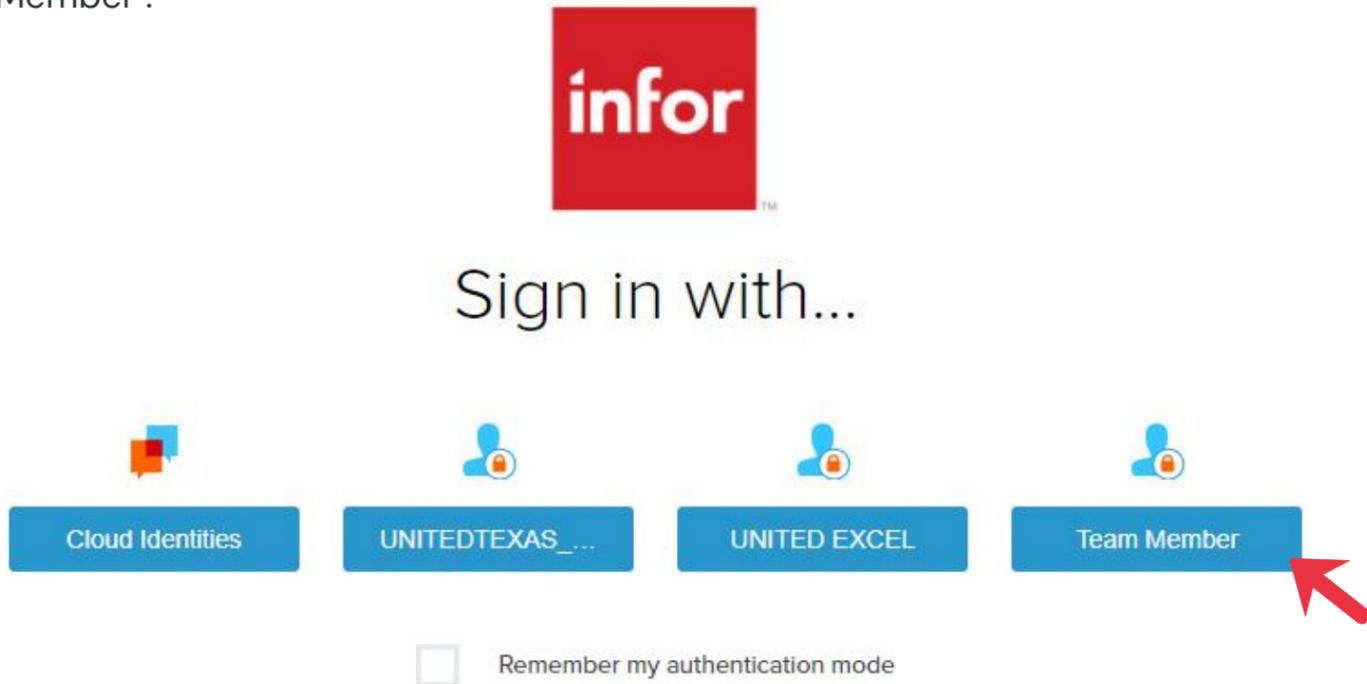


Benefit Enrollment Login Instructions

*Works Best In Chrome 

1. VISIT GHR.THEUNITEDFAMILY.COM ON YOUR COMPUTER

Click on "Team Member".



2. SIGN IN

Enter your username. If you have a United Family email address, enter it here. If not, enter **TeamMemberNumber@cid.tuf.cloud**.

Click "Next".

Enter your password. The default password is:
Upper case first letter of your first name
+ Lower case first letter of your last name
+ Last 4 digits of your Social Security Number
+ 2 digit month of your hire date
+ 2 digit year of your hire date

Click on "Sign In".



Sign in

ldapid@safeway.com

[Can't access your account?](#)

Next

For technical help, contact the Albertsons Companies Technology Support Center at ~~1-877-286-3200~~

***Call 806-791-8181 for the United Family Support Desk**

3. APPROVE YOUR SIGN IN REQUEST

Approve the sign on request by either downloading the Microsoft Authenticator app or request a code by text or phone call.

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

For technical help, contact the Albertsons Companies Technology Support Center at ~~1-877-286-3200~~

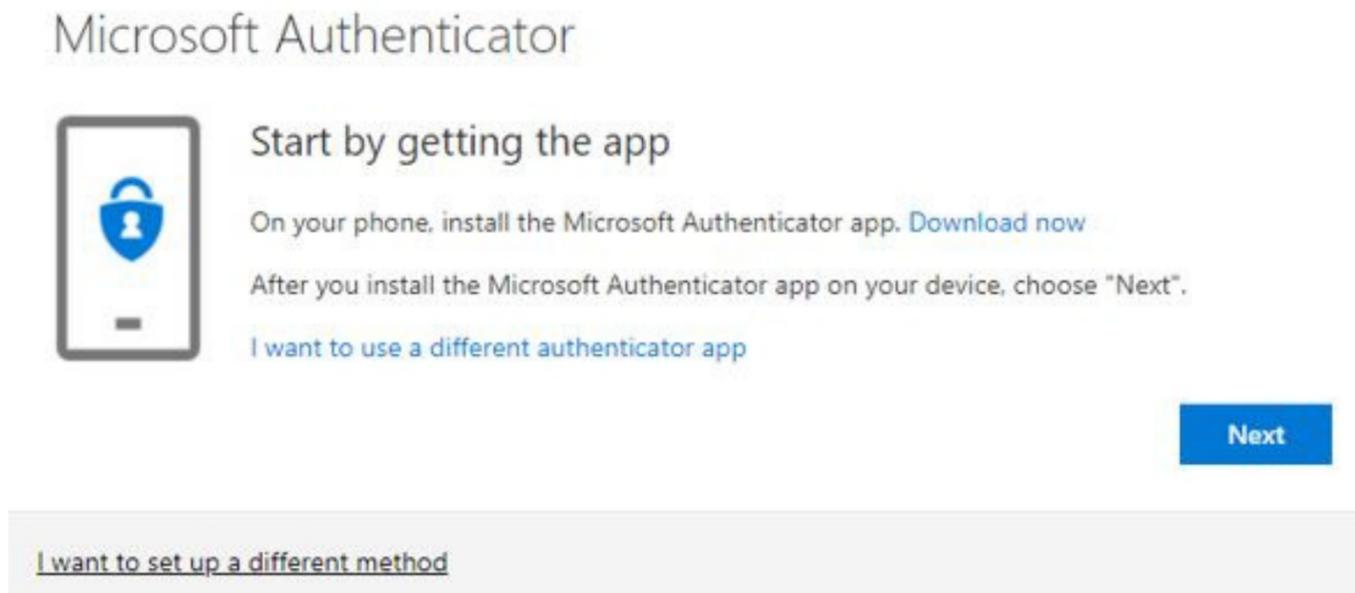
***Call 806-791-8181 for the United Family Support Desk**

Benefit Enrollment Login Instructions

*Works Best In Chrome 

4. DOWNLOAD THE MICROSOFT AUTHENTICATOR APP

Follow the instructions in the image below. If you prefer to receive either a text message or phone call, please move on to Step 6.



5. IF LOGGING IN VIA MICROSOFT AUTHENTICATOR APP:

In the Microsoft Authenticator app, click "Work or School Account" to set up a new account.

In the computer browser, there will be a QR code visible. Using the Microsoft Authenticator App on your phone, scan the QR code on your screen.

On your computer browser, you should receive a "Notification approved" message. Click "Next".

You will then receive an automatic test notification to your mobile device. When you receive the notification on your mobile device, click "Approve".

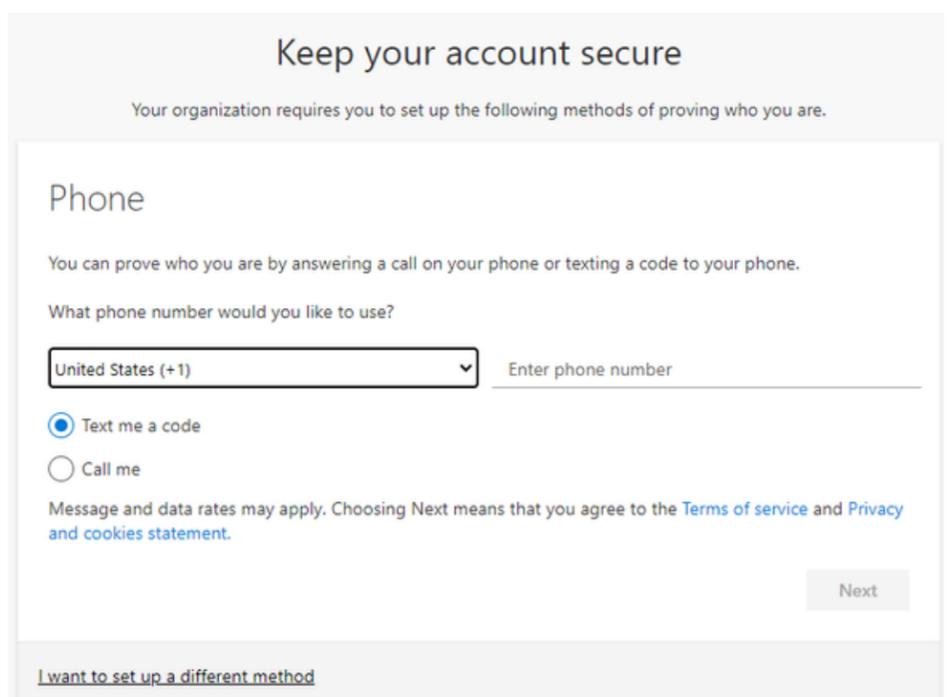
On your computer, you will see a "Notification Approved" message. Click "Next".

Your Microsoft Authenticator set up is complete, and you are registered for MFA. Click "Done".

6. IF LOGGING IN VIA TEXT OR PHONECALL:

Please click "I want to set up a different method", then click "Phone".

Enter your phone number. Choose to either receive your code by text or phone call then follow the prompts in order to verify your account.



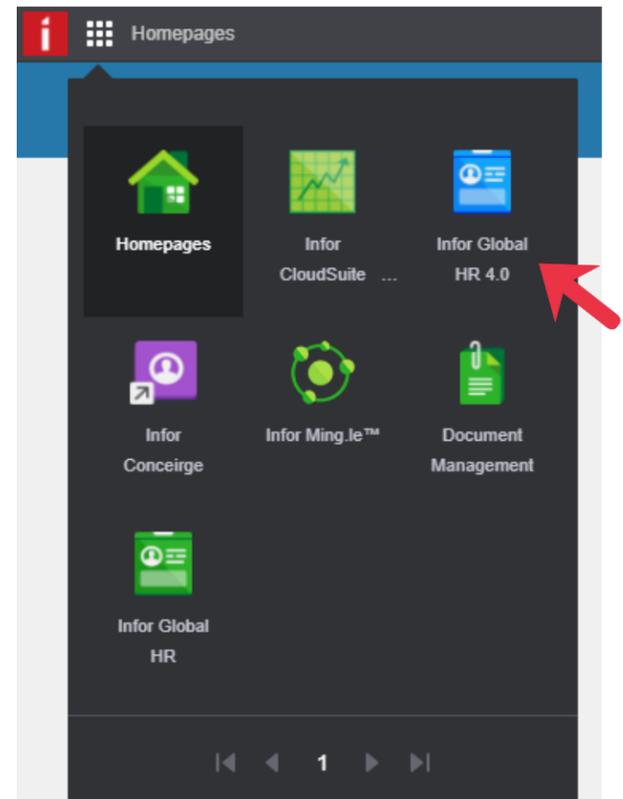
Benefit Enrollment Login Instructions

*Works Best In Chrome 

7. WELCOME TO INFOR MING.LE™

Once signed in, click on the waffle  in the top left corner, then click on the blue logo for **Infor Global HR 4.0**.

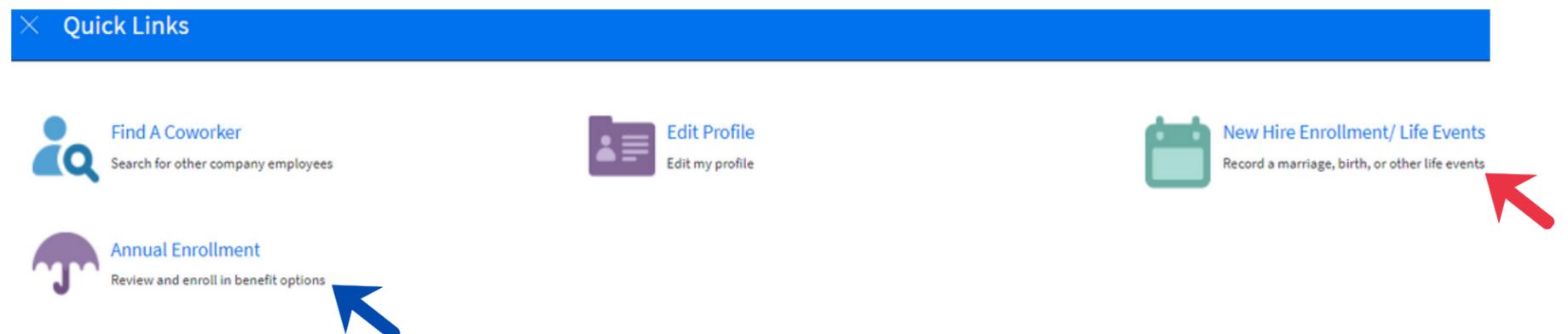
****Note: If you are still experiencing issues with the login process, please contact the Help Desk at 806-791-8181.**



8. NEW HIRE ENROLLMENTS/LIFE EVENTS/ANNUAL ENROLLMENT

If you are newly eligible to enroll or have experienced a Life Event, click on "New Hire Enrollment/Life Events" (red arrow). If you are past your initial enrollment window, Annual Enrollment will be the only opportunity to elect, add/drop a dependent or change your coverage throughout the year, unless you have a Life Event. If you have any questions, refer to the **Enrollment FAQ's Life Event** section located at www.unitedfamilybenefits.com/life-events.

Click on Benefits Enrollment (blue arrow) to open up your 2021 Annual Enrollment.



9. COMPLETE YOUR BENEFITS ENROLLMENT

Be sure to print a copy of your confirmation at the end of your enrollment. If there is a discrepancy in your enrollment elections, a copy of your confirmation statement will be required.

Remember to turn in any dependent verifications, life event verifications, and spousal surcharge forms.

For questions regarding the enrollment process, you may contact The Benefits Department at 888-791-0220.

