

Review and Select My Benefits

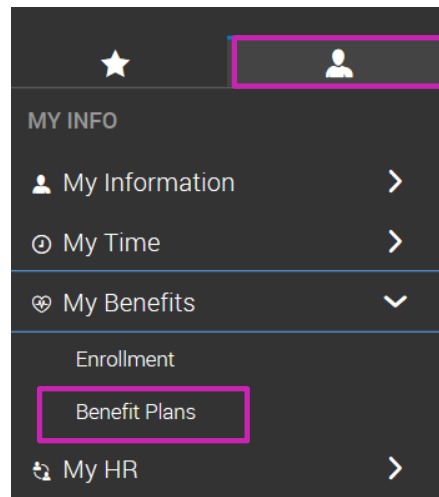
The Enrollment and Benefit Plans pages of Employee Self Service provide your organization with an automated way for employees to manage their benefits.

Access Benefit Selections

Navigation: **My Info > My Benefits > Benefit Plans**

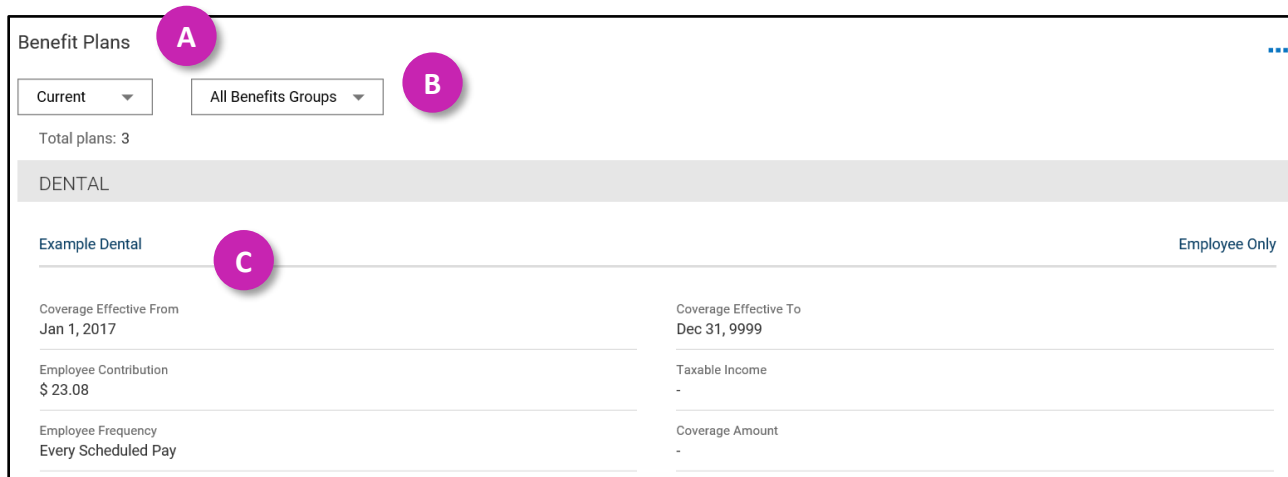
Note:

My Benefits is available in Employee Self Service if your company has configured the HR module of the application.



Review Benefit Selections

View your benefits within the Benefit Plans screen. The following image outlines key sections of this area.



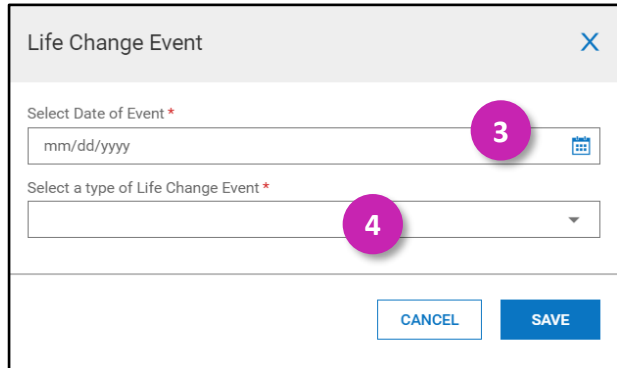
A	Benefit Plan Timeframe: View plans for Current, Past, Future, All, Waived, or all Waived options
B	Benefit Groups: View all or specific plans.
C	Benefit Plan Details: Displays details of benefit plan

Updating Benefits due to a Life Change Event

Benefits are selected during open enrollment. Updates to benefits may be needed due to a qualifying life change event, such as marriage, birth of a child, etc. Submit a life change event to request an update to benefits.

Selecting a Life Change Event

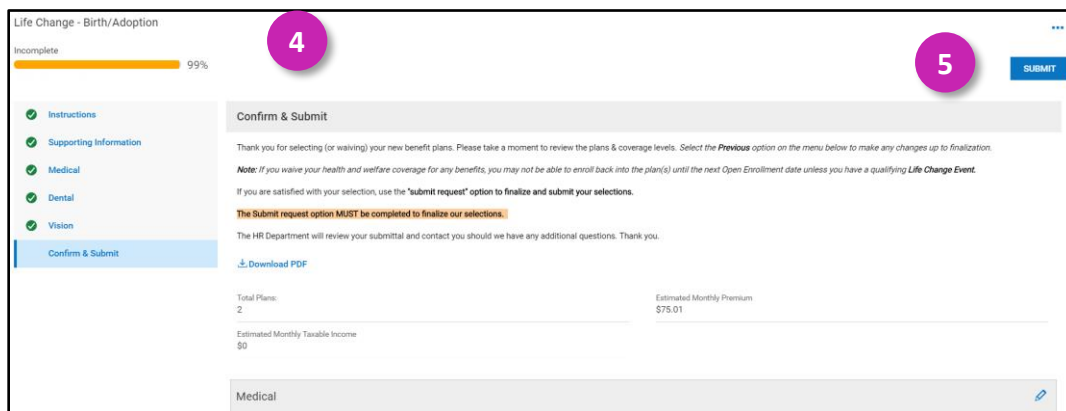
1. Navigate to **My Info > My Benefits > Enrollment**.
2. Select **Start** under Life Change Event.
3. Select the **View Calendar** icon and select the **day of the event**.
4. From the **Life Change Event Type** drop-down menu, select the appropriate event.
5. Select **Save**.



The screenshot shows a form titled "Life Change Event" with a close button (X) in the top right corner. It contains two main input fields: "Select Date of Event *" with a date picker icon and a "3" callout, and "Select a type of Life Change Event *" with a dropdown arrow and a "4" callout. At the bottom right, there are two buttons: "CANCEL" and "SAVE".

Selecting Benefits

1. Read the instructions, then select **Continue**.
2. In supporting information, complete applicable fields, then select **Save & Continue**.
3. On each benefit screen, select your choices.
4. On the Confirm and Submit screen, review your elections.
5. Select **Submit**.
6. When prompted, enter your password, and select **Accept**.



The screenshot shows the "Confirm & Submit" screen for a "Life Change - Birth/Adoption" event. It features a progress bar at the top left showing "Incomplete" at 99% with a "4" callout. A "SUBMIT" button is in the top right with a "5" callout. The main content area includes instructions, a note about waiving coverage, and a warning that the submit request option must be completed. Below this, there are fields for "Total Plans" (2) and "Estimated Monthly Premium" (\$75.01), and "Estimated Monthly Taxable Income" (\$0). A "Download PDF" link is also present. At the bottom, there is a "Medical" section with an edit icon.

Important:

Some life change event selections must include a spouse or dependent. Select the **Select Your Spouse** or **Select Your Child/ren** if the spouse of child/ren is new and needs to be added.