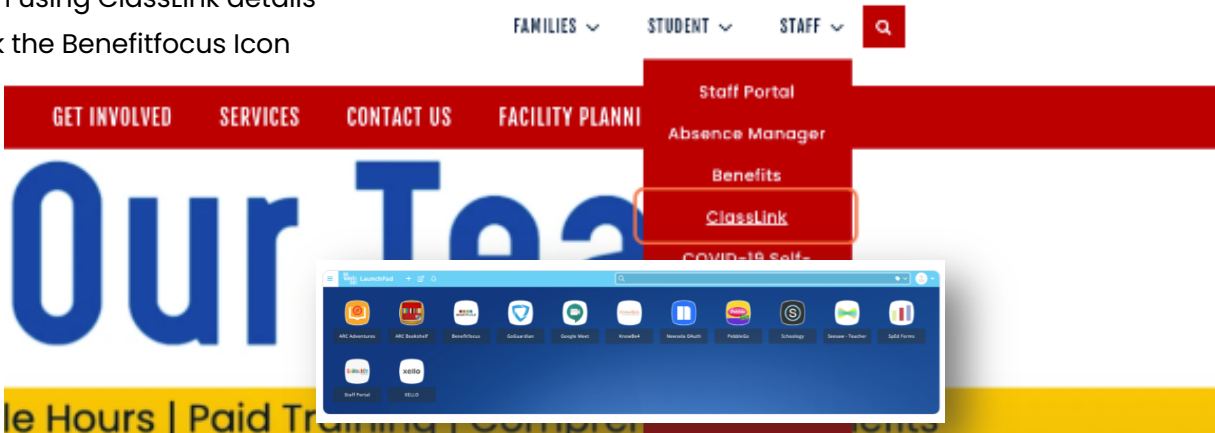


This guide outlines how to initiate a life event/change in family status within Benefitfocus, SoWashCo Schools benefit administration platform.

Access Benefitfocus Online Via ClassLink

1. Visit <https://www.sowashco.org/>
2. Select **Staff** dropdown menu
3. Click **ClassLink**
4. Login using ClassLink details
5. Click the Benefitfocus Icon



NOTE: For assistance with ClassLink login, please contact IT at 651-425-3000.

Initiate Life Event or Change in Family Status

6. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details at any time throughout the year. To begin the life event process, click **Edit your benefits**.

Have you experienced a life change that requires you to edit your benefits?

Whether you have recently had a baby or experienced another event that requires you to edit your benefits, we are here to help. Let us walk you through any changes in order to ensure that your coverage best fits your needs.

[Edit your benefits >](#)

7. Next, under **Select reason for change** indicate your reason from the drop-down menu, then enter the date of the event. Click **Next**.

NOTE: There are limited timeframes to make changes to benefits. The event must have occurred within the previous 30 days.

Did you recently experience a life event?

Life events are significant moments (e.g. birth of a child) that might require you to make a change to your benefits. A life event is often, but not always, required to make changes to most benefits.

Select a Life Event

The life event you select will help determine which benefits can be edited.

- New life event (ex. Marriage, birth, death, loss of other coverage, etc.)

Select reason for change *

Enter the date of this life event *

8. You will then be prompted to review/add dependent information. If adding a dependent, click **Add Dependent** or choose **Next** if you do not need to add any dependents. If you select **Add Dependent**, you will be prompted to add their details on the next screen.

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right f

Name	Relationship	Date of Birth	Gender	Actions
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[Add Dependent](#)

[Next](#)

[Previous](#)

9. When adding a dependent(s), required fields will be marked with a red asterisk. It is recommended to include their social security number. Once you have entered this information, click **Save** to return to the list of dependents. Click **Add Dependent** to add another dependent or click **Next** to move forward.

NOTE: Adding dependents requires an additional step of submitting documentation to confirm eligibility. You will be asked to upload documents later in the process.

Add Dependent

First Name * Middle Name Last Name *

Suffix Preferred Name

Date of Birth *

Gender * Male Female

SSN

Relationship *

Physical Address
 Use Employee Address

10. After you have entered dependent information, you will move on to **Select benefits to update**. You will review each benefit offering and make an election – click **Edit coverage**. At the bottom of the page, once you have made all elections, click **Save changes**.

11. You will be prompted to upload your life event and dependent documentation. See How to Upload Documents in BF Guide for detailed instructions.

Documentation is required for one or more changes to take effect. You'll be able to upload the appropriate documentation once you return to the homepage.

Success! You have updated these benefits.

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Dependent Care FSA

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