

HOW DO I ????



How to change your benefits due to life Event in the Explain My Benefits system

1. Start here - <https://embbenefits.com/granville/>

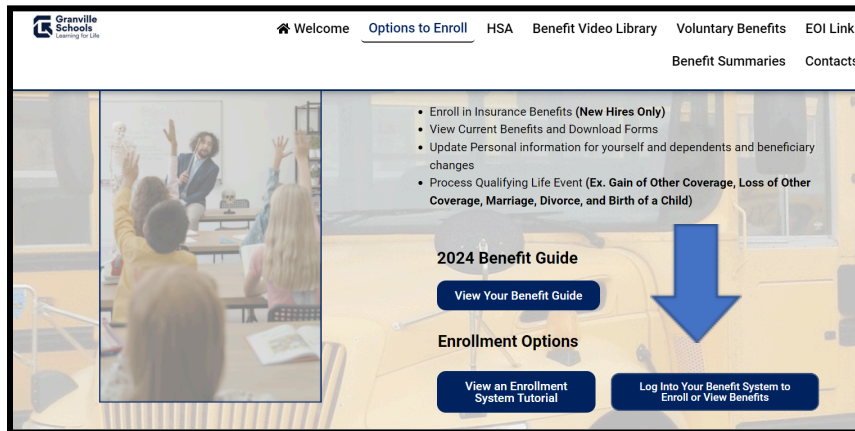
YOU HAVE 30 DAYS FROM THE DATE OF THE EVENT TO NOTIFY HR TO MAKE COVERAGE CHANGES.

Qualifying life events typically include, but are not limited to:

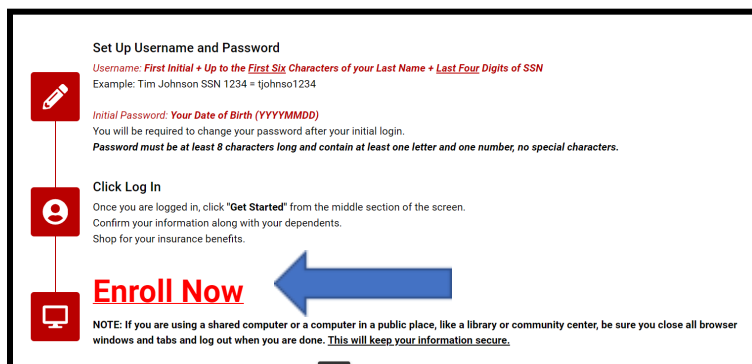
- *Becoming newly married or divorced.
- *Having a baby or adopting a child.
- *Experiencing a death of the insurer in the family.
- *Losing health insurance coverage due to job loss.
- *Losing eligibility for Medicare, Medicaid, or Children's Health Insurance Program.
- *Turning 26 and losing coverage from your parent's health insurance plan.

HOW DO I ????

2. Log Into your Benefit System to Enroll or Review Benefits

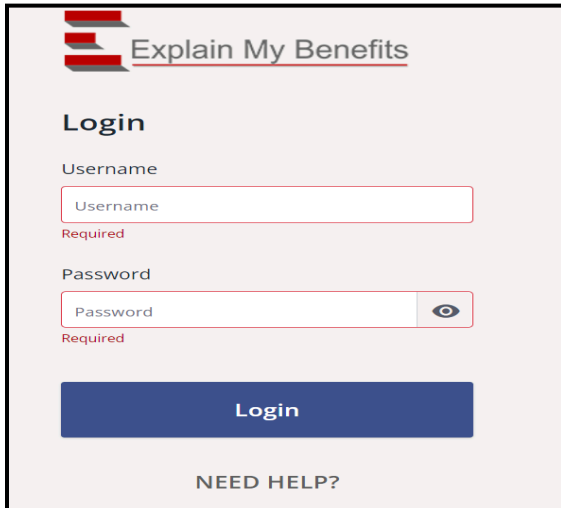



3. Click **Enroll Now**



4. Enter your Username and Password- This would have been the password you would have set up during open enrollment. If you do not remember your password, please click on Need Help? It will walk you through how to reset your password.

HOW DO I ????




 **Explain My Benefits**

Login

Username

Required

Password
 
Required

Login

[NEED HELP?](#)

5. Click **Login**

6. Click **Update My Benefits**

review your current benefits'. A blue arrow points to the 'Update My Benefits' button." data-bbox="177 475 595 674"/>

Welcome

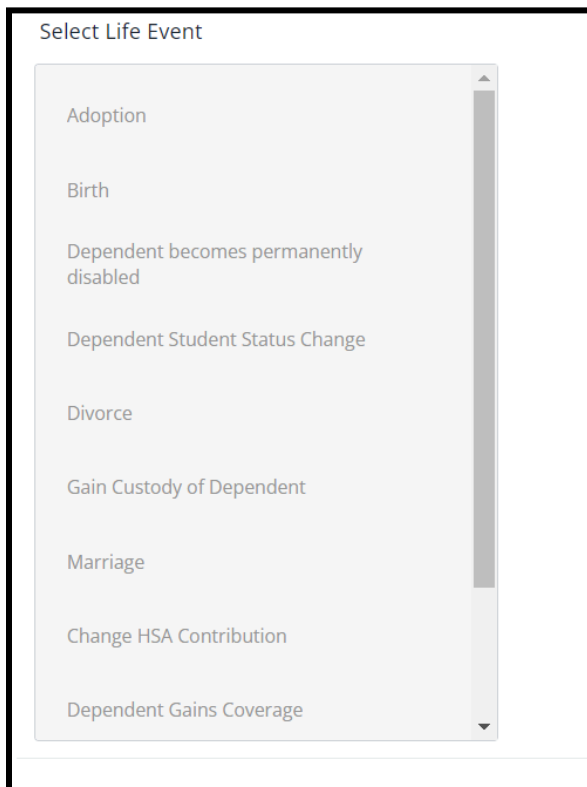
Please choose one of the options to the left

Update My Benefits

Or you can [review your current benefits](#)

HOW DO I ????

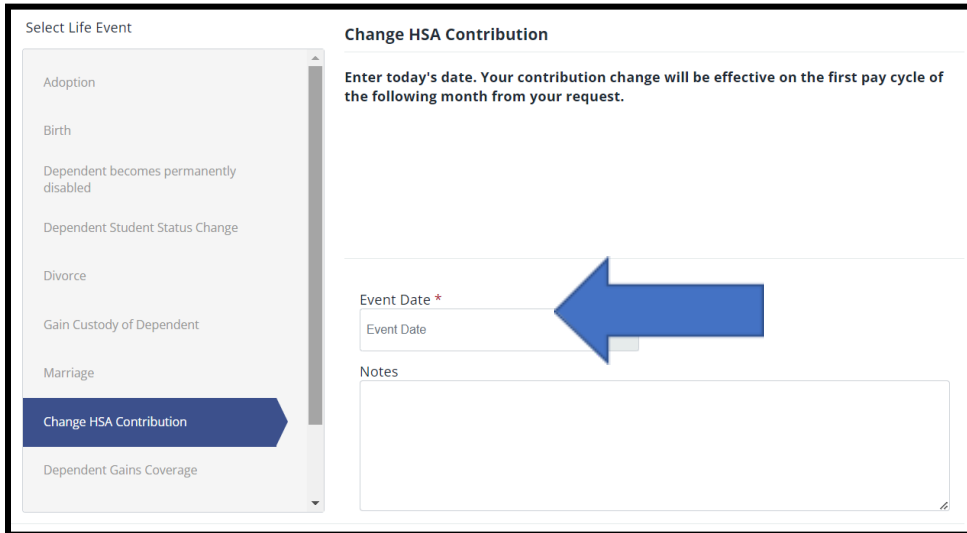
7. Select the correct life event



The image shows a screenshot of a web application interface. At the top, it says "Select Life Event". Below this is a scrollable list of life events. The list includes: Adoption, Birth, Dependent becomes permanently disabled, Dependent Student Status Change, Divorce, Gain Custody of Dependent, Marriage, Change HSA Contribution, and Dependent Gains Coverage. A vertical scrollbar is visible on the right side of the list.

8. Enter **The Life Event** date (the date the event happened- Example if birth for adding a baby it would be babies date of birth- Marriage the date of the Wedding) - you will enter this date in the event date field- no other dates can be used (deduction changes will be effective the first of the following month from your request). Also include any notes in the notes field that you might have. You have 30 days from the date of the event to Notify HR to make Coverage Changes. if you are past the 30 days you will have to wait until the next open enrollment period to make changes.

HOW DO I ????



Select Life Event

- Adoption
- Birth
- Dependent becomes permanently disabled
- Dependent Student Status Change
- Divorce
- Gain Custody of Dependent
- Marriage
- Change HSA Contribution**
- Dependent Gains Coverage

Change HSA Contribution

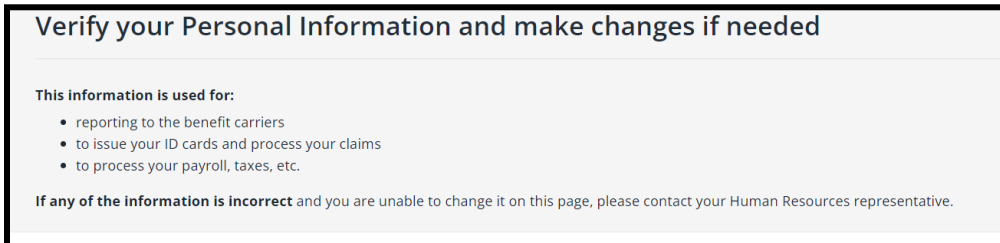
Enter today's date. Your contribution change will be effective on the first pay cycle of the following month from your request.

Event Date *

Event Date

Notes

9. Verify your Personal Information and make changes if needed. When Complete click Next: Review My Family

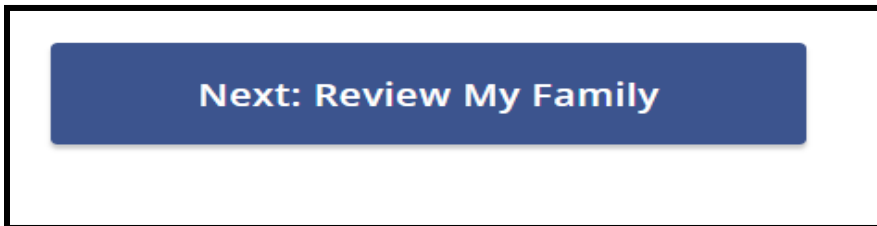


Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.



Next: Review My Family

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10. Verify your Dependent Information on file- Or add Dependent for Birth/Life Event

Review the Dependent Information on file below

Dependents must be listed on this page to be enrolled in coverage.

You may:

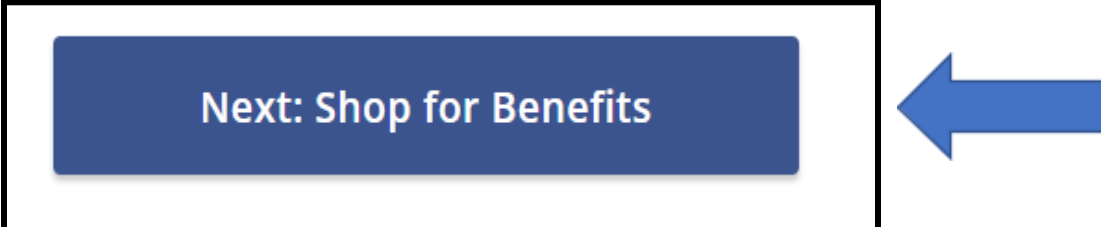
- Add New Dependents: **Please add ALL benefit eligible dependents to your Family Profile. Doing so will ensure all available benefits are offered during your enrollment experience. Valuable spouse and child benefits will NOT be presented to you if your benefit eligible dependents have not been added to your Family Profile below.**
- Edit Existing Dependent Information
- Remove Existing Dependent

By adding a dependent, you are confirming that this is a legal dependent, eligible for benefits under one or more of your available plans.

Please note: If you add a dependent on this screen, the system will **NOT** automatically add them to any benefits. You must actively add them under each benefit screen presented. If you wish to **remove** a dependent from any active coverage you can do so by un-selecting the dependent's name on each of the benefit screens.

DO NOT DELETE the dependent record in this selection as this will prevent the carriers from receiving an accurate coverage termination date for the specific dependent coverage.

11. Once you have Verified your Dependent information you will click on Next: Shop for Benefits



Next: Shop for Benefits

12. Click on each benefit and make changes as needed. Click Update Cart when complete.

13. Once you have made all changes scroll to the bottom of the Pre-Confirmation screen and click Review and Checkout



Review and Checkout