

Change Benefit Elections

QUICK REFERENCE GUIDE

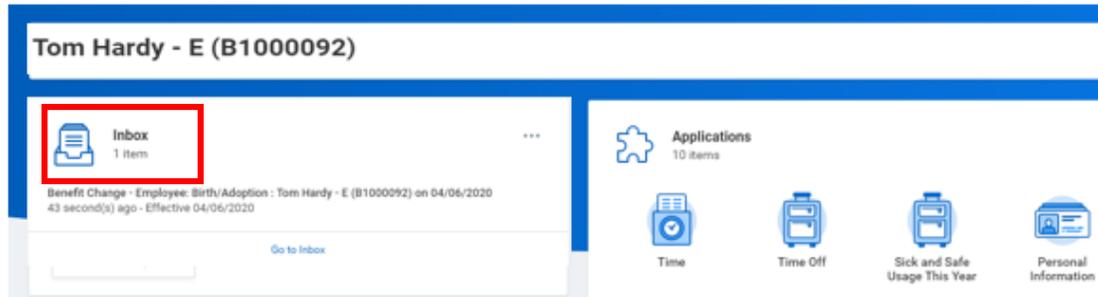


PROCESS STEPS:

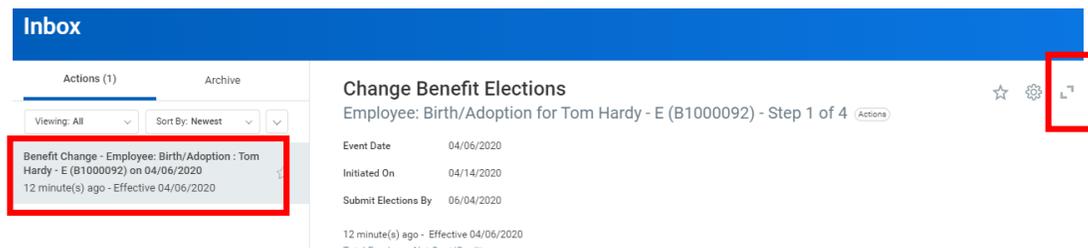
The example used in the guide is an Employee: Birth/Adoption.

BEFORE starting the steps in this Quick Reference Guide, you needed to complete the Initiate Life Event Quick Reference Guide steps.

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



2. View to ensure the Employee: Birth/Adoption event is selected and then click the double arrows to expand the screen.



3. On the Change Benefit Elections page, benefits that have been elected are indicated with a **BLUE Elect radio button**, Benefits that have been waived are indicated with a **BLUE Waived radio button**.

4. For each benefit plan you choose to enroll in, click the **Elect radio button next to the plan**.

General Instructions:

- To enroll in a plan, select the "Elect" button next to the plan.
- To enroll a dependent(s), click in the "Enroll Dependents" block and select "Add Dependent from Enrollment" from the drop-down list.
- After selecting "Add Dependent" you will see a screen that shows the required supporting documentation for each dependent type. On the last page of this enrollment, you MUST attach the required supporting documentation (birth certificate, marriage certificate, etc.) for each dependent you added. **Your coverage will not go into effect if the required supporting documentation is not received.**
- You only need to setup a new dependent one time. Once you have added the dependent the first time, you can select the dependent for other coverages by selecting "Existing Dependents" in the "Enroll Dependents" block.
- If you change plans, you MUST reselect the dependents you wish to cover by clicking in the "Enroll Dependents" block. If you fail to do this your dependents will not be covered.

Health Care Elections 8 items

Benefit Plan	Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)	Provider
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid gray; padding: 2px;">X Jay Hardy - E ... X Kim Hardy - E ...</div>	Employee + Family	\$176.98	\$1,002.92	www.ca...
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					www.ca...

5. Verify the dependent names that appear in the **Enroll Dependents** column are correct. Only the dependent names that appear in this column are enrolled in the selected coverage.

If a dependent name does not appear that you want enrolled you must add the dependent to the coverage.

Change Benefit Elections

QUICK REFERENCE GUIDE



PROCESS STEPS:

6. 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.



Please note that a birth/adoption is a new dependent and you MUST add them into the system and add them to the coverage you want them to have.

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 5px;"> ✕ Jay Hardy - E ... ✕ Kim Hardy - E ... </div>	Employee + Family

7. 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, such as a newborn, select the **Add My Dependent From Enrollment** option.

Existing Dependents >

Add My Dependent From Enrollment

Search

✕ Jay Hardy - E ...

✕ Kim Hardy - E ...

8. 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.

If you added the documentation when initiating this Life Event you are not required to attach it again. If it is identified on this page that you have not previously attached your documentation, you will be required to attach it **PRIOR to submitting these election changes.**

Add My Dependent From Enrollment

Tom Hardy - E (B1000092) Actions

12 minute(s) ago - Effective 04/06/2020

During a qualifying life event or Open Enrollment you have the ability to add dependents to medical, dental, prescription, life insurance and/or AD&D coverage.

Translation of Non-English Documentation:

If you submit dependent documentation that is written in a language other than English, it must be translated by an official translator – someone other than you or your dependent(s). Generally, an official translator can be found at any college or university. The translation of each document must be signed by the translator and notarized.

DEPENDENT RELATIONSHIP = SPOUSE:

Eligibility Criteria (Spouse):

- Lawfully married to an employee or retired employee as recognized by the laws of the State of Maryland or in a jurisdiction where such marriage is legal

Required Documentation (Spouse):

- Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official, such as the Clerk of Court):
 - From the court in the County or City in which the marriage took place; or
 - From the Maryland Division of Vital Records for marriages that occurred at least six months prior to enrollment; or
 - From the Department of Health and Mental Hygiene (DHMH) website: www.dhmh.maryland.gov (Click Online Services) – also www.vitalcheck.com

DEPENDENT RELATIONSHIP = CHILDREN (Biological Child, Adopted Child or Step-child):

Eligibility Criteria (Children):

OK Cancel

Change Benefit Elections

QUICK REFERENCE GUIDE



PROCESS STEPS:

9. 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.

Add My Dependent From Enrollment

25 second(s) ago - Effective 04/06/2020

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age 0 years, 0 months, 8 days

Gender *

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

10. 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.

Country *

National ID Type *

Identification #

Issued Date

Expiration Date

Change Benefit Elections

QUICK REFERENCE GUIDE



PROCESS STEPS:

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

Address

Use Existing Address 301 W Preston Room 507 for Jay Hardy - E, Kim Hardy - E, Tom Hardy - E

Country * United States of America

Address Line 1 301 W Preston Room 507

Address Line 2

City Baltimore City

State Maryland

Postal Code 21201

County

Phone & Email

Country Phone Code

Phone Number

Phone Extension

Email Address

OK
Cancel

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



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

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 5px;"> x Jay Hardy - E ... x Kim Hardy - E ... x Mary Hardy [x] </div>	Employee + Family

14. 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.

- To enroll a dependent(s), click in the "Enroll Dependents" block and select "Add Existing Dependent" from the drop-down menu.
- After selecting "Add Dependent" you will see a screen that shows the required supporting documentation (birth certificate, marriage certificate, etc.) for each dependent type added. **Your coverage will not be received.**
- You only need to setup a new dependent one time. Once you have added a dependent, you can select the dependent from the "Enroll Dependents" block.
- If you change plans, you MUST reselect the dependents you wish to enroll.

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Coverage
Prescription - Drug - (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee + Family

Existing Dependents

- Jay Hardy - E
- Kim Hardy - E
- Mary Hardy

Search

- x Jay Hardy - E ...
- x Kim Hardy - E ...

Change Benefit Elections

QUICK REFERENCE GUIDE



PROCESS STEPS:

15. 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.

Dependent IDs 1 item

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Mary Hardy	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text" value="--"/> <input type="radio"/> Reason ID is Not Available <input type="text"/>

16. Complete any other election changes, as desired.

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

Choose to continue making election choices

Choose If you want to come back and complete your elections at a later time

Choose to return to elections made on an earlier page

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

Change Benefit Elections

Benefit Elections Review for Employee: Birth/Adoption - Step 5 of 5

> 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 the correct documentation attached will NOT BE APPROVED FOR COVERAGE.**
- If you have any questions on the correct/required documentation please review the [New Dependent Required Supporting Documentation](http://maryland.gov/sps/Documents/New%20Dependent%20Required%20Supporting%20Documentation.pdf) or contact your Agent for enrollment elections.

Elected Coverages 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents
Medical - CareFirst BCBS EPO (Employee)	04/06/2020	04/06/2020	Employee + Family		Jay Hardy - E Kim Hardy - E Mary Hardy

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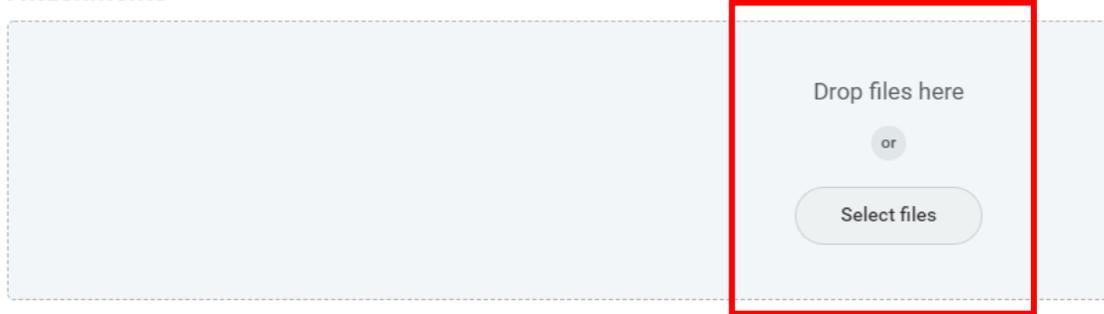
QUICK REFERENCE GUIDE



PROCESS STEPS:

19. 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.

Attachments

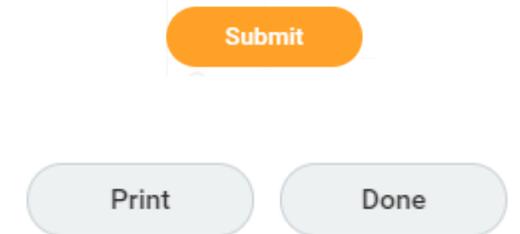


You may review the required supporting documentation again either on the **SPS Benefits Help Center** or from the **Benefits icon** on the SPS Homepage.

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

21. Click the **Submit** button.

22. 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.