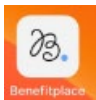


This Quick Reference Guide outlines how to download the Benefitplace app on your mobile device. The app can be used to enroll in benefits, make qualified life event changes, and update dependent or beneficiary information.

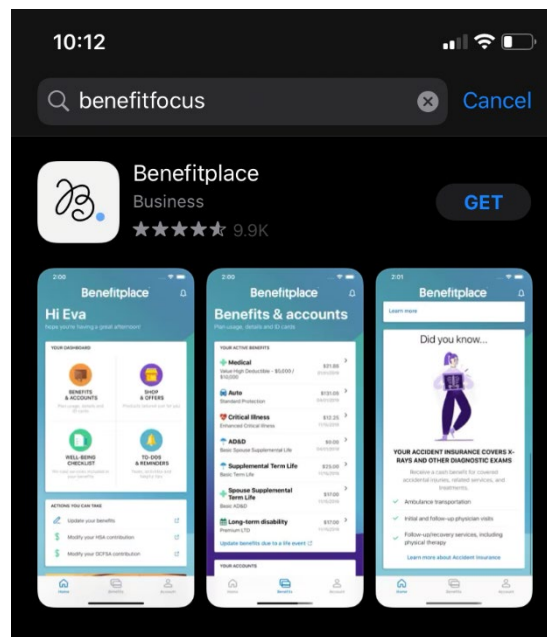
- Please visit <https://www.purdue.edu/hr/benefits/gradstaff/> for more benefits-related information for graduate staff appointments.
- Please visit <https://www.purdue.edu/benefits> for more benefit-related information for faculty and staff. The app also provides access to an extensive library of educational videos.
- Contact hr@purdue.edu for assistance or additional questions.

Search and download the Benefitplace app

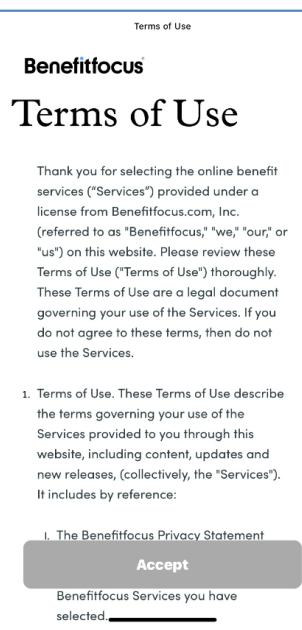
- **Google Play** for Android devices
- **App Store** for apple devices



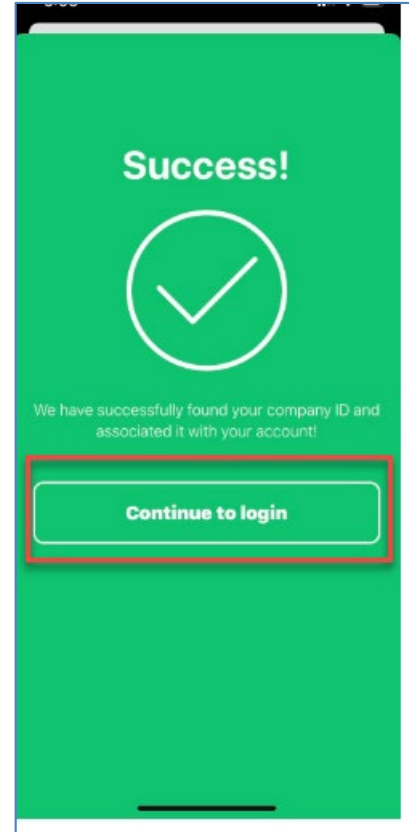
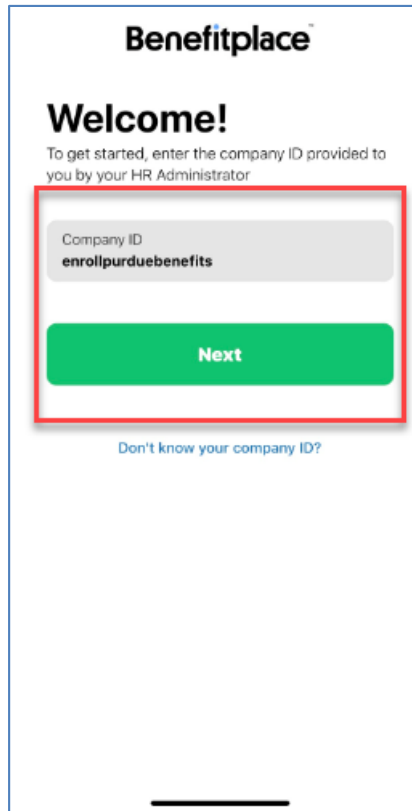
The Benefitplace icon will appear on your mobile device.



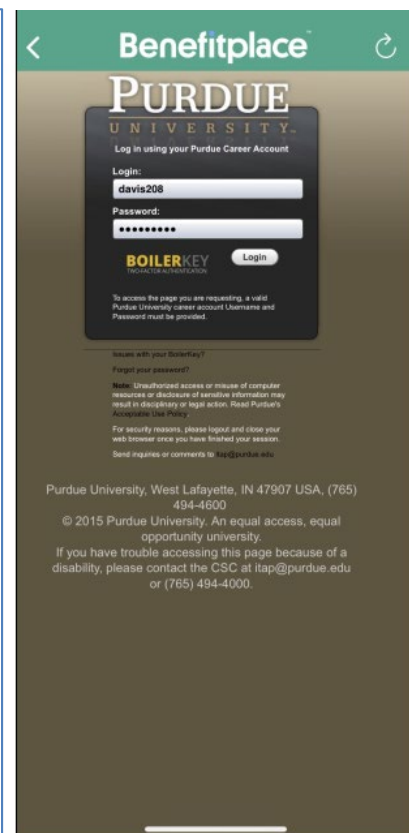
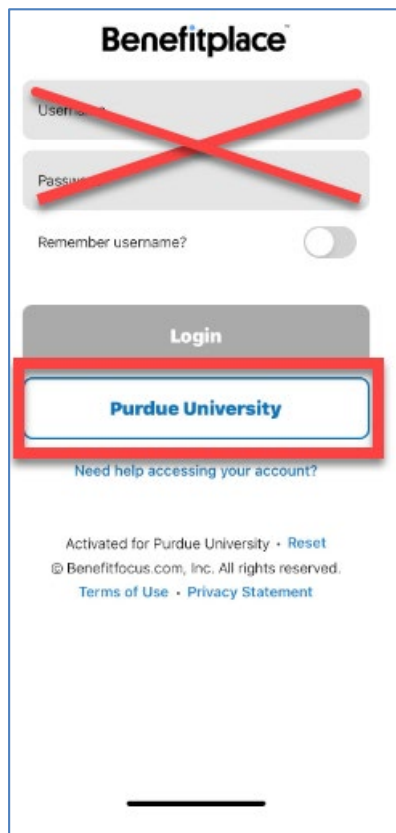
- Open the App
- Scroll to review **Terms of Use**
- Click **Accept** (Button turns green, once the information is scrolled through)



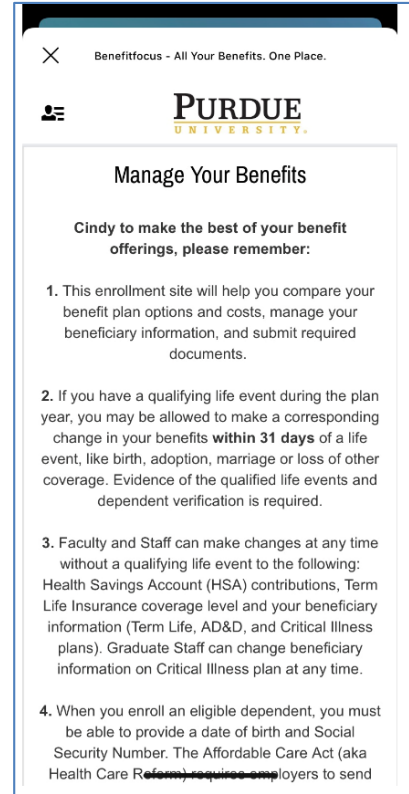
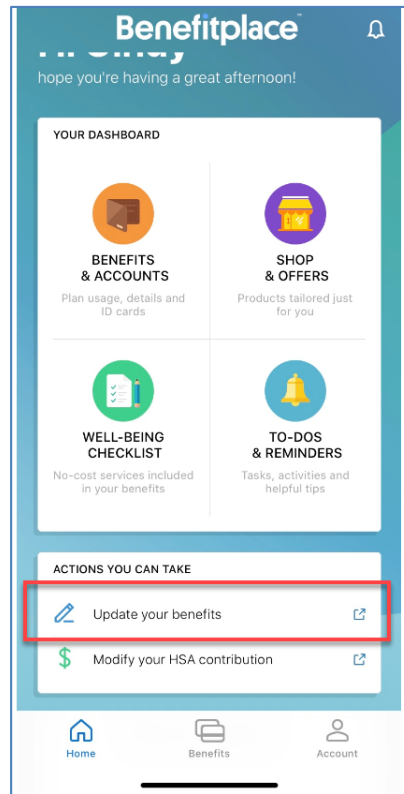
- Enter enrollpurduebenefits as **Company ID**
- Click **Next**
- Click **Continue to login**




- Click **Purdue University**
- Login with **Career Account** and **BoilerKey**



- Review dashboard, scroll to see all options
- Click **Update your benefits** under **Actions You Can Take** to enroll or update benefits
 - **Manage Your Benefits** information displays (scroll to view information and click **Edit your benefits** or **Change benefits**, when applicable)
- Click **Modify your HSA contribution** to change contribution, when applicable. *This is associated with Faculty and Staff benefits only.*



- Click  to view menu items.
- View/update dependents
 - Upload documents, when applicable

