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# Tips for Enrollment – The Hartford

## Accessing the website and system

Review the login instructions below.

Step	Action
1	Access The Hartford Enrollment Site to start the Life and AD&D enrollment process <a href="https://enroll.thehartfordatwork.com">https://enroll.thehartfordatwork.com</a>
2	Enter your login information <b>User ID:</b> Your San Diego Unified Employee ID# - (Example: 123456) <b>Password:</b> The first letter of your first name and the first letter of your last name (all lowercase) followed by your date of birth in MMDDYYYY format (Lisa Smith born on December 6, 1967 would enter ls12061967). <b>Note:</b> You will be required to reset your Password when you are in the system
4	Phone The Hartford call center if you have problems logging in or completing your enrollment Phone number: 855-EZ-NROLL or 855-396-7655 <b>Note:</b> This call-in number is found on the bottom of every page on the enrollment website

