Benefits: Manage Your Benefits – Life Event, Benefits, Dependents, Beneficiaries   Employee
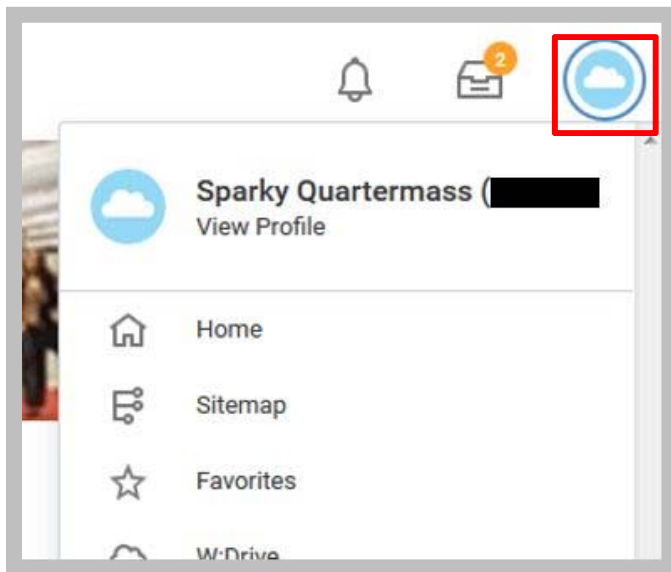
Note: This job aid covers generic events. Your institution will define the steps you take to accomplish some of these objectives. Contact your HR or Benefits Representative if you have any questions.

Note: All instructions in this job aid start from the Worker Profile page. You can get to the job profile by clicking on the **cloud (or your picture if uploaded)** icon. See the navigation training materials for the orientation of the home page.

ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that visibility of sensitive information is controlled by individual users' security profile.

To access your worker profile page, click your Profile icon in the upper right corner, then View Profile. Your Worker Profile page displays.

REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can change your benefits to better fit your needs. **Please note documentation for the event will be required and must be submitted within 31 days of the event.**

1. Click your **Related Actions** `Actions` button.
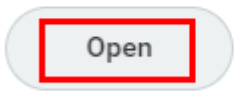
2. Select **Benefits > Change Benefits**.
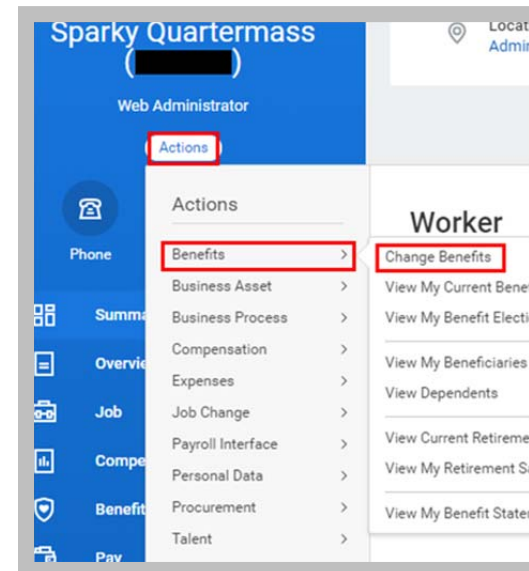
3. Select the **Benefit Event Type > Birth / Adoption/Legal Guardian**.

4. Click the **Calendar** icon to enter the date of the Benefit event.

5. Click on **Select Files** to upload the required documentation.

6. Click **Submit**.

7. Click the **Open** button to change your benefit elections.

**Up Next**

Sparky Quartermass

Change Benefit Elections

Open

> **Details and Process**

8. Dependents can only be added to existing coverage. Switching to or starting a new insurance plan can only take place during open enrollment.

Enroll Dependents

9. Click inside the Enroll Dependents box next to the plan you wish to add the dependent to in order to bring up the list icon. Click on the icon.

search

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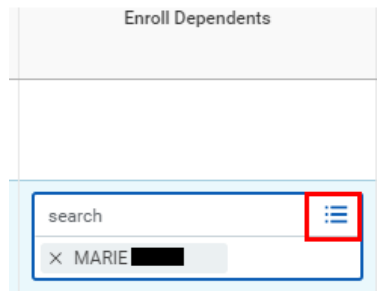
10. Click on Add My Dependent From Enrollment option.

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search

Existing Dependents >

Add My Dependent
From Enrollment
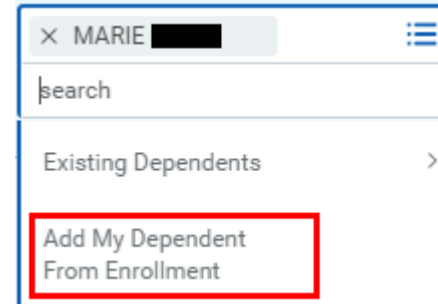
11. Answer the questions and click **OK**.

12. Complete all required information and click **OK**.

13. Continue to add the now existing dependent to any further plans necessary. Click **Continue**.

14. Fill in any additional information required on the next screen. For a birth where the Social Security Number was not filled in, select Reason ID is Not Available and type in that the baby is a newborn.

15. Click **Continue**.

16. Complete and continue through all required screens and check the **I Agree** box, if required, to provide an electronic signature confirming your changes.

17. Click **Submit**.

18. Click **Done** to complete the task or **Print** to launch a printable version of the summary for your records.

19. Your request will be sent to Benefits Administration for approval.

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