The example in the quick reference guide is for the birth or adoption of a child.

1. From the Homepage, click the **Inbox** icon.

2. View to ensure the **Benefit Change – Employee** task is selected.

3. On the right side, click the **double arrows** to expand the screen.

4. On the **Change Benefits Election** page, benefits that have been elected are indicated with a blue **Elect** radio button. Benefits that have been waived are indicated by a blue **Waive** radio button.

5. For each benefit plan, either **Elect** or **Waive** the plan.

6. If you wish to add a dependent to the elected plan, go to the **Enroll Dependents** column.

7. Click in the **Enroll Dependent** column to view the prompt drop down icon.
8. Click the prompt and select **Existing Dependents** to add the dependent from the list. If the dependent is not already listed, select **Add Dependent**.

9. On the **Add My Dependent** page, review the current dependents. Then, click the OK button to continue to add the new dependent.

10. On the **Add Dependent** page, enter the First Name, Last Name, Relationship, Date of Birth, and Gender of the new dependent.

11. Click the OK button.
12. You will be returned to the elections page. You will now see the newly added dependent listed.

13. Once you have added the dependent to a benefit plan, click the prompt to select Existing Dependent and select the dependent from the list to add to any other benefit plans. Once the dependent is added to a plan, they will be added to your existing dependents and should not be added again.

14. At the bottom of the screen, you have 3 options:

   - Select **Continue** to continue selecting elections
   - Select **Save for Later** if you want to come back and complete your elections at a later time.
   - Select **Go Back** to return to the previous page.

15. If you did not enter a social security number for the dependent the next screen will appear. If the dependent does not have a social security number, click the Reason ID is not available radio button and enter a reason in the blank field.

16. Click the **Continue** button located at the bottom of the screen (not shown).
17. The last page is the **Benefit Election Review page**. Review the elections to ensure all elections are correct and include any applicable dependents (not shown).

18. Attach any documents for new dependents. If you are selecting Employee Only coverage, no documentation is needed.

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

20. Click the **Submit** button.

20. Click the **Print** button (not shown) to print a copy of the election.

The task will go to the **Central Benefits Partners (EBD)** for approval. Once approved, the benefits will be active.