

## HERITAGE BENEFITS

# Kronos Login and Benefit Enrollment

### LOGIN TO KRONOS

To login, visit <https://secure4.entertimeonline.com/ta/6076112.login>. You can also find the Kronos link on our website at [heritage1886.org/benefits](https://heritage1886.org/benefits). Your username is your initials followed by your 5-digit employee number. The temporary password is 123456@P. Once logged in, you must change your password to something only you will remember.

### CURRENT BENEFITS

Take the path My Benefits > Benefit Plans to view the current plans in which you're enrolled and their associated coverages/costs.

### NEW HIRE OR LIFE CHANGE

To enroll in benefits or update benefit information, click on the ☰ icon in the top, left corner of your browser window. From there, click the > symbol taking the path My Benefits > Enrollment. If you qualify to enroll, you'll see the options of "Life Change Event" or "New Hire." Click "Start" under the appropriate option. This will take you to the page where you will select or waive each benefit.

### ANNUAL OPEN ENROLLMENT

Employees have the ability to make benefit changes for the upcoming year during the "open enrollment" timeframe. To enroll in benefits or update benefit information, click on the ☰ icon in the top, left corner of your browser window. From there, click the > symbol taking the path

My Benefits > Enrollment. Click "Start" on Open Enrollment and continue through enrollment process.

### DEPENDENTS & BENEFICIARIES

It is important to review and update beneficiary information for any life insurance benefits and dependent information for other coverages as applicable.

You likely have dependents, spouse, or other beneficiaries set up within Kronos. Select "Add Existing" to add existing dependent and/or beneficiary info. If you would like to add a new beneficiary or dependent select "Add New."

### HAVING TROUBLE?

If you have any difficulties or if logging on to Kronos proves problematic, we're here to help! Contact the Benefits Office at (716) 338-0129 and someone will walk you through login and enrollment.