What Can Retirees Do in SPS Benefits?

➢ *View and update address*
➢ *View current benefit elections and cost of benefits*
➢ *Change benefit elections when a life event occurs (e.g., divorce, death of dependent, loss of coverage elsewhere, etc.)*
➢ *Update benefit elections during Open Enrollment*
An event will be sent to your SPS Inbox to update elections during Open Enrollment

Instructions for how to perform these tasks and a list of answers to questions frequently asked by retirees can be found at

https://dbm.maryland.gov/sps/Pages/Benefits_HelpCenter.aspx

in the Retiree section.

Life Event Processing Steps

The steps to initiate a life event are listed below.

1. Retiree	2. Central Benefits Partner (Role at the Employee Benefits Division)	3. Retiree	4. Central Benefits Partner (Role at the Employee Benefits Division)
Initiate Life Event	**Approve or Send Back**	**Change Benefits Elections**	**Approve or Send Back**
Documentation should be attached when initiating the life event.	*The Central Benefits Partner will review the information submitted and either approve or send back the event.*	*The Change Benefit Elections will be a task in My Tasks box of the retiree.*	*The Central Benefits Partner will send back to the initiator of the life event if the benefits selected require further review.*
Instructions can be found at the below link: https://dbm.maryland.gov/sps/Documents/Initiate_Life_Event_QRG_Retiree.pdf	*When an event is **sent back**, you will get a notification to your email address that you need to log in to SPS and take action.*	*Instructions can be found at the below link:* https://dbm.maryland.gov/sps/Documents/Change_Benefit_Election_QRG_Retiree.pdf	

Retiree can initiate life events in SPS.

Retirees can also still submit a form to the Employee Benefits Division (EBD) and the event will be entered in SPS by the EBD.