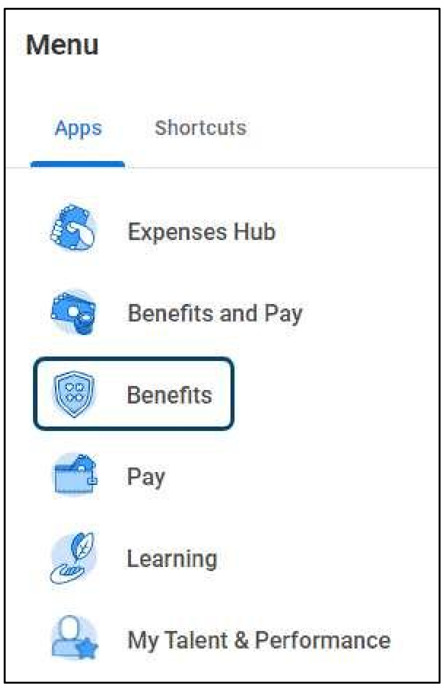
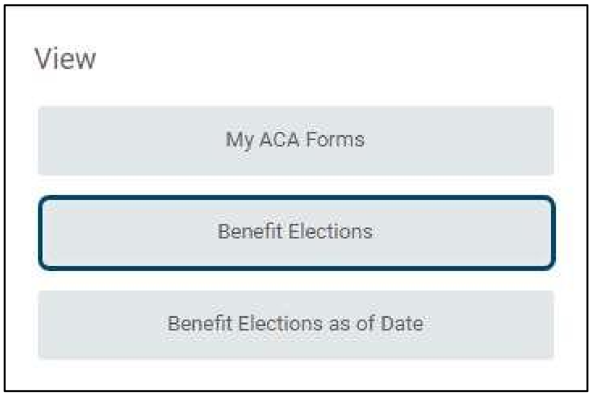
View Benefits

1. Navigate to the **Menu** from the Homepage.

2. Click the **Benefits** application.



3. Under View, click **Benefit Elections**.



4. Your **Current Benefit Elections and Costs** will display.


Benefit Elections Ava Wilson

Current Benefit Elections and Costs 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical, Vision & RX - CareFirst Administrators BC/BS HDHP	06/01/2023	06/01/2023	Employee Only
Spousal Privilege Premium Waiver - SPS	06/01/2023	06/01/2023	Does not apply. I'm NOT covering a spouse.
Dental - Delta Dental	06/01/2023	06/01/2023	Employee Only
Basic Life & AD&D - MetLife Insurance Company 1x (Employee)	06/01/2023	06/01/2023	1 X Salary

Change Benefits

Note: An Employee is eligible to change their benefits due to these Qualified Live Events (QLEs):

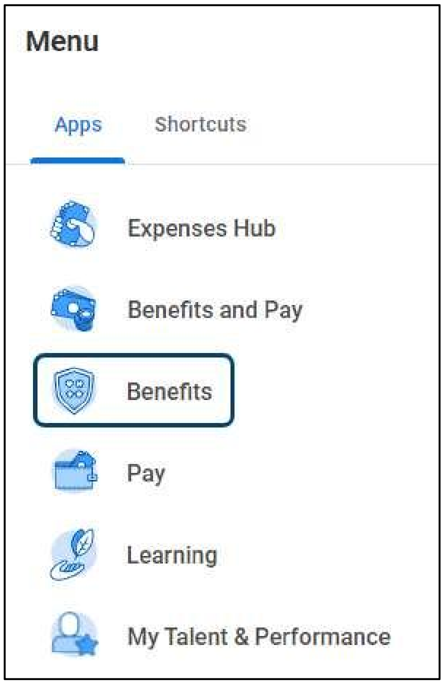
- Birth / Adoption (30 Days)
- Marriage (30 Days)
- Divorce (30 Days)
- Status Change to FT, PPT or XB (30 Days)
- Status Change to PT or PRN (30 Days)
- Employee or Family Member Gains Coverage through Medicaid (60 days)
- Employee or Family Member Losses Coverage through Medicaid (60 days)

Once status changes are updated for an Employee, they will receive a notification and email to complete that task to make changes to their benefits.

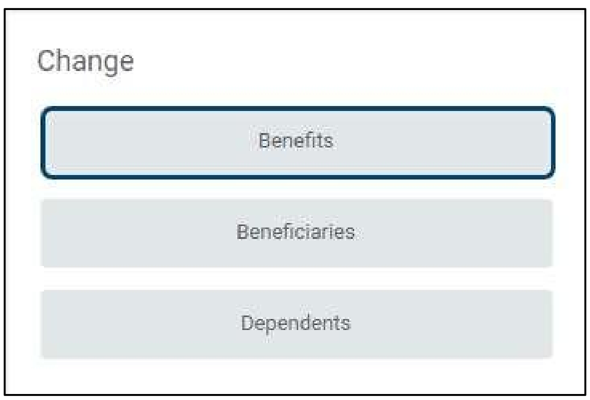
For any changes to Medicare, the Benefits Partner is responsible for reviewing and changing once the Employee submits the necessary paperwork.

1. Navigate to the **Menu** from the Homepage.

2. Click the **Benefits** application.



3. Under **Change**, click **Benefits.**



4. Select a **Change Reason**.

5. Enter a **Benefit Event Date**.

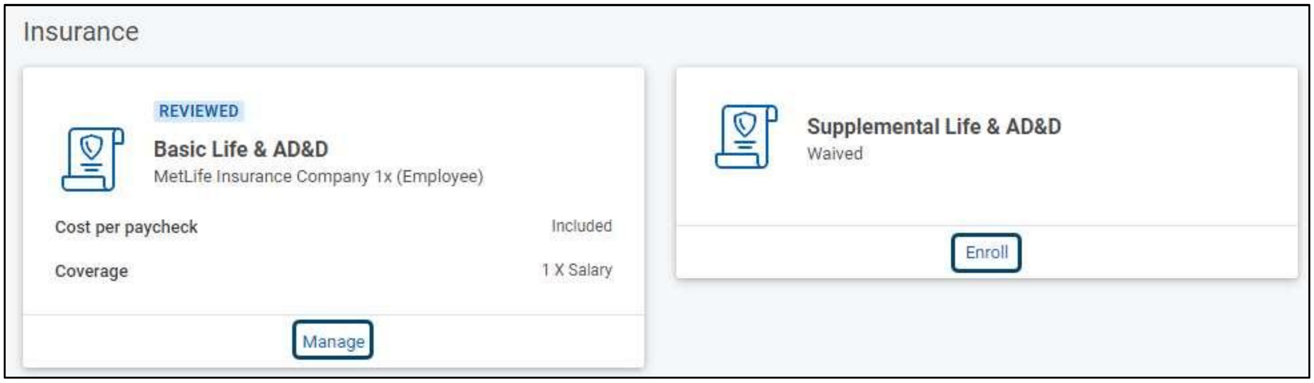
Note: Select Elections By and **Benefits Offered** will automatically populate.

6. Click **Submit** at the bottom of the page.

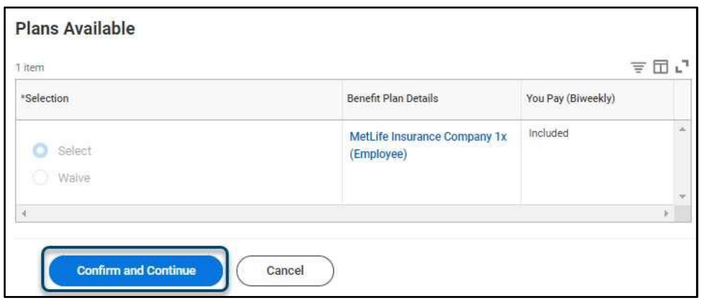
7. On the pop-up, click **Open**.

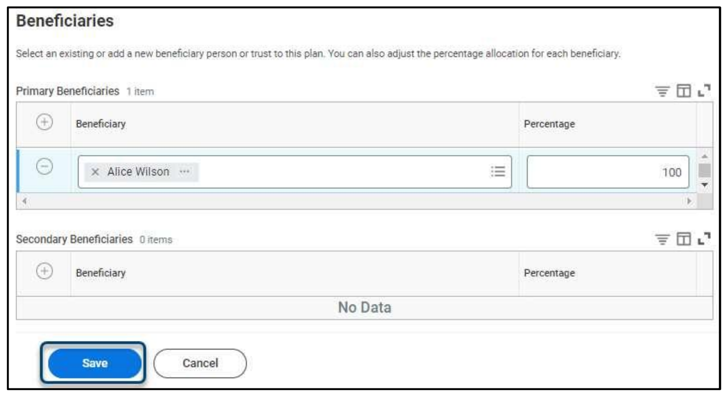
8. Click **Let's Get Started**.

9. Update the necessary elections.



10. Click **Confirm and Continue** and **Save**.



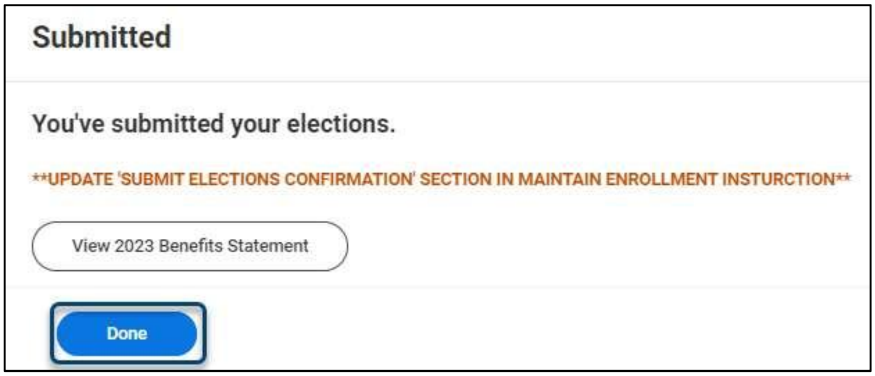


11. When finished, click **Review and Sign** at the bottom of the page.

12. Review the summary and click **I Accept**.

13. Click **Submit**.

14. On the submission page, click **Done**.



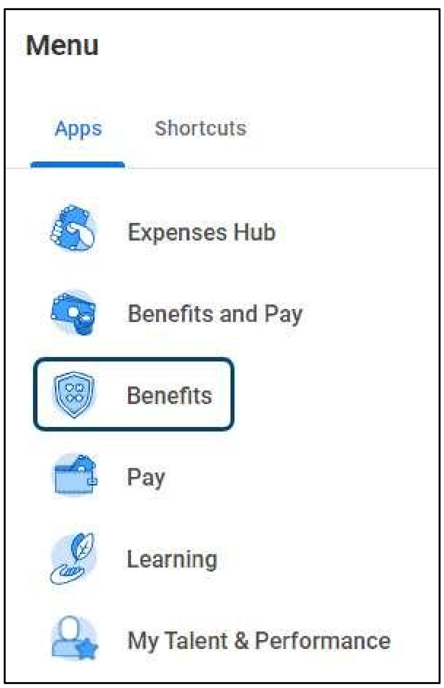
Note: The request will be routed to the Benefits Partner for review and approval.

Change Beneficiaries

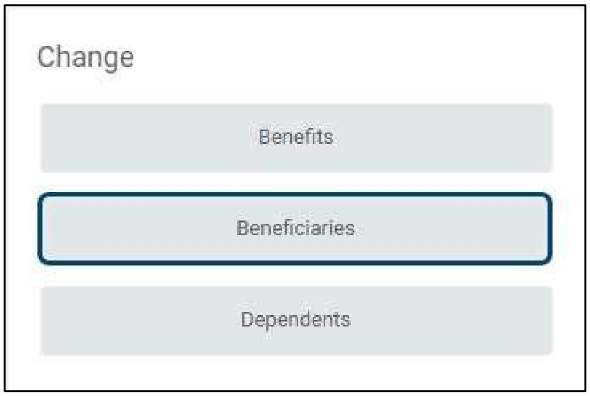
Note: This process is to add or change beneficiary demographic information. To change the percentage of coverage for each beneficiary, view the Change Benefits steps.

1. Navigate to the **Menu** from the Homepage.

2. Click the **Benefits** application.



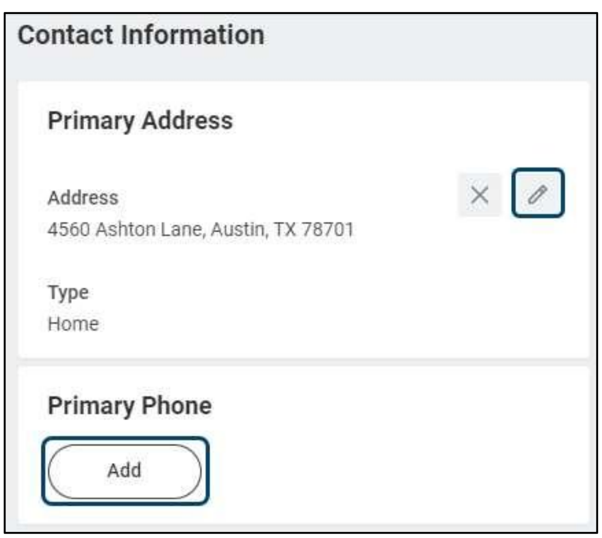
3. Under Change, click **Beneficiaries**.



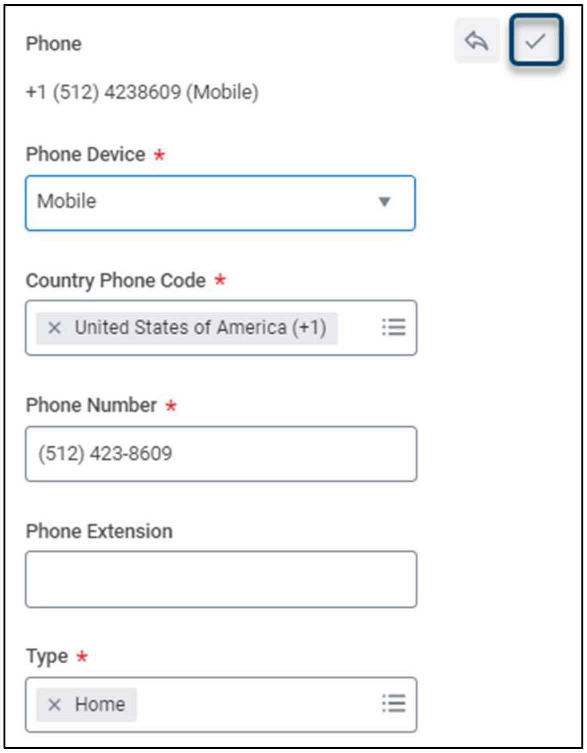
4. Click **Edit** to update or **Delete** to remove.

Note: If you do not have a beneficiary, click **Add.** Select **New Beneficiary** or **New Trust as Beneficiary** and enter the required* fields.

5. Click the **Pencil** icon or **Add** and update the necessary required fields:
    a. **Legal Name**
    b. **Relationship**
    c. **Date of Birth**
    d. **Gender**
    e. **Primary Address**
    f. **Primary Phone**
    g. **Primary Email**



6. Click the **Checkmark** icon to save your changes.

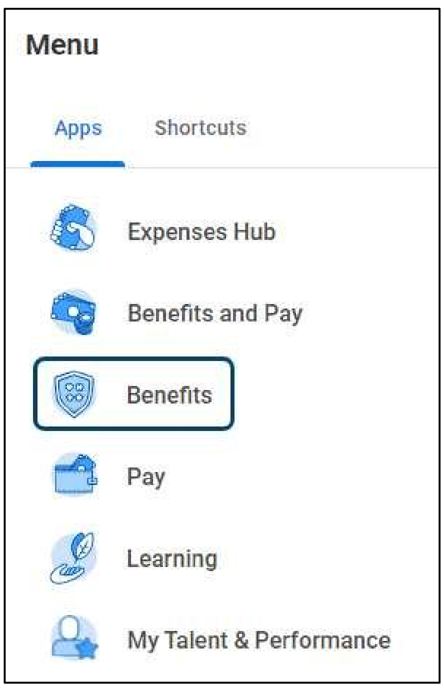


7. When finished, click **Submit** at the bottom of the page.

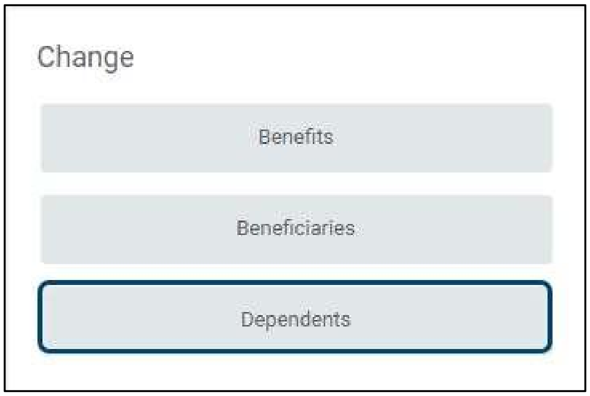
Change Dependents

1. Navigate to the **Menu** from the Homepage.

2. Click the **Benefits** application.



3. Under Change, click **Dependents**.

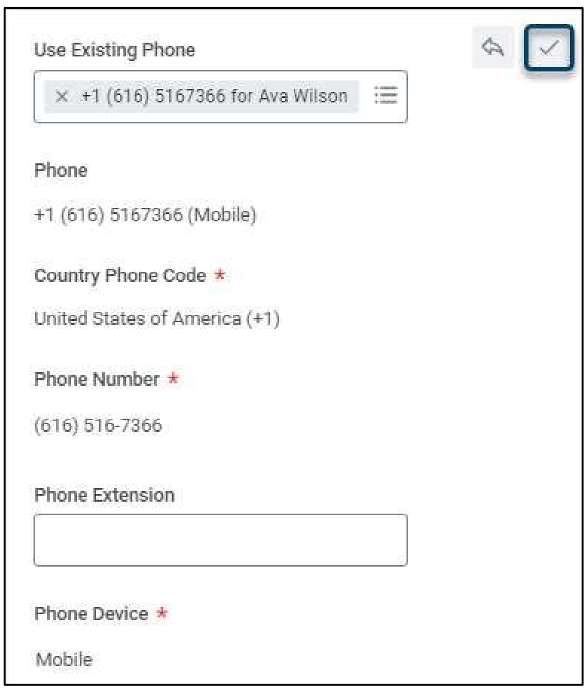


4. Click **Edit** to update or **Delete** to remove.

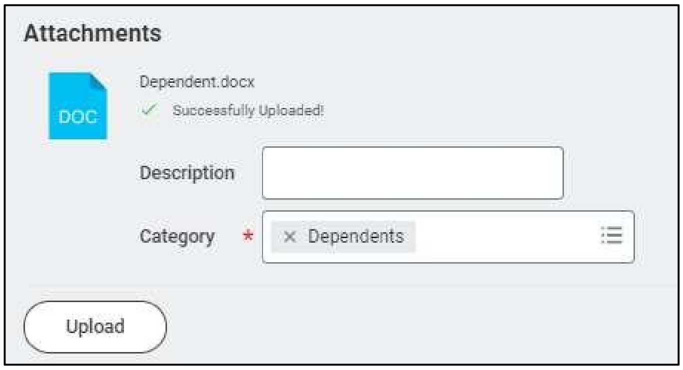
Note: If you do not have a dependent, click **Add** and enter the required* fields. To add a child, select **Birth/Adoption** as the **Reason**. To add a spouse, select **Marriage** as the **Reason**. To change the spouse to ex-spouse, select **Divorce/Dissolution of Domestic Partnership** as the **Reason**.

5. Click the **Pencil** icon or **Add** and update the necessary required fields:
    a. **Effective Date & Reason**
    b. **Use as Beneficiary**
    c. **Legal Name**
    d. **Gender**
    e. **Date of Birth**
    f. **Relationship**
    g. **Primary Address**
    h. **Primary Phone**

6. Click the **Checkmark** icon to save your changes.



7. Under **Attachments**, upload supporting documentation. Select **Dependents** as the **Category**.

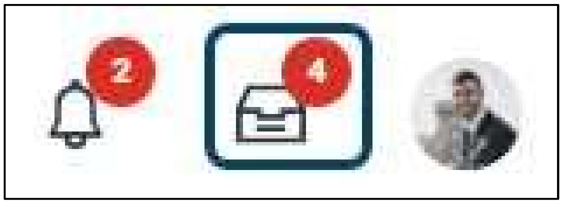


8. When finished, click **Submit** at the bottom of the page.

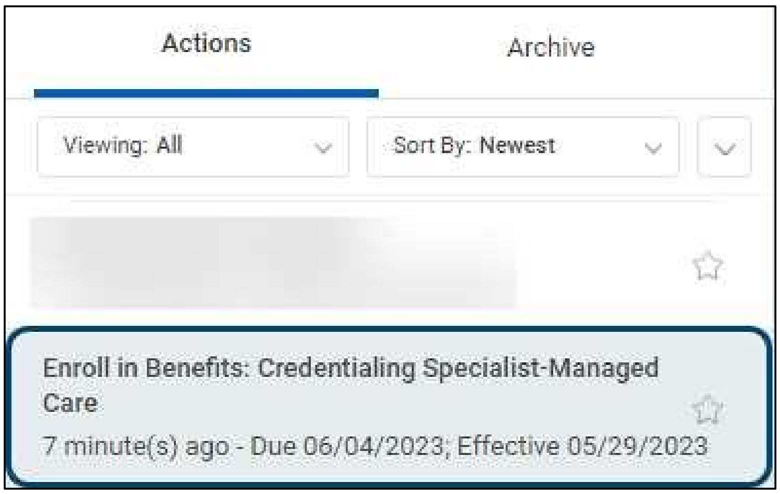
Note: The request will be routed to the Benefits Partner for review and approval.

Select Benefit Elections

1. Navigate to **My Tasks** from the Homepage.

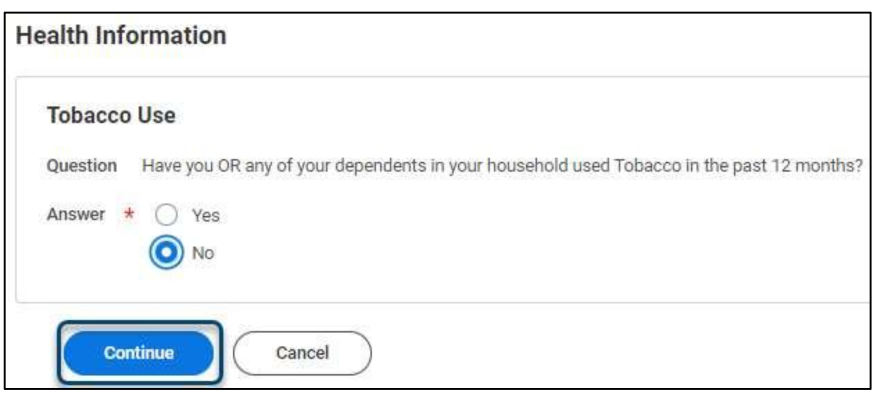


2. Click on **Enroll in Benefits**.



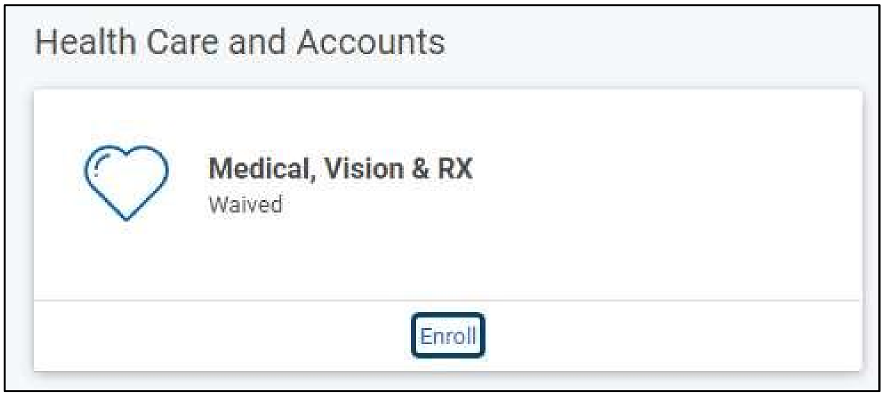
3. Click **Let's Get Started**.

4. Under **Tobacco Use**, click **Yes** or **No** then **Continue**.

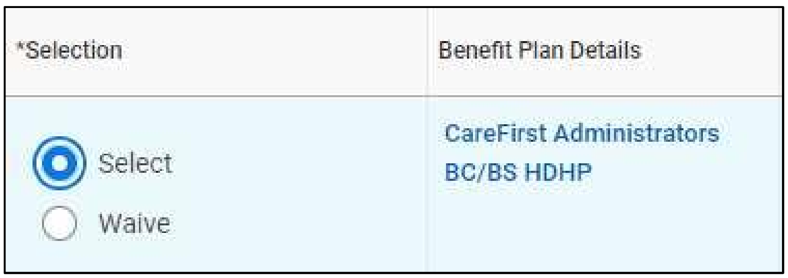


5. Click **Continue**.

6. Click **Enroll** under the desired Health Care and Accounts, Insurance, and Additional Benefits.

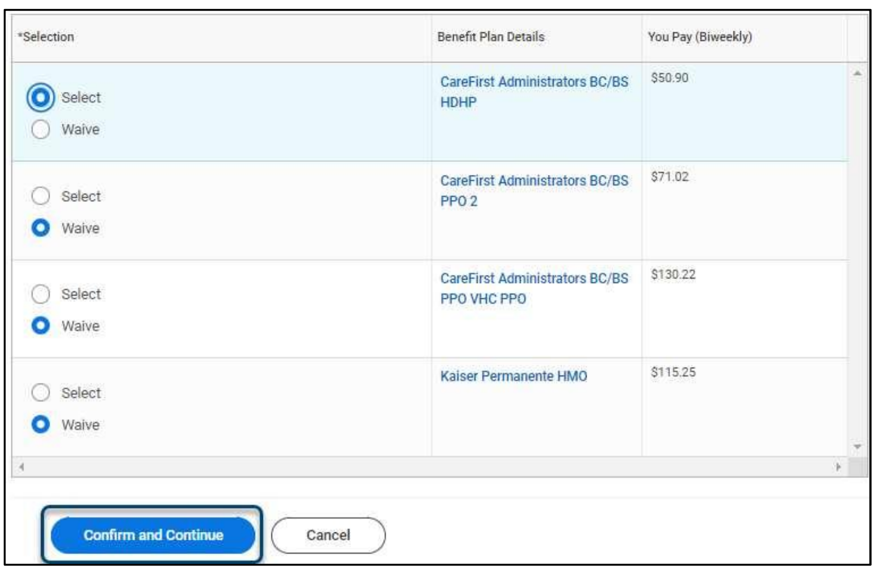


7. Click **Select** on the preferred Benefit Plan.

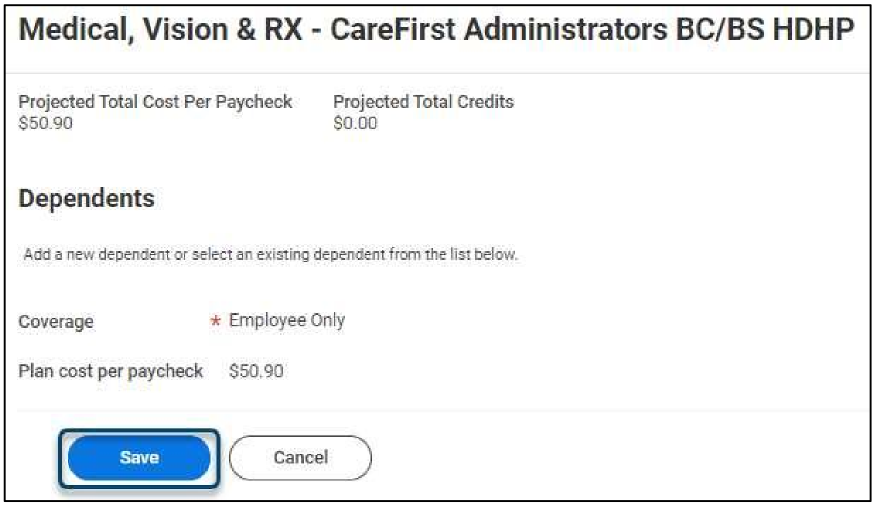


Note: Click **Waive** to opt-out.

8. Once selected, click **Confirm and Continue**.

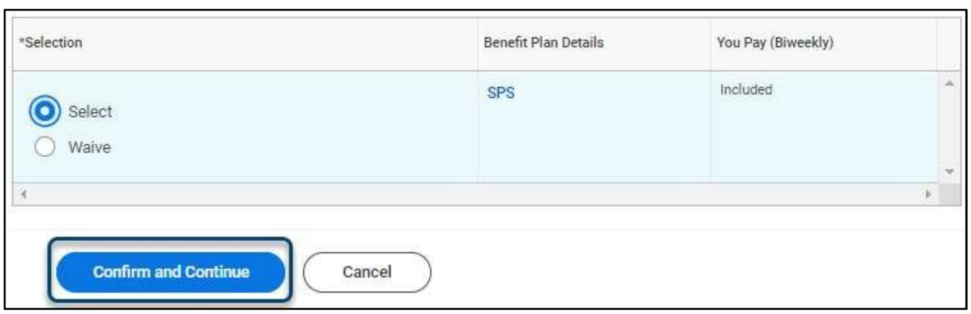


9. Click **Save**.

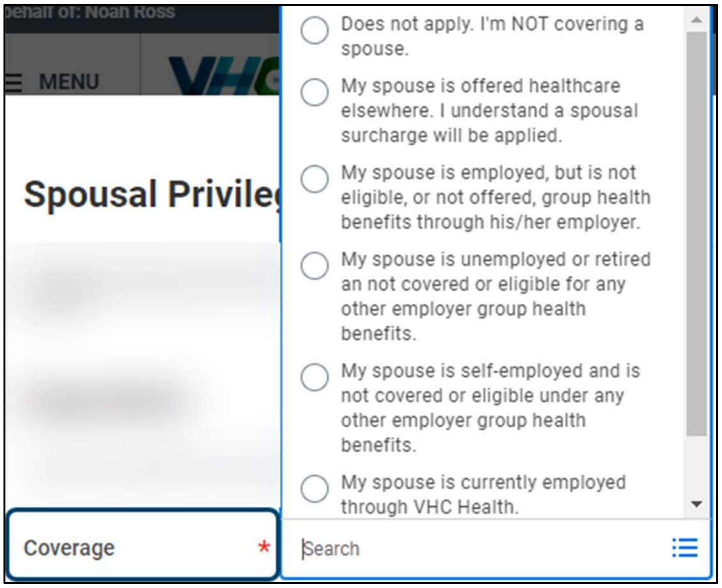


9. The **Spousal Privilege Premium Waiver** is required. Click **Enroll**.

10. Click **Select** and **Confirm and Continue**.



11. Select **Coverage** then click **Save**.

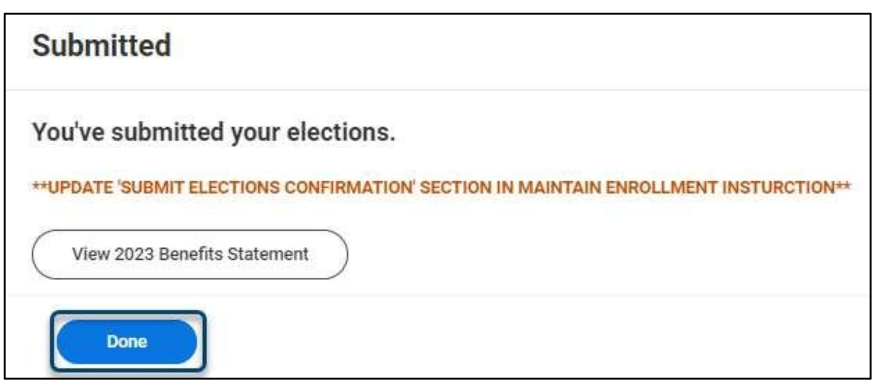


12. When finished, click **Review and Sign** at the bottom of the page.

13. Review the summary and click **I Accept**.

14. Click **Submit** at the bottom of the page.

15. On the submission page, click **Done**.



Note: The request will be routed to the Benefits Partner for review and approval.