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 Gains Coverage Elsewhere.

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 SPS Inbox, view to ensure the Benefit Change – Employee: Gains Coverage Elsewhere task is highlighted/selected.

   Click the Let’s Get Started button.
PROCESS STEPS:

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
PROCESS STEPS:

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. The **Select button** indicates the currently elected plan. If you want to drop/remove coverage, click the **Waive button**.

On this page you are selecting your Medical 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**.
7. On the **Dependents page**, check or uncheck the box next to each dependent you want to remove from the plan. When the **Select** box is un-checked, the dependent will be removed from the plan.

   **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 to 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/coverage types** (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. Scroll down the page to the **Electronic Signature section**. Read the Electronic Signature section.

13. After reading the **Electronic Signature section**, click the **I Accept** checkbox to certify your elections and click the **Submit button**.
14. 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**.

   On the **Submit Elections Confirmation page**, click the **Print button**.

15. 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.