

CHANGE BENEFITS – LIFE 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 update your benefits to better fit your needs.



1. From the **Benefits application**:
2. Under **Change**, click the **Benefits** button.
3. Select the **Change Reason**.
4. Click the **calendar** icon to enter the date of the benefit event.

Change Reason * Assign/Change Beneficiary

Birth or Adoption of a child of the employee

Death of Dependent

Deferred Compensation Change

Divorce

Gain/Loss of Coverage from Another Source

Marriage

Beneficiary Change Date * 04/21/2021

Submit Elections By 04/21/2021

Benefits Offered

- Basic Life & AD&D
- Deferred Compensation
- PERS State Retirement
- Voluntary Life

Attachments

Drop files here

or

Select files

5. Click **Submit**.
6. Click **OPEN** to view the business process.



Note: Depending on the Change Reason selected, you may need to select a **To Do** button instead. Follow the instructions before moving on to next steps.

7. Click **Let's Get Started**
8. Complete and continue through all required/applicable **Health Care** and **Insurance** screens by clicking “Manage” or “Enroll”

Health Care

Medical
Jackson County Health Plan Providers Network PPO Enhanced
Cost (Semi-monthly) \$143.00
Coverage Employee + Family
Dependents 3
Manage

Dental
Ameritas DPO High
Cost (Semi-monthly) \$43.16
Coverage Employee + Family
Dependents 3
Manage

Vision
Ameritas VHS High
Cost (Semi-monthly) \$6.72
Coverage Employee + Spouse
Dependents 1
Manage

Accident Waiver
Enroll

Hospital Indemnity Waiver
Enroll

Insurance

Basic Life & AD&D
Prudental (Employee)
Cost (Semi-monthly) Included

Spouse Life
Prudental (Spouse)
Cost (Semi-monthly) Included

Child Life
Prudental (Child(ren))
Cost (Semi-monthly) Included

Review and Sign Save for Later



Note: Once you Add a Dependent under any of the available Health Care or Insurance options, that Dependent will be available to select under the other options too.

9. Click **Review and Sign** after all Health Care and Insurance adjustments are complete.
10. Review Selected Benefits, then scroll down and check the **I Accept** checkbox to provide an electronic signature to confirm your changes.
11. Click **Submit**.
12. Click **Done** to complete the task or click **View 2021 Benefits Statement** to review and print a summary of your benefits.

13. Navigate to your **Inbox** and click on the **Benefit Change** item to open the **Complete To Do** notice
14. If you have not uploaded the required documents, do so at this time by clicking **Maintain My Worker Documents**. Otherwise, click **Submit** to generate the request to Human Resources.

MANAGE BENEFICIARIES

A beneficiary is a designated individual who would receive your benefits if something were to happen to you. You can change, edit, and add beneficiaries from the Benefits application.

1. From the Benefits application
2. Under **Change**, click the **Benefits** button.
3. Choose **Assign/Change Beneficiary**
4. Click the calendar icon to enter date
5. Click **Submit**.
6. Click **Open** to view details
7. Click 
8. Click **Manage or Enroll** in the Insurance and Retirement options you choose.
9. Click Review and Sign. Review your selections and scroll down to and select **I Accept**.
10. **Submit**
11. View your statement or click **DONE**.

VIEW DEPENDENTS' BENEFIT ELECTIONS

1. From the Benefits application 
2. Under **Change**, click the **Dependents** button.
3. Review your existing dependents and their benefit plan coverage.
4. For the Dependent(s) you are choosing to use as a beneficiary, you will need to select **Edit** and change the dependent information by checking the box to use them as a beneficiary.
5. Once you complete this save your changes and you will be able to use those selections as a beneficiary in benefits.

PRINT BENEFITS STATEMENT

1. Click the **Profile**  on the home page
2. Choose **View Profile**. 
3. Click the **Actions** button.
4. Scroll down and select **Benefits > View My Benefit Statement**.
5. From the drop-down menu select the desired benefit event you would like to view and print.
6. Click **OK**.
7. Click the **Print** button. The selected Benefit Event will open as a PDF document, which you can save and print.