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.

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.
### 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.**

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.

<table>
<thead>
<tr>
<th>Health Care Elections</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Plan</td>
<td><em>Elect / Waive</em></td>
</tr>
<tr>
<td>Medical - CareFirst (HSO) (Employee)</td>
<td>Elect</td>
</tr>
<tr>
<td></td>
<td>Waive</td>
</tr>
</tbody>
</table>

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.
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.

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.
PROCESS STEPS:

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

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.

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.
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.

16. Complete any other election changes, as desired.

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

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.

Choose **Go Back** to return to elections made on an earlier page.

Choose **Continue** to continue making election choices.

Choose **Save for Later** If you want to come back and complete your elections at a later time.
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.

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.

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