Username – First initial Last name (no space)

Password – Last 4 of SSN (if first time login)

Accessing the Web Browser

To access the system on the web browser, use the link here:

<https://secure5.saashr.com/ta/EASTRANS.home>

The screenshot shows a login interface for Easley Transportation. On the left, there is a 'Log in' header with a clock showing '9:20 AM | CST'. Below this are two input fields: 'Username*' with a person icon and 'Password*' with a lock icon. A blue 'Login' button is positioned below the password field, and a 'Forgot your password?' link is centered below the button. To the right of the login form is a white box with the heading 'OUR MISSION & VALUES' in red. The text below reads: 'Easley Transportation creates transportation solutions by placing the right people in the right place to ensure that customers' time critical shipments arrive at the right time.' At the bottom center of the page, there is a small copyright notice: 'Copyright © 2023 All Rights Reserved. V&A Contract: 184,81'.

Login using your username and password.

Note: If this is your initial login, you will be prompted to change your password. New password must be at least 8 characters, containing an upper case, lower case, number, and symbol.

Username – First initial Last name (no space)

Password – Last 4 of SSN (if first time login)

For assistance, please reach out to Phoeun Khan at (901) 682-3700 or pkhan@seguehr.com



Job Aid

Employee Open Enrollment Steps

This job aid covers how to navigate through Open Enrollment in the application. These options are only available during your company's Open Enrollment timeframe.

Benefit Plans

These are your current benefits.

Current [dropdown] All Benefits Groups [dropdown]

Total plans: 2

Medical

Example Medical Employee Only

Coverage Effective From: Dec 5, 2018

Coverage Effective To: Dec 31, 9999

Employee Contribution: \$36.92

Employee Frequency: Every Scheduled Pay

Classifications: -

Coverage Amount: -

Company Description: -

Callout: To review your current coverage(s) before beginning Open Enrollment, navigate to My Info > My Benefits > Benefit Plans.

1 Accessing Open Enrollment

2 During your company's designated Open Enrollment timeframe, complete the following steps to access the enrollment screens:

- 3 Navigate to **My Info > My Benefits > Enrollment**.
- 4 Click **Start** within the Open Enrollment Widget.

5

Open Enrollment

Open enrollment is from Jun 15, 2020 to Jun 26, 2020. You have 0 days left to initiate your enrollment. Please complete your enrollment today


[Start](#)

Important Information

All Employees are **REQUIRED** to log into the portal to elect, change, confirm, or waive benefits during the open enrollment.

6 Enrolling in Coverage

- 7 To elect your benefit plans on each tab:
- 8 Review the Instructions tab.
- 9 Click **Continue**.
- 10 Review the All Current Benefits Enrollments tab.
- 11 Click **Save & Continue**.
- 12 Click the plan to enroll in. (Waive if not needed).
- 13 Click the coverage level of the plan you want to enroll in.
- 14 Complete the contact information (if applicable; see Selecting Contacts below).
- 15 Click **Save and Select**.
- 16 Click **Continue** to move to the next tab.
- 17 Repeat steps 5-9 for each tab.
- 18

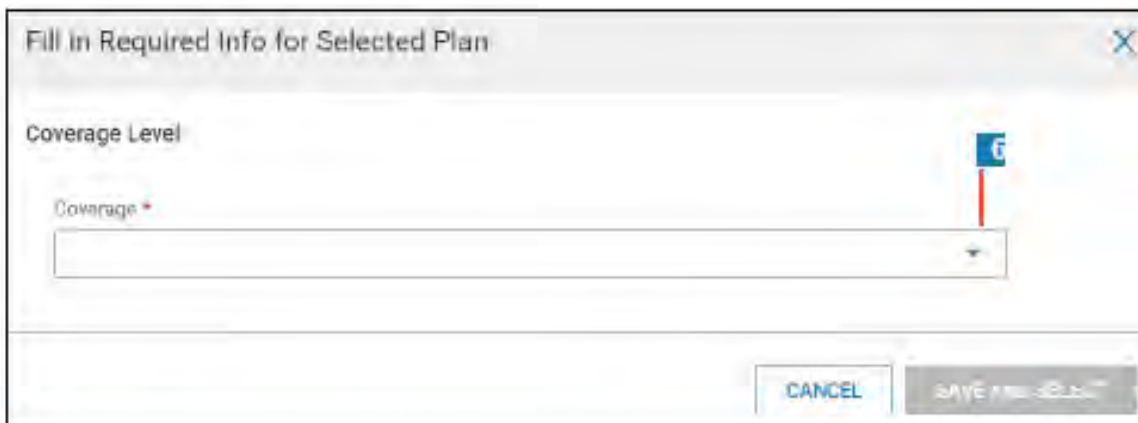


Medical Complete Plan

Waive all Medical

Medical 5

⚠ You must select coverage level before selecting the benefit plan.



Fill in Required Info for Selected Plan ✕

Coverage Level

Coverage *

6

19 Selecting Contacts

- 20 Follow these steps to select contacts for plans. This includes contacts such as spouse, children, or beneficiaries.
- 21 Click the +Add drop down for the appropriate contact.
- 22 If a contact needs to be added, click **Add New**. Add appropriate information and **Continue**.
- 23 If a contact exists but needs added to the plan, click **Add from Existing Contacts** and select the individual.
- 24 Click **Save and Select**.

Spouse

Page 1 of 1 | 1 item

Name	Relationship	Birth Date	Actions
No Data to Display			

Children

Page 1 of 1 | 1 item

Request 1-20 Children			
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25 Submitting Open Enrollment

26 On the final tab of enrollment is Confirm and Submit. After verifying your selections:

27 Click **Submit**.

28 In the Enrollment Acknowledgement popup, enter your login password.

29 Click **Accept**.

30 Click **OK**.

31

Enrollment Acknowledgement

Please type your password to confirm

Submit

Password*

If you wish to make additional changes, click on "decline" and you will return to the option menu.

Click on "accept" if you are satisfied with your selections and wish to proceed with the enrollment process.

Note that you will not be enrolled in new plans until you complete the selection and acceptance process. Contact your HR Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby affirm for benefits for which I am presently eligible or for

DECLINE ACCEPT

...take a moment to review the ... below to make any changes up to ...

... you may not be able to enroll ... you have a qualifying Life Change ...

... option to finalize and submit your ...

... selections ...

... should we have any additional ...

... by Password

Open Enrollment

Open enrollment is from Jun 15, 2020 to Jun 26, 2020. You have 0 days left for open enrollment. Please complete your enrollment today.

Submitted, Pending Approval

100%

Submitted on Jun 26, 2020

View