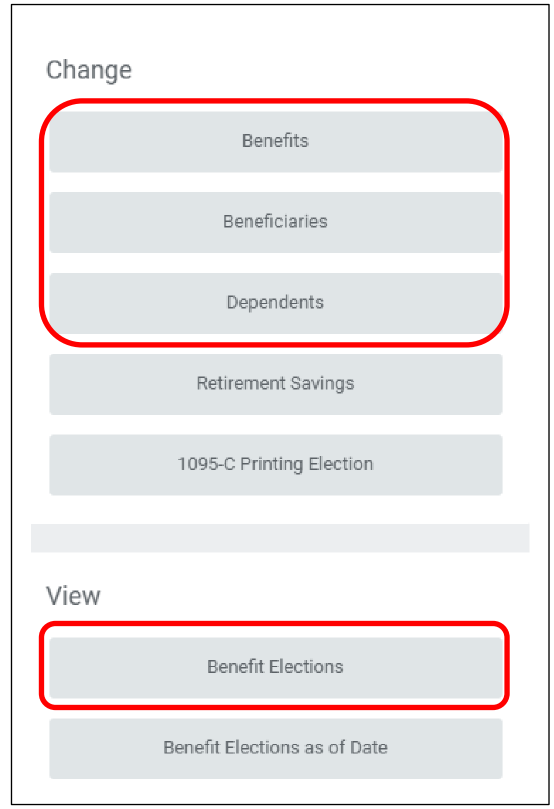
BENEFITS WORKLET

You can manage your benefits by reporting coverage change events and viewing and editing your benefit elections.

From the Benefits worklet use the buttons available under Change:



CHANGE BENEFITS

1. Click **Benefits** button under Change.
2. Select the **Benefit Event Type**.
3. Click the **Calendar** icon to enter the date of the Benefit event.
4. Complete all required information as indicated by the red asterisks.
5. Click **Submit**, then click **Done**.
   a. A task will route to your Inbox, if applicable. To check your Inbox:
6. Click your **Inbox** icon in the top right corner.
7. Click the **Benefit Event** task from the left side.
   a. Complete and continue through all required screens.
8. Check the **I Agree** checkbox, if required, to provide an electronic signature, confirming your changes.
9. Click **Submit**.
10. Click **Done** to complete the task or **Print** to open a printable version of the summary for your records.

MANAGE BENEFICIARIES

A beneficiary is a designated individual who would receive your benefits if something were to happen to you. You can change, edit, and add beneficiaries from the Benefits worklet.

1. Click the **Beneficiaries** button under **Change**.
2. View existing beneficiaries for enrollment benefit plans or modify the existing information by clicking **Edit**.
3. Click **Add** to add a new beneficiary. The Add Beneficiary page displays.
4. Select **Existing Dependent or Emergency Contact**, **New Person as Beneficiary**, or **New Trust as Beneficiary**.

5. Click **OK**.
6. Enter all required information, denoted by an asterisk*.
7. Click **Submit**.

NOTE: Each beneficiary you add must include at least one piece of contact information – a mailing address, an email address, and/or a phone number. You will not see an asterisk by these items because you don't have to complete them *all*, but an error message will appear if you forget to complete at least one of them.

ADD DEPENDENTS

A dependent is someone, like a child or a spouse, who receives benefits under your plan.

1. Click the **Dependents** button under Change.
2. Click **Add**.
3. Click the **Pencil** icon or click in the field to modify. Required fields are denoted by asterisks.
4. *If you need to add another dependent,* click the **Add** button.
5. Click **Submit**.

VIEW BENEFIT ELECTIONS

From your homepage click the Benefits worklet:

1. Click the **Benefit Elections** button under View.
2. Review your benefit elections and costs

PRINT BENEFITS STATEMENT

From the Home page:

1. Click the **Profile** icon > **View Profile**.
2. Click the **Actions** button on the left side to open a new menu.
3. Select **Benefits** > **View My Benefit Statement**.
4. Click the **prompt** icon in the Benefit Event field.
5. Select the desired Benefit Event you would like to view and print.
6. Click **OK**.
7. Click the **Print** icon. The selected Benefit Event will open as a PDF document, which can be saved and printed.