



## How to Access Enrollment Events from Your Inbox

Use this procedure to access Enrollment Events from your SPS Inbox. Periodically, you will receive tasks in your SPS Inbox related to benefits. It is important to check your Inbox regularly as there may be a task that requires your action.

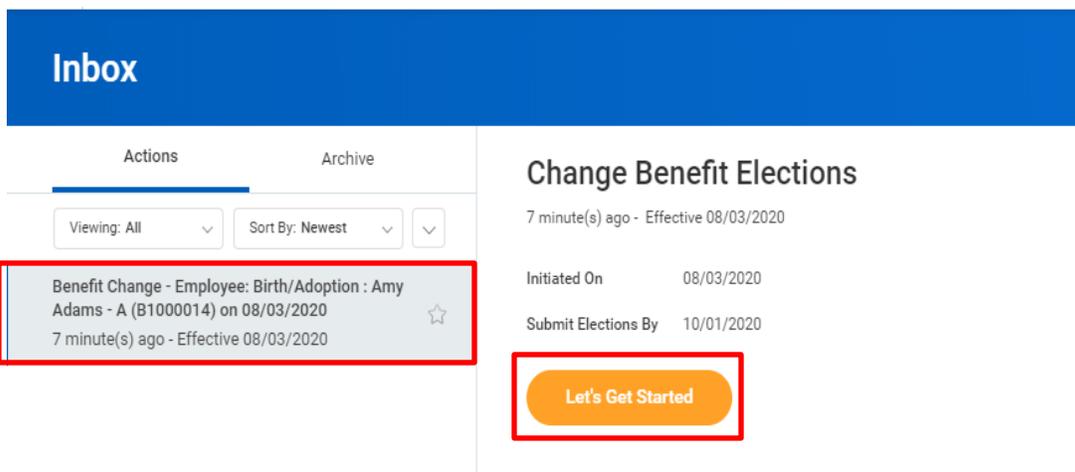
Note that when there is an action for you to take in your SPS Inbox, you will get a notification to your work email address if the email address is populated in SPS. If you do not have a primary work email address, the notification will go to the home email address if one is populated in SPS.

### Procedure:

1. From the **SPS Welcome/Homepage**, click on the **Go to Inbox icon**



2. **From the Inbox**, click on the benefit event you want to access and click on the **Let's Get Started button**





**Title:** How to Access Enrollment Events from Your Inbox  
**Functional Area:** Benefits Administration  
**Role:** Employees and Agency Benefits Coordinators

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**Use the applicable Quick Reference Guide/Job Aide and/or onscreen instructions to complete the task.**

Check your SPS Inbox regularly for benefits related tasks that require your action to complete.

**Some examples of benefits related tasks that will appear in the SPS Inbox for an Agency Benefit Coordinator are:**

- Qualifying Life Events initiated by the ABC on behalf of the employee will appear for the ABC to enter/change health benefit elections after DBM Employee Benefits Division (EBD) reviews/approves the Life Event.
- Qualifying Life Events initiated by the employee where the employee does not attach supporting documentation. These events will route to the ABC SPS Inbox for the ABC to attach the supporting documentation.

Once you complete a task, it will no longer appear in your SPS Inbox. You may have to refresh your Inbox before the item disappears from your Inbox.