

How to Enroll

1 Log on to BenefitsNow

- Enroll by logging into genesys.benefitsnow.com starting the Friday after your start date.
- Click “Are you a new user?” and create a username and password.

2 Review your personal information

- Enter your dependents and beneficiaries in the BenefitsNow system.
- All other information updates, such as name, address, and phone number changes, are made in Oracle. Email HR@genesys.com if you have issues making changes.
- When you have verified all information, click **Save** and **Continue**.

3 Choose your benefits

- Next, select your benefits choices.
- Use the **Take Me Through Each Benefit** button or simply select individual benefits by using the **View/Change** button. When done, click Complete Enrollment.

4 Print Confirmation Statement

- After completing your enrollment, you will be taken to the Confirmation page. Please print or save as a pdf and retain a copy.
- You can make changes up to 31 days from your date of hire by logging back on and completing the enrollment steps again.