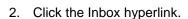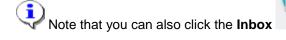# Review Benefits Changes

Use this procedure to access your Inbox and review benefits changes that have been routed to you for approval. When an employee initiates a Change Benefits for Life Event, it will be routed to the Central Benefits Partner to review the information and approve if accurate.
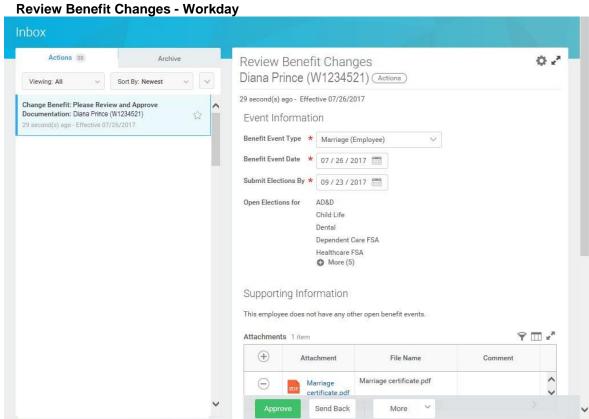
Procedure:

1. Click the **My Account** icon.

2. Click the Inbox hyperlink.

Note that you can also click the **Inbox** worklet from your homepage to access the Inbox.

Review Benefit Changes - Workday

3. Click the task in your Inbox.

4. Click the **Toggle Fullscreen Viewing Mode** icon to enlarge the screen.

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5. Review the benefit change.

 You will need to ensure that the correct **Benefit Event Type** and **Benefit Event Date** are correct. Also, review the attachment to validate that it is the correct document that is needed for this life event.

6. After reviewing the benefit change, select one of the following actions:

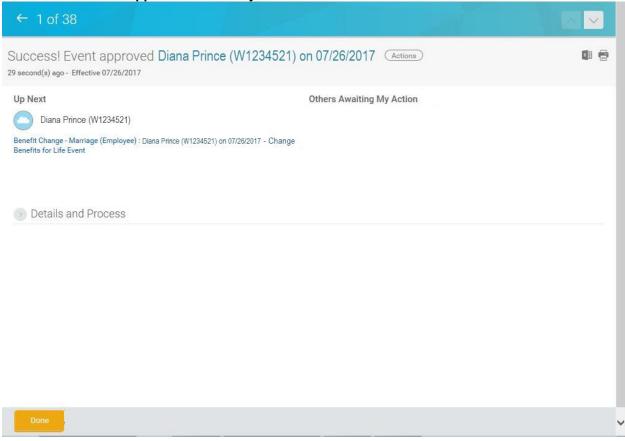| Action	Description
Click the **Approve** [Approve] button.	Click this button to approve the benefit change.
Click the **Send Back** [Send Back] button.	Click this button to send the benefit change back to the initiator for corrections. When you send back a task or event, you must enter a comment. The action may be updated and/or changed and resubmitted by the initiator.
Click the **Deny** [Deny] button.	Click this button to deny the request. NOTE: It is recommended that you use the Send Back function (instead of denying) to request additional information or clarification.
Click the **Cancel** [Cancel] button.	Click this button to cancel the task and come back to it later. You will be able to access the task later from your Inbox.

Success! Event approved - Workday

7. Click the **Done** ![Done] button.

![i] The task will no longer appear in your Inbox once you have taken action on it.

8. The System Task is complete.