PROCESS STEPS:

The example used in the guide is an Employee: New Hire event.

As a new hire you will receive a Benefit Change – New Hire event to make benefit elections. If you are an existing employee with a benefits eligibility change you will receive a Benefit Change – Job Change event to make benefit elections or benefit election changes. Please note, existing elections will carry forward for Job Change events unless you either Waive the coverage or make a change.

1. From the SPS homepage, click the Inbox icon.

2. View to ensure the Employee: New Hire (or Benefit Change – Job Change, if applicable) event is selected and then click the double arrows to expand the screen.

3. On the Change Benefit Elections page, for each benefit plan you choose to enroll in, click the Elect radio button next to the plan.

For Benefit Change – Job Change events, if you have current elections these are indicated with a BLUE Elect radio button. Benefits that have been waived are indicated with a BLUE Waived radio button.
4. If you wish to add a dependent to coverage, go to the Enroll Dependents column on the desired coverage and click on the 3 bars on the right-hand side of the field.

For Benefit Change – Job Change events, please verify the dependents you wish to cover appear next to each coverage election.

5. If the dependent you want to add to the coverage IS already setup in the system select the Existing Dependents option.

If the dependent you want to add IS NOT already setup in the system, select the Add My Dependent From Enrollment option.

6. After selecting Add My Dependent From Enrollment option you will see a page that details the supporting documentation required for each dependent type.

Please review this page BEFORE clicking the OK button to understand the required documentation DBM Employee Benefits Division MUST receive PRIOR to adding a new dependent to coverage.

All newly added dependents on a New Hire or Job Change event will require supporting documentation attached to this event PRIOR to submitting these elections.
PROCESS STEPS:

7. Complete the Add My Dependent information by entering information for all of the fields with a RED * next to them.

First enter the First Name, Last Name, Relationship, Date of Birth and Gender of the new dependent.

8. Scroll down the page to complete the National ID by clicking the ADD button.

If the dependent does not have a SSN or ITIN National ID do not click the ADD button.

National IDs
Click the Add button to enter one or more National Identifiers for this dependent.
Change Benefit Elections – New Hires and Job Changes
QUICK REFERENCE GUIDE

PROCESS STEPS:

9. Scroll down the page to **complete the Address information**.

10. Click the **OK** button to continue.

11. You will be returned to the elections page where you will see your new dependent has been added to the coverage selected.

12. Once a dependent is added to a plan, they will now appear in your **Existing Dependents** list and **DO NOT NEED** to be added again. Add the dependent to other coverage by clicking the prompt and selecting **Existing Dependents**.
13. If you added a new dependent and did not complete a National ID, you will receive a screen requiring you to either complete the ID or complete a reason why you do not have an ID.

14. Complete any other election changes, as desired.

15. At the bottom of the screen you will see multiple options for how to proceed.

Choose **Continue** to continue making election choices

Choose **Save for Later** If you want to come back and complete your elections at a later time

17. The last page is the **Benefit Elections Review page**. Review the elections to ensure all are correct and each election reflects the correct dependents.

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**Choose** **Go Back** to return to elections made on an earlier page

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**Details**

- Your Benefit Elections will not take effect unless you check the "I AGREE" box below and click the "SUBMIT" button.
- IMPORTANT - If a new dependent has been added, the required supporting documentation MUST be submitted/attached to your enrollment event. All new dependents require supporting documentation attachment. If you have any questions on the correct/required documentation, please review the New Dependent Required Supporting Documentation link on the SPS Benefits Handbook (sps.penncorp.com/Docs/Benefits/New%20Dependent%20Required%20Supporting%20Documentation.pdf) or contact your Agency Benefits Coordinator (ABC) for assistance with your enrollment elections.

**Elected Coverages**

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Coverage Begin Date</th>
<th>Deduction Begin Date</th>
<th>Coverage</th>
<th>Calculated Coverage</th>
<th>Dependents</th>
<th>Beneficiaries</th>
<th>Employ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - CareFirst BCBS EPO (Employee)</td>
<td>05/01/2020</td>
<td>05/01/2020</td>
<td>Employee + Child</td>
<td>Academy Lawrence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription - Drug (Employee)</td>
<td>05/01/2020</td>
<td>05/01/2020</td>
<td>Employee + Child</td>
<td>Academy Lawrence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROCESS STEPS:

18. Scroll down to the **Attachments section**. This is where you MUST attach any required dependent documentation using either the **Drop files here** option or the **Select files** button.

   All newly added dependents on a New Hire or Job Change event will require supporting documentation attached to this event PRIOR to submitting these elections.

19. Scroll down to the **Electronic Signature section**. Read the **Electronic Signature text** and click the **I Agree** box.

20. Click the **Submit** button.

21. On the **Submit Election Confirmation** page you have the option to print a copy of the election change using the **Print** button. If no print copy is desired, click the **Done** button.

   The event has now been submitted to DBM Employee Benefits Division (EBD) for review. The election change will not go into effect until DBM EBD approves the election change. The employee will receive a SPS and email notification once the event is approved if you have a work and/or personal email address in SPS.

   If during review EBD identifies missing supporting documentation or any other issues they will return the event to the employee. The employee will be notified via SPS and email notification if you have a work and/or personal email address in SPS. **Until the issue returned to the employee is corrected and/or the required supporting documentation attached, the benefit elections will not go into effect.**