This Quick Reference Guide starts from the point the employee has already initiated a qualifying Life Event and submitted the event to DBM Employee Benefits Division (EBD) for approval. If you have not done this step already, use the Initiate Life Event Quick Reference Guide to initiate and submit your qualifying Life Event to DBM EBD. After receiving an email and/or SPS Notification that DBM EBD has approved your qualifying Life Event, start with step #1 of this guide.

The example in the quick reference guide is for a Life Event of Divorce.

1. After receiving an email and/or SPS Notification that DBM EBD has approved your qualifying Life Event initiation, from the SPS Welcome/Homepage, click the Go to Inbox icon.

2. In the Inbox, view to ensure the Benefit Change – Employee: Divorce task is highlighted/selected.

   Click the Let’s Get Started button.
3. On the Enrollment Page you will see “tiles” for each category/coverage type. The benefit elections are listed by category: Medical, Prescription, Dental, Flexible Spending, Life Insurance, etc. All current elections will display. You can select the Manage or Enroll button for each category/coverage type to enroll or make changes to current elections.

- A Manage button indicates a current enrollment in this category
- An Enroll button indicates coverage is waived in this category
4. In this example, we will click the **Manage** button in the Medical category.

By clicking the **Manage** button the system will open up the Medical selections where you have options to select a Medical plan, change your Medical plan, Waive Medical coverage and add or remove a dependent.

5. Click the **Select button** for the plan which you want to elect. Note that you will only be able to select one of the plans. If you want to drop/remove coverage, click the **Waive button**. On this page you are selecting your Medical plan. After selecting the plan you will have the option to add or remove dependents on the next page.

6. Click the **Confirm and Continue button** to continue to select the dependents to be added or removed from the plan, if applicable. You will not see the Dependents page if you selected to Waive coverage but still must click the **Confirm and Continue button**.
PROCESS STEPS:

7. On the **Dependents page**, check or uncheck the box next to each dependent you want to add or remove from the plan. When the **Select** box is checked, the dependent will be covered in the plan.

   If you want to add a new dependent that does not appear on the page, click the **Add New Dependent button**.

   **For Divorce and Death of Dependent Life Events** the dependent has already been removed from coverage.

   If you see an issue with one of your current or newly added dependents (i.e., Typo in Name or Date of Birth, Relationship, etc.) **DO NOT add a new dependent**. Proceed with elections with the current dependent and contact your Agency Benefits Coordinator with the dependent data issue; they will assist with correcting the data.

8. Click the **Save** button and proceed.
9. After clicking the **Save button**, you will be returned to the **Enrollment page**. The system will display a message stating your changes have been updated.

You can **now perform the same steps to make election and/or dependent changes to the remaining categories** (Prescription, Dental, Flexible Spending, Life Insurance and AD&D), if desired.

**Special Flexible Spending Account Notes:**

- The healthcare FSA covers eligible expenses for you, your spouse and eligible dependents.
- The dependent daycare FSA covers daycare expenses for your eligible dependents while you and your spouse (if applicable) work.

**Special Life Insurance Notes:**

- Guaranteed Life Insurance elections must be $50,000 **BEFORE** electing Supplemental Life Insurance.
- Dependents may only have 50% of the member combined total of Guaranteed + Supplemental Life Insurance.

10. After reviewing and updating elections for all categories, click the **Review and Sign button** to proceed.

   • **Verify the Plans selected are accurate**
   • **Verify all dependents you want covered for each Plan are listed in the Dependents column next to the Plan**

   If you identify an error click your browser back button and you will return to the **Enrollment page**.

12. In the **Attachments sections**, you MUST attach required supporting documentation if you have added a new dependent(s). If you have not added any new dependent(s), no attachment/documentation is required.

   To attach a document(s), click the **Select Files** button and then browse to find the files that need to be uploaded, select and attach. Note that LEGIBLE photos of documents are acceptable. Use the **Upload button** to attach more than one document.
13. Scroll down the page to the **Electronic Signature** section. Read the Electronic Signature section.

14. After reading the **Electronic Signature** section, click the **I Accept** checkbox to certify your elections and click the **Submit** button.
15. On the **Submitted page** you will get a message that you have enrolled in benefit elections with the option to print a copy of your elections.

   Click on the **View Benefits Statement button**.

16. On the **Submit Elections Confirmation page**, click the **Print button**.
17. Your elections have now been submitted to DBM Employee Benefits Division (EBD) for review and approval.

- **Your elections will not go into effect until DBM EBD has completed the review/approval.**
- **If there are any issues or questions, DBM EBD will return your event to you.**
- **If your event is returned**, you will receive a Notification in your SPS Notifications.
- **When your event is approved**, you will receive a Notification in your SPS Notifications.
- **If you have a Work email address in SPS** you will also receive an email Notification at the Work email address. **If you do not have a Work email address in SPS**, only a Personal email address, you will receive the notification at your Personal email address.