

How to Access Enrollment Events from Your Inbox

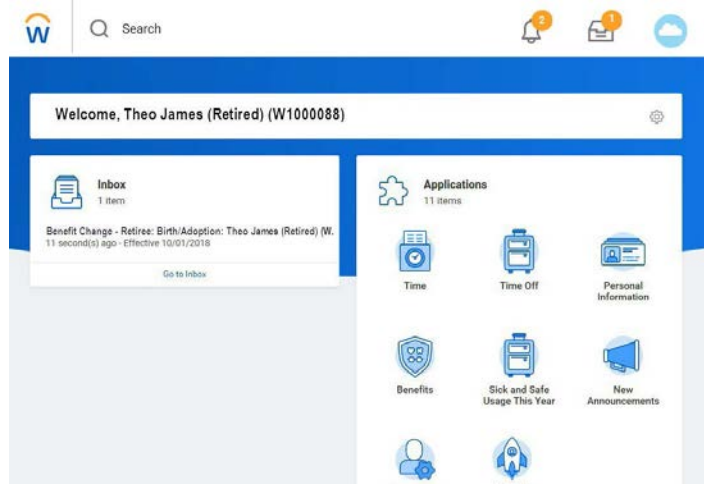
QUICK REFERENCE GUIDE



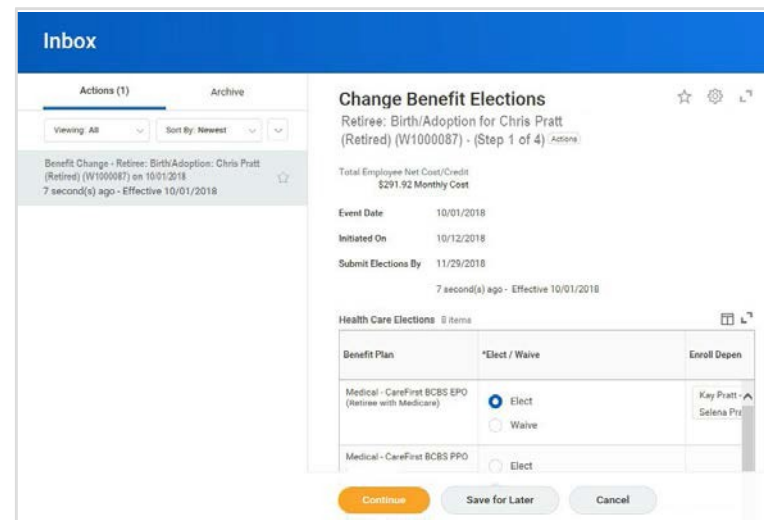
PROCESS STEPS:

Use this procedure to access Enrollment Events from your SPS Inbox. Periodically, you will receive tasks in your SPS Inbox related to benefits. It is important to check your Inbox when you get an email or if you have initiated an event that is not yet completed.

When there is an action for you to take in your SPS Inbox, you will get a notification to your email address if the email address is populated in SPS. If you have a primary work email address populated in SPS, the notification will go to that email address. If not, it will go to the home email address if one is populated in SPS.



1. Click the **Inbox**  icon on the upper right hand corner of the page.



2. Click the task in your Inbox.

Change Benefit Elections	After the approval of the initiation of a life event, the initiator can change the benefit elections.
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3. Click the Toggle Fullscreen  icon to enlarge screen.

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Change Benefit Elections

Retiree: Birth/Adoption for Chris Pratt (Retired) (W1000087) - (Step 1 of 4) [Actions](#)

Total Employee Net Cost/Credit
\$291.92 Monthly Cost

Event Date 10/01/2018
Initiated On 10/12/2018
Submit Elections By 11/29/2018

7 second(s) ago - Effective 10/01/2018

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Retiree with Medicare)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Kay Pratt - E Selena Pratt - E	Employee/Retiree + 1, Both with Medicare (Ref ID: 94)
Medical - CareFirst BCBS PPO (Retiree with Medicare)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

[Continue](#) [Save for Later](#) [Cancel](#)

4. Complete the task in your Inbox.



Once you complete a task, it will no longer appear in your SPS Inbox. You may have to refresh your Inbox before the item disappears from your Inbox.

5. The System Task is complete.