

How to Access Enrollment Events from Your Inbox

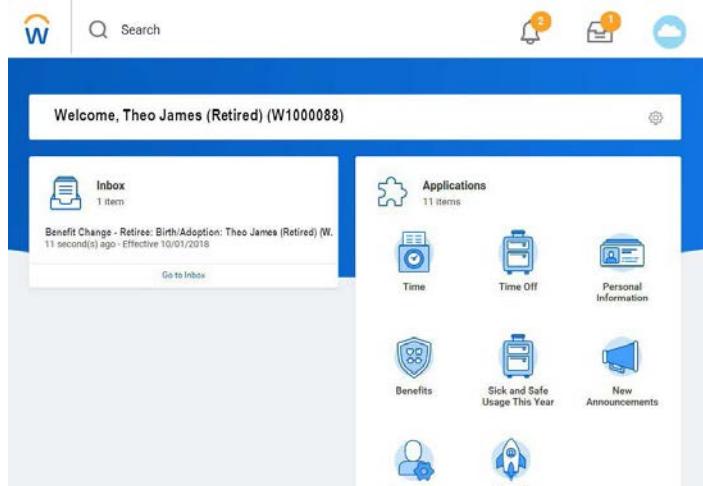
QUICK REFERENCE GUIDE



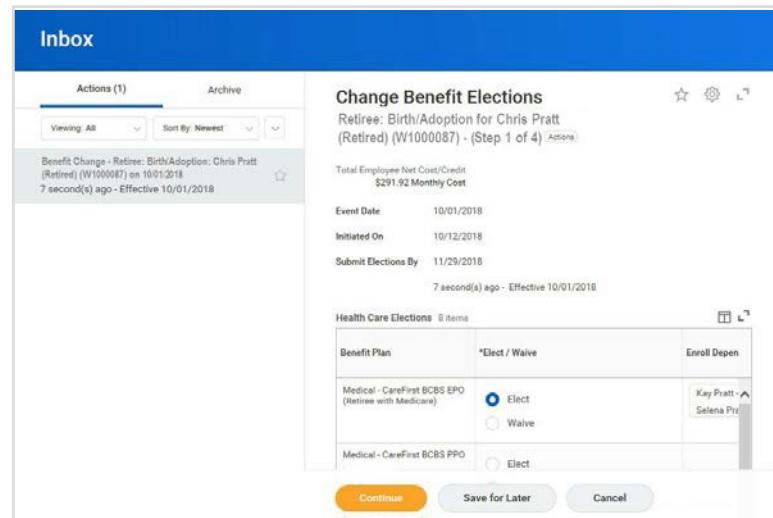
PROCESS STEPS:

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.

3. Click the Toggle Fullscreen icon to enlarge screen.

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A screenshot of a web-based application titled 'Change Benefit Elections'. The page shows a task for a retiree named Chris Pratt (Retired) with ID W1000087. The task is labeled 'Step 1 of 4'. The page includes fields for 'Event Date' (10/01/2018), 'Initiated On' (10/12/2018), and 'Submit Elections By' (11/29/2018). Below these, a 'Health Care Elections' section lists two benefit plans: 'Medical - CareFirst BCBS EPO (Retiree with Medicare)' and 'Medical - CareFirst BCBS PPO (Retiree with Medicare)'. For the first plan, the 'Elect' radio button is selected. For the second, the 'Waive' radio button is selected. The 'Enroll Dependents' column lists 'Kay Pratt - E' and 'Selena Pratt - E'. The 'Coverage' column indicates 'Employee/Retiree + 1, Both with Medicare (Ref ID: 94)'. At the bottom of the page are buttons for 'Continue', 'Save for Later', and '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.