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 regularly as there may be a task that requires your action.

Note that when there is an action for you to take in your SPS Inbox, you will get a notification to your work email address if the email address is populated in SPS. If you do not have a primary work email address, the notification 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.

Actions (1) Archive	Change Benefit I	Elections	402
Tening Al	Employee: Birth/Adi (W1000087) - Step	option for Chris Pratt - E 1 of 4 Genes	
Benefit Change - Onglopee Terth/Molphon China Pratt - E (W1000087) on 18/15/2018	Total Employee Net Cost/CostN \$293 92 Monthly Cost		
	Event Date 10/01/00	216	
	Initiated On 35/12/21	118	
() () () () () () () () () ()	Submit Decture By 11/23/25	218	
	7 second	(a) ago - Effective 10/01/2018	
	Health Care Elections II hims		ED -7
	Secold Plan	*Dect/ Wake	Enroll Depen
	Medical - CareFirst 8C80 (PG (Employee)	O Dect	Kay Prati A Selana Pro

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.
New Hire	New employees will receive information for completing the action items related to selecting benefits as a part of the on-boarding process.

3. Click the Toggle Fullscreen icon to enlarge screen.

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← 1 of 1				
Change Benefit E	Elections		\$	
Employee: Birth/Add	option for Chris Pratt - E (W1	000087) - Step 1 of 4	Actiona	
Fotal Employee Net Cost/Credit \$291.92 Monthly Cost				
Event Date 10/01/20	18			
nitiated On 10/12/20	18			
Submit Elections By 11/29/20	18			
7 second	(s) ago - Effective 10/01/2018			
7 second Health Care Elections 8 items	(s) ago - Effective 10/01/2018			ت II
7 second Health Care Elections 8 items Benefit Plan	(a) ago - Effective 10/01/2018 *Elect / Waive	Enroll Dependents	Coverage	
7 second Health Care Elections 8 items Benefit Plan Medical - CareFirst BCBS EPO (Employee)	(s) ago - Effective 10/01/2018 *Elect / Walve Elect Walve	Enroll Dependenta Kay Pratt - E Selena Pratt - E	Coverage Employee + Pamily	

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.