



ENROLLMENT INSTRUCTIONS

THEbenefitsHUB

SITE ACCESS

To access your employer online enrollment site, THEbenefitsHUB, login to

WWW.MYBENEFITSHUB.COM/HAYSCISD



USERNAME

The **first six (6) characters** of your **last name**, followed by the **first letter** of your **first name**, followed by the **last four (4) digits** of your SSN.

- ▶ If your name is **Robert Smith** & your SSN is 123-45-6789, your username is **smithr6789**.

PASSWORD

- ▶ **DEFAULT Complete last name** (excluding special characters) followed by the **last four (4) digits** of your SSN.
- ▶ **PASSWORD RESET** Employees will be prompted to update password once registered.

CALL CENTER

- ▶ **1-877-258-5591** (**Hours of Operation: Monday-Friday from 7AM - 6PM CST**)

*Spanish-speaking counselors available.