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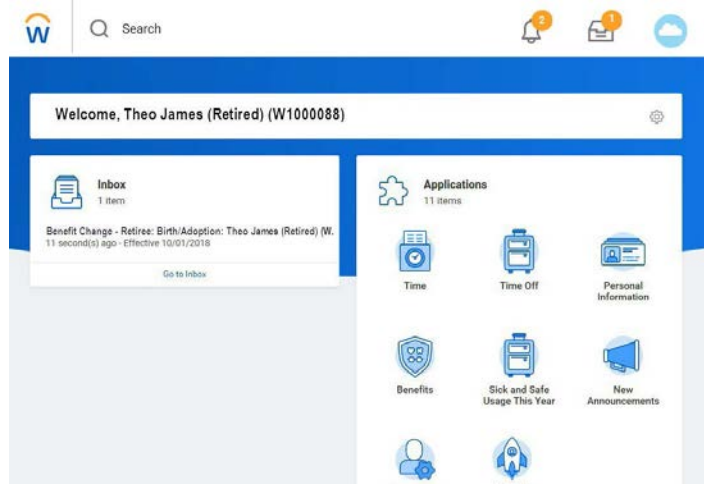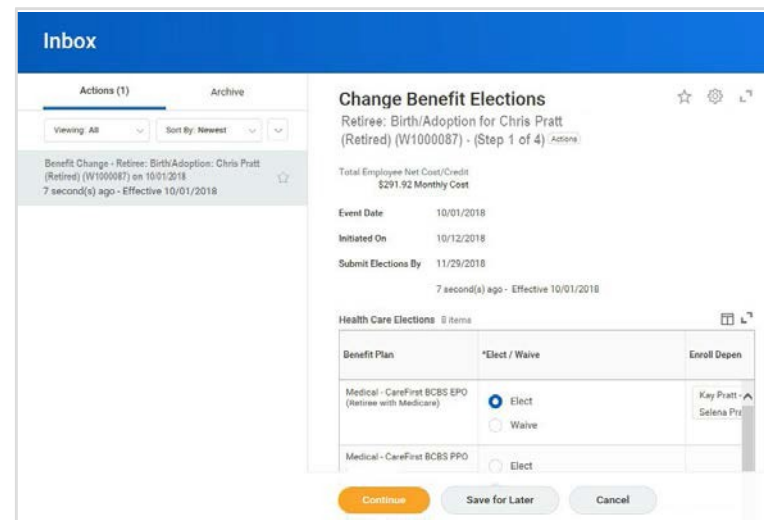
Use this procedure to access Enrollment Events from your SPS Inbox. Periodically, you will receive tasks in your SPS Inbox related to benefits. It is important to check your Inbox when you get an email or if you have initiated an event that is not yet completed.

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.

3. Click the Toggle Fullscreen icon to enlarge screen.

4. Complete the task in your Inbox.

    ℹ️ 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.