

People, not applica
make businesses s
belief drives Work
to help customers
the most out of ou
We're dedicated to
great resources, to



Note: This job aid covers generic events. Your company will define the steps you take to accomplish some of these objectives. Contact your HR or Benefits Representative if you have any questions.

Report a Coverage Change Event

From the Benefits worklet:

1. Click **Benefits**.
2. Select the Benefit Event Type.
3. Click the **Calendar** icon to enter the date of the Benefit event.
4. Attach required documents, if applicable.

A screenshot of a web form titled "Change Benefits Brian Kaplan". The form has a blue header bar. Below the header, there is "Instructional Text" in red, followed by a paragraph of instructions. The form fields include: "Benefit Event Type" with a dropdown menu showing "Beneficiary Change" selected; "Benefit Event Date" with a date picker set to "02 / 16 / 2016"; "Submit Elections By" with the date "03/16/2016"; and "Enrollment Offering Types" with a list of options: "Voluntary Supplemental Life", "Voluntary AD&D", "Basic Group Life", and "401(k)". At the bottom, there is an "Attachments" section with a table header "Attachment" and "Comment", and a "Submit" button.

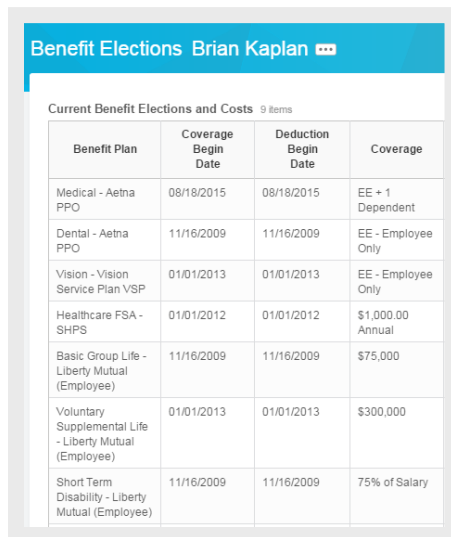
5. Click **Submit > Done**. A task will route to your Inbox, if applicable.
6. Click your **Profile** icon > **Inbox**.
7. Click the **Benefit Event** task.

- Complete and continue through all required screens and check the **I Agree** box to provide an electronic signature confirming your changes.
- Click **Submit**.
- Click **Done** to complete the task or **Print** to launch a printable version of the summary for your records.

View or Change Existing Benefit Elections

From the Benefits worklet:

- Click **Benefit Elections**.
- Review your benefit elections and costs.



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Aetna PPO	08/18/2015	08/18/2015	EE + 1 Dependent
Dental - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only
Vision - Vision Service Plan VSP	01/01/2013	01/01/2013	EE - Employee Only
Healthcare FSA - SHPS	01/01/2012	01/01/2012	\$1,000.00 Annual
Basic Group Life - Liberty Mutual (Employee)	11/16/2009	11/16/2009	\$75,000
Voluntary Supplemental Life - Liberty Mutual (Employee)	01/01/2013	01/01/2013	\$300,000
Short Term Disability - Liberty Mutual (Employee)	11/16/2009	11/16/2009	75% of Salary

- Click your **Related Actions** .
- Select **Benefits > Change Benefits**.

- Enter all required information denoted by an asterisk and make any permitted changes.
- Click **Submit**.


View Dependents' Benefit Elections

From the Benefits worklet:

- Click **Dependents**.
- Review your existing dependents and their benefit plan coverage.

Manage Dependents

From the Benefits worklet:

- Click **Dependents**.
- Click **Add**.
- Click the **Edit** icon  or click in the field to modify. Required fields are denoted by asterisks.
- Click the **Add** button to add new information.
- Click **Submit**.

Manage Beneficiaries

From the Benefits worklet:

- Click **Beneficiaries**.
- View existing beneficiaries for enrollment benefit plans, or modify the existing information by clicking **Edit**.

3. Click **Add** to add a new beneficiary. The Add Beneficiary page displays.
4. Select **Existing Dependent or Emergency Contact, New Person as Beneficiary**, or **New Trust as Beneficiary**.
5. Click **OK**.
6. Enter all required information denoted by an asterisk.
7. Click **Submit**.



Note: Once you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. Once you add an additional beneficiary, you may need to update your Benefit elections.

Print Benefits Statement

From the Home page:

1. Click the **Profile** icon > **View Profile**.
2. Click the **Related Actions** icon.
3. Select **Benefits** > **View My Benefit Statement**.
4. Click the **prompt** icon in the Benefit Event field.
5. Select the desired Benefit Event you would like to view and print.
6. Click **Print**. The selected Benefit Event will open as an Adobe PDF document which can be saved and printed.