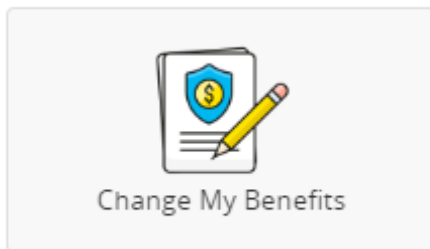


Address Changes in Benefit Solver

- 1) Log in to BenefitSolver through OneLogin.

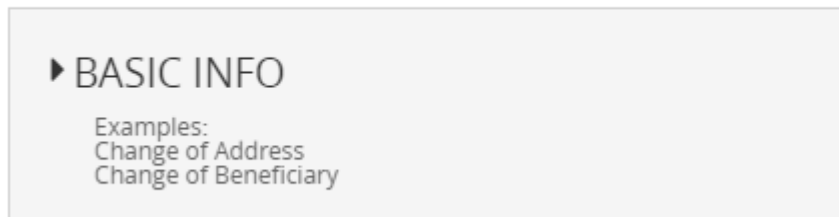


- 2) Choose Change My Benefits (toward the top > middle page)

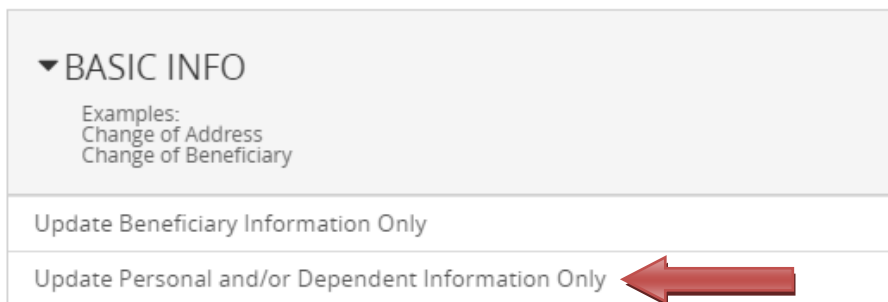


- 3) Choose Basic Info Under 'Select the reason for change that applies and enter the date of the event

Select the reason for change that applies and enter the date of the event.



- 4) Choose Update personal and/or Dependent Information Only



- 5) Today's date will be populated, Choose Continue

Update Personal and/or Dependent Information Only

Beneficiary changes for inforce - active coverage are effective on the date of entry:


5/19/2020

MM/DD/YYYY

Based on the date entered

- Any add or change in coverage will be effective on: **05/19/2020**
- Any coverage dropped or no longer continued will be terminated on: **05/18/2020**

Cancel Continue



- 6) Choose Start Change
- 7) Update your personal information and choose Next (only change what needs to be updated)
 - a. Address
 - b. Phone Number
- 8) Choose Next Again
- 9) Review your changes on the Review Enrollment page
- 10) Choose Approve
- 11) On the Confirmation Page Choose 'I Agree'


Confirmation

By selecting "I Agree" you have confirmed your dependent demographic information.
By selecting "I Disagree" your changes will not be submitted.

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.



- 12) You will then see a Transaction Complete page with the confirmation number for your change.
At this time, the change has been made and you can choose to logout or return home.