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, review your current dependents. Then, click the **OK** button to continue to add the new dependent.

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.

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.