

EBC Keep current.

Experience a major life event change? Update your benefits enrollment online.

Your benefits can be affected by a life event change including:

- Getting married or divorced
- A change in job status (for you or an enrolled dependent)
- Having a baby or adopting a child
- An enrolled child turning 26

If you experience any of these qualified events, you must make changes and provide the required supporting documentation within 30 days of the event. To make changes due to a qualified life event, just log on to www.ebccoperative.com and click on the 'Start Here' button to change your benefits or personal information.

Please contact Gloria Powers at gpowers@swcccase.org or 708-342-5321, if you have any questions regarding these instructions or trouble accessing your EBC account. Use the Forgot password link, if you need to reset it.

1. To initiate a change to your EBC account due to a Life Event, select Start Here/**Change My Benefits**.

WELTING EDGE TECHNOLOGIES

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Welcome to your Benefit Enrollment Site

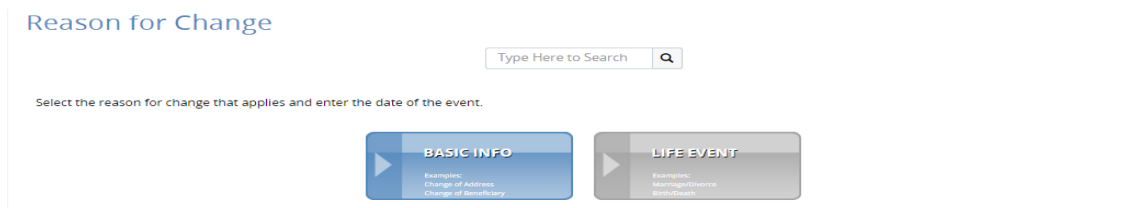
Here you can:

- Learn about your benefits
This is your go-to spot for all of your benefit information
- Enroll in your benefits
Click the 'Start Here' button to begin
- Access your benefit forms and documents
Click on the 'Reference Center' above
- Modify your benefits due to a life change
Click the 'Start Here' button and 'Life Event' within 30 days of the event
- Questions
Contact our Benefit Service Center at 800-222-1234 or click the 'Live Chat' button in the upper right corner

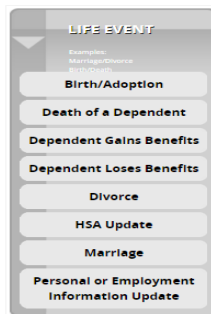
Start Here
Change My Benefits

Assistance Available
Businessolver ER Team
er@businessolver.com
Phone: (877) 268-5129

2. Choose the appropriate reason for change from the drop down menus or type in key words into Search tool.

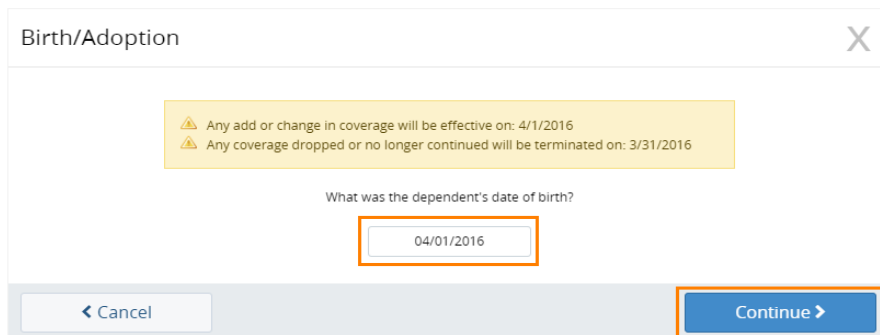


The screenshot shows the 'Reason for Change' interface. At the top, there is a search bar with the placeholder text 'Type Here to Search' and a magnifying glass icon. Below the search bar, a instruction reads: 'Select the reason for change that applies and enter the date of the event.' There are two main buttons: 'BASIC INFO' (highlighted in blue) and 'LIFE EVENT' (grey). Under 'BASIC INFO', examples listed are 'Change of Address' and 'Change of Residency'. Under 'LIFE EVENT', examples listed are 'Marriage/Divorce' and 'Birth/Death'.



The screenshot shows a dropdown menu for 'LIFE EVENT'. The menu is open, displaying a list of options: 'Birth/Adoption', 'Death of a Dependent', 'Dependent Gains Benefits', 'Dependent Loses Benefits', 'Divorce', 'HSA Update', 'Marriage', and 'Personal or Employment Information Update'. The 'LIFE EVENT' header at the top of the menu lists examples: 'Marriage/Divorce' and 'Birth/Death'.

3. Enter **Date of Event** and click **Continue**.



The screenshot shows the 'Birth/Adoption' event form. At the top left, the title 'Birth/Adoption' is displayed with a close button (X) on the right. A yellow warning box contains two messages: 'Any add or change in coverage will be effective on: 4/1/2016' and 'Any coverage dropped or no longer continued will be terminated on: 3/31/2016'. Below the warning box, the question 'What was the dependent's date of birth?' is followed by a date input field containing '04/01/2016'. At the bottom, there are two buttons: 'Cancel' on the left and 'Continue >' on the right.

4. Select **Start Change** to continue.

5. Fill out **About You section**. About You section gives you the opportunity to change or complete missing **Personal Information**. Some fields, such as **First Name**, **Last Name**, and **Social Security Number** may be locked. Select **Next** to continue.

You will also be presented the **Dependent Information** screen where you can add any legal dependents to your record. This does **NOT** add a dependent to coverage. Click **Next**.

6. Fill out **Election Information** section. Election Information provides options for coverage based on their eligibility. After clicking **Select**, your desired plan will highlight. Choose either **Yes** or **No** to the dependent(s) you wish to cover on this election. A calculated **Cost** will be listed based on the **Tier** of coverage (Employee Only or Family). Click **Next** to continue to additional elections.

***Especially when adding or removing dependents, be sure to take note of the section to choose who you will cover under the individual plan.

7. When changes are complete, click **Next**.

8. Review the elections overview to ensure all desired elections have been made. An employee can click **Edit** next to the coverage they would like to change if they see a mistake.

The screenshot shows a 'Review Enrollment' page for 'Birth/Adoption'. At the top, there are three steps: '1. About You', '2. Election Information', and '3. Review', with '3. Review' being the active step. Below the steps, there is a summary card for 'Total Employee Cost' of '\$182.65' (Semi-Monthly). A navigation menu on the left includes 'About You', 'Election Information', and 'Review'. The main content area contains a blue box with instructions: 'Please review the following information. After you have verified that all your information is correct, click on the "Approve" button. If you would like to make changes or new selections, simply click on the "Edit" link to the right of the area in which you would like to make the changes.'

9. Click **Approve** to complete the transaction.

The screenshot shows the bottom of the 'Election Information' page. It features a 'Show All Details' link, a 'Total Employee Cost: \$182.65' (Semi-Monthly) summary, and a blue 'Approve >' button. An orange arrow points to the 'Approve' button. Above the button, it says 'Costs are Semi-Monthly' for both 'Employer' and 'Employee'. A 'Previous <' button is also visible on the left.

10. Your changes will be submitted to your Insurance coordinator for Approval.