**PROCESS STEPS:**

*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. Start with Step 1 of 4.

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 Dependent** page, click the **New Dependent** radio button. Click the **OK** button.

   **SPMS Agencies Only:** Instead of clicking **New Dependent** as the default, **SPMS employees should click Existing Beneficiary or Emergency Contact** if the dependent(s) you are adding is already listed as an emergency contact.

10. On the Add Dependent page, click the prompt  in the **Relationship** field and select a relationship.

11. Enter the date of birth and gender in the **Date of Birth** and **Gender** fields.

12. Scroll down the page towards the bottom. Enter the child’s first and last name in the **First Name** and **Last Name** fields.
13. Next, click the **Contact Information** sub-tab. On the **Contact Information** page, click the **Add** button under Address.

14. To add the employee’s existing address to the dependent, click the prompt in the **Use Existing Address** field.

15. Click **All** on the drop down and the radio button next to the address. The address attributes will auto populate the address fields.

16. Click the prompt in the **Type** field and select address type. Click the **OK** button.

17. You will be returned to the elections page. You will now see the newly added dependent listed.

18. 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.
19. At the bottom of the screen you have three 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.

20. Click the **Continue** button.

21. 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.

22. Click the **Continue** button.

23. Continue completing elections for **Spending Account**, and **Life Insurance** Elections following the above steps to add the dependent.

24. The last page is the **Benefit Election Review** page. Review the elections to ensure all elections are correct and include any applicable dependents.

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

26. Click the **Submit** button.

27. Click the **Print** button to print a copy of the elections.

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