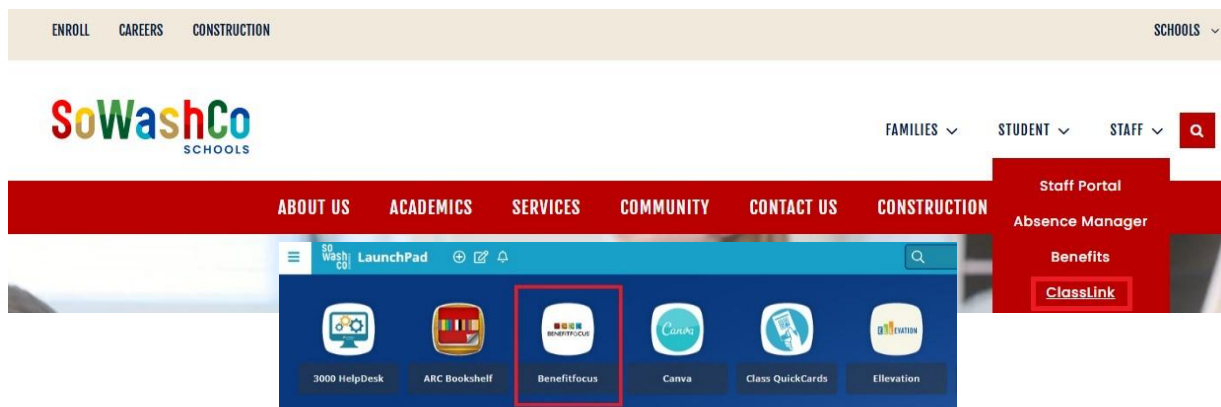


This guide outlines how to request benefit changes due to a qualifying life event within Benefitfocus, the benefits administration platform for SoWashCo Schools.

How to Request Benefit Changes Due to Qualifying Life Event

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, please contact IT at 651-425-3000.

6. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, reports and enrollment details at any time throughout the year. To begin the life event process, click **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: Changes due to qualifying life events are time sensitive. Benefit updates must be completed within 30 days of the event date.

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 *

--- please select ---

Enter the date of this life event *

- You will then be prompted to review/add dependent information. If adding a dependent, click **Create dependent profile** or choose **Next** if you do not need to add any dependents. If you select **Create dependent profile**, 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 for you.

Name	Relationship	Date of Birth	Gender	Actions
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Add Dependent

Next

Previous

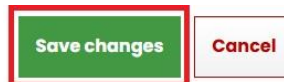
- When adding a dependent(s), required fields will be marked with a red asterisk. It is recommended to include their social security number. Once you have entered this information, click **Save** to return to the list of dependents. Click **Create dependent profile** to add another dependent or click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

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

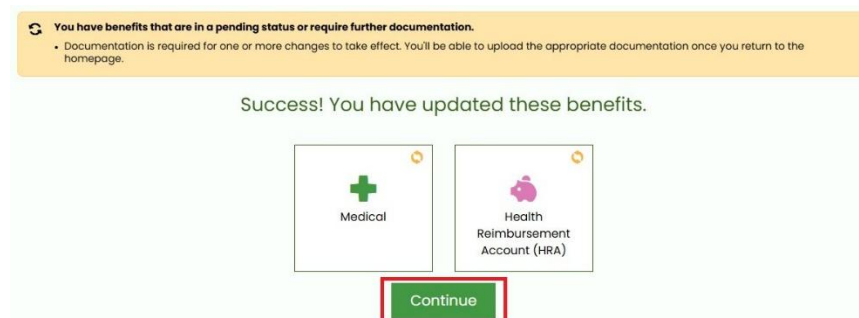
Add Dependent

First Name *	Middle Name	Last Name *
Suffix ---Please Select---	Preferred Name 	
Date of Birth * 		
Gender * ☐ Male ☐ Female		
SSN 		
Relationship * ---Please Select---		
Physical Address ☒ Use Employee Address		
Save	Save & Add Another	Cancel

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. A screen will appear confirming that your request has been submitted and requires documentation. Click **Continue**.



12. Next, you will be prompted to upload the required documentation. Please keep in mind that your request is pending and changes will not take effect until your documents are submitted and approved. You must complete this within the limited window. For help with the upload process, refer to the **How to Upload Documents in BF Guide**.