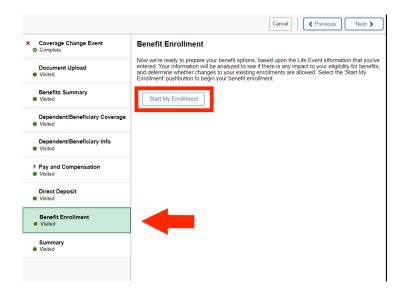Now that your Life Event has been approved, you will go the Benefit Details tab to enroll in or change your benefits.
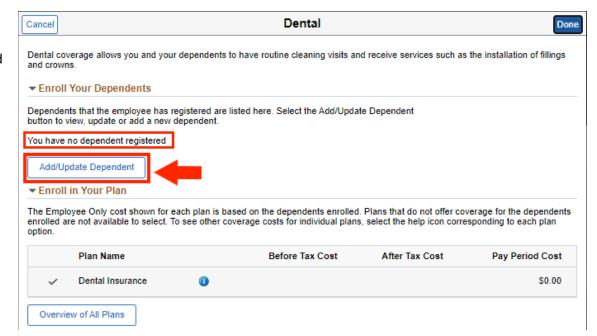
1. Click on the Life Event tab and hit continue.
2. Scroll down to the Benefit Enrollment tab and click start my enrollment.

3. Click on each tile to change the benefits and to add or remove dependents.

4. If your dependent is not showing up here, you will need to click on Add/Update Dependent.

 Skip to step 8 if your dependent is here.

| Cancel | **Dental** | Done |

Dental coverage allows you and your dependents to have routine cleaning visits and receive services such as the installation of fillings and crowns.

▼ Enroll Your Dependents

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You have no dependent registered

Add/Update Dependent

▼ Enroll in Your Plan

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name		Before Tax Cost	After Tax Cost	Pay Period Cost
✓	Dental Insurance	ⓘ			$0.00

Overview of All Plans

5. Then click Add Individual

Dependent and Beneficiary Information				×
Add Individual				
Name	**Relationship**	**Beneficiary**	**Dependent**	

6. Enter the information required to add a dependent for benefits enrollment. The red boxes show the minimum requirements. Click Save in the top right corner when you are done.

Add Individual Dependent/Beneficiary Information

Cancel | Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on the effective date of the Life Event

Name

Add Name

Personal Information

*Date of Birth
*Gender
*Relationship to Employee

Dependent

Beneficiary

*Marital Status Single   As of
*Student No   As of
*Disabled No   As of
*Smoker Non Smoker   As of

Address

Address	Address Type	Same as mine	
Address	Home	Same as mine	>

National ID

No data exists

7. After adding the information for your dependent, they will show up here. Click the X in the top right corner to return back to the previous page where you were selecting the benefit.

Dependent and Beneficiary Information   ×

Add Individual

Name	Relationship	Beneficiary	Dependent	
FirstName LastName (First)	Child	✓	✓	>

8. Your dependent will show up on the benefit election page. Click on the boxes for the dependent or dependents you want to add.

The information in the Green box will automatically adjust the cost and number of people covered.

9. Click Done in the top right corner when you are finished with adjusting the benefit.

Cancel	**Dental**	Done

Dental coverage allows you and your dependents to have routine cleaning visits and receive services such as the installation of fillings and crowns.

▼ Enroll Your Dependents

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

	Dependents	Relationship
☐	First (First) Last	Child

Add/Update Dependent

▼ Enroll in Your Plan

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓	Dental Insurance ⓘ			$0.00

Overview of All Plans

Cancel	**Dental**	Done

Dental coverage allows you and your dependents to have routine cleaning visits and receive services such as the installation of fillings and crowns.

▼ Enroll Your Dependents

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

	Dependents	Relationship
☑	First (First) Last	Child

Add/Update Dependent

▼ Enroll in Your Plan

The Employee + One cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓	Dental Insurance ⓘ	$41.35		$41.35

Overview of All Plans

10. After you click Done, you will see the change on the Benefit Enrollment page.

Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary

Your Pay Period Cost	$41.35	Full Cost	$41.35

Status **Pending Review**

Enrollment Preview Statement

Submit Enrollment

Dental

Benefit Plans

Medical

Current	Waive
New	Waive
Status	**Visited**
	👥 0 Dependents

Pay Period Cost	$0.00

Review

Dental

Current	Dental Insurance
New	Dental Insurance
Status	✅ Changed
	👥 1 Dependents

Pay Period Cost	$41.35

Review

Vision

Accident

---

11. Click Enrollment Preview Statement to get a print out of your elected benefits.

Cancel   ❮ Previous   Next ❯

Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary

Your Pay Period Cost	$41.35	Full Cost	$41.35

Status **Pending Review**

Enrollment Preview Statement

Submit Enrollment

Dental

Benefit Plans

Medical

Current	Waive
New	Waive
Status	**Visited**
	👥 0 Dependents

Dental

Current	Dental Insurance
New	Dental Insurance
Status	✅ Changed
	👥 1 Dependents

12. To get a Printable view, click Print View in the top right.

Click expand all to view all of the benefits elected.

Click in the x in the top right corner to return back to the previous page to finalize the Benefit Enrollment.

Review Enrollment

Statement Type	Enrollment Preview	Description	Event Mainenance

Print View

Enrollment Effective Date	09/18/2022	Statement Issue Date	09/20/2022 1:59PM

This statement records your Event Mainenance benefit selections and pay period costs, dependent information, and beneficiary information at the time your enrollment is submitted. If an error has been made in recording your elections, please correct your elections before the event is closed. For further question, contact your benefits administrator. Please keep the statement for your records until you receive a confirmation statement.

Statement Sections

Expand All

▸ Personal Information

▸ Cost Summary

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13. After reviewing your elected benefits, click Submit Enrollment to complete your Enrollment.

× Exit   **Change Coverage**   ⋮

Qualifying Period 9/18/2022-10/19/2022

Cancel   ‹ Previous   Next ›

★ **Coverage Change Event**
  ✓ Complete

Document Upload
  ✓ Complete

Benefits Summary
  ● Visited

Dependent/Beneficiary Coverage
  ● Visited

Dependent/Beneficiary Info
  ✓ Complete

▸ **Pay and Compensation**
  ● Visited

Direct Deposit
  ● Visited

Benefit Enrollment
  ● Visited

Summary
  ○ Not Started

Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▾ Enrollment Summary

Your Pay Period Cost	$41.35	Full Cost	$41.35

Status   Pending Review

Enrollment Preview Statement

Submit Enrollment

Dental

Benefit Plans

▣ ⊞

Medical

Current	Waive
New	Waive
Status	**Visited**

👥 0 Dependents

Pay Period Cost $0.00

Review

Dental

Current	Dental Insurance
New	Dental Insurance
Status	✓ Changed

👥 1 Dependents

Pay Period Cost $41.35

Review