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, select **No** for the **Use your new dependent as beneficiary?** question. Then, click the **OK** button.

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.

Click the **Continue** button.
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.