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.
PROCESS STEPS

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.

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

19. 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.