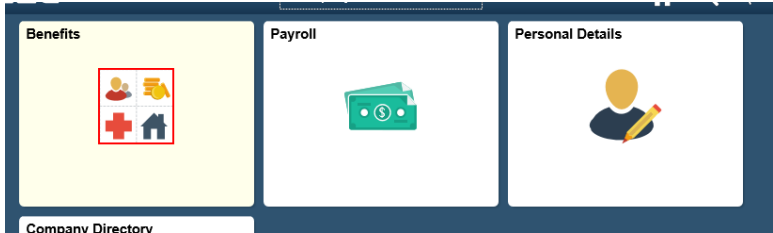
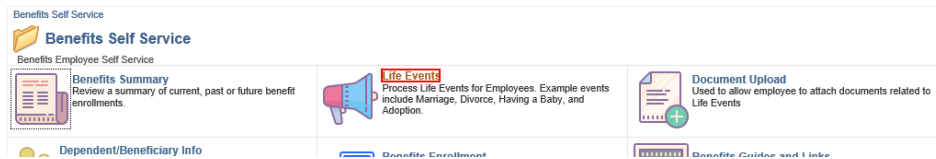
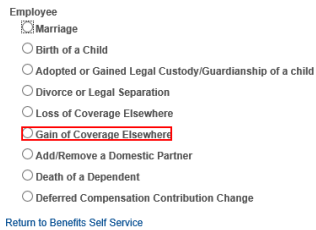
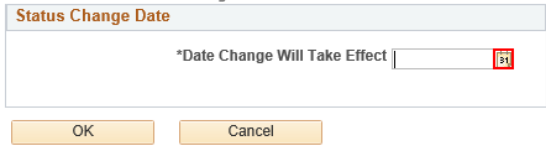
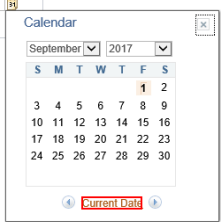




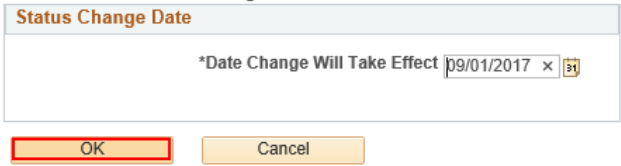
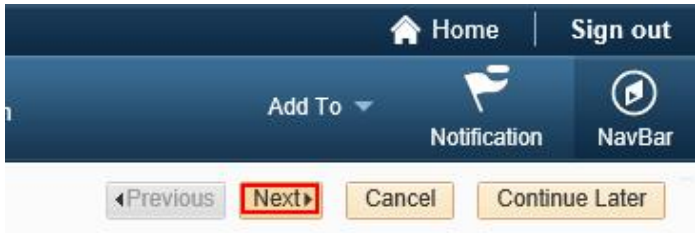
## Completing a Gain of Coverage Elsewhere Life Event

Step	Action
1.	<p>Click the <b>Benefits</b> tile.</p> 
2.	<p>The <b>Benefits Self Service</b> page displays. This page is a classic page, not a fluid page.</p> <p>The benefits self service portion of PeopleSoft has not yet been converted to Fluid.</p> <p>This page contains the links that you use to review and manage your benefits information. These links allow you to</p> <ul style="list-style-type: none"> <li>-- Review benefits summary information—to see your current or past benefits elections</li> <li>-- Review and/or edit your Dependent and beneficiary information</li> <li>-- Update your benefits information after you have experienced a qualifying Life Event—marriage, birth of a child, divorce, adoption, etc.</li> <li>-- Enroll in benefits during an open enrollment period and/or at the time of hire</li> <li>-- Upload documents in support of a qualifying life event or dependent verification</li> <li>-- Access benefits plan guides, forms, and provider links</li> <li>-- Request a CVC Voucher</li> </ul> <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>Click the <b>Life Events</b> link.</p> 
4.	<p>The <b>Life Events</b> page displays. Use this page to select the type of life event you experienced.</p> <p>You can only process one life event at a time. The system provides a guided process that walks you through the steps necessary to complete a life event</p> <p>For this example you will select <b>Gain of Coverage Elsewhere</b>.</p>

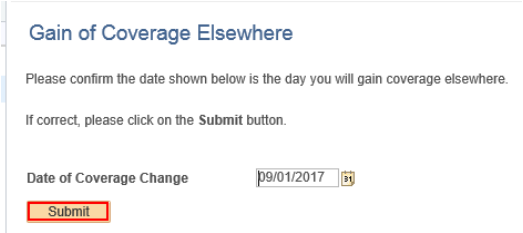
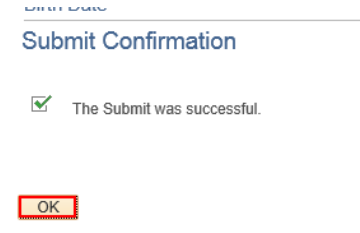
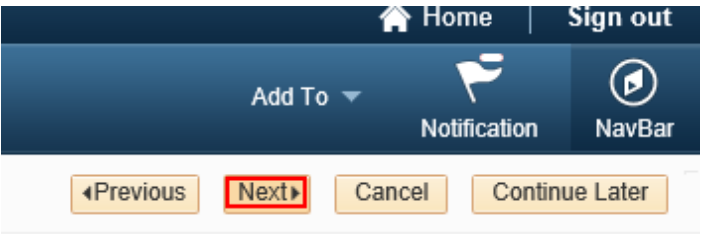


Step	Action
5.	<p>You can only process one life event at a time.</p> <p>The life event pages contain a <b>Cancel</b> button and a <b>Continue Later</b> button. <b>Cancel</b> cancels the life event and discards any changes you made. <b>Continue Later</b> saves the changes you made and allows to continue processing the life event at a later date.</p> <p>If you have started life event, and decided to continue it later, the <b>Life Events</b> page will indicate that you have an event in progress. It will also display a <b>Continue My Life Event</b> button.</p> <p>You will not be able to start another until you either complete the event in progress or cancel it.</p>
6.	<p>Click the <b>Gain of Coverage Elsewhere</b> option.</p> 
7.	<p>The <b>Change Status Date</b> page displays.</p> <p>Use the <b>Date Change Will Take Effect</b> field to enter the date in which you gained coverage from your husband's employer.</p> <p>For this example you will select 9/1/2017 in the <b>Date Change Will Take Effect</b> field.</p> <p>Note: this event must be completed by the end of the current month in order to be effective the first of the following month.</p>
8.	<p>Click the <b>Calendar Date Submitted</b> button.</p> 
9.	<p>Click the <b>Current Date</b> link.</p> 

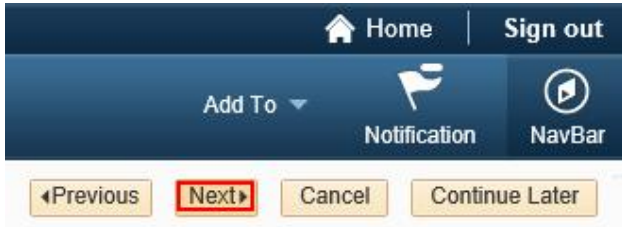
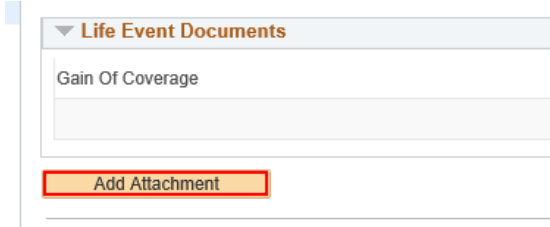


Step	Action
10.	<p>Click the <b>OK</b> button.</p> <p>The process must be completed by the end of the current month to be effective the first of the following month.</p> 
11.	<p>The <b>Gain of Coverage Event</b> page displays.</p> <p>Review the information the welcome message. Then begin the process.</p>
12.	<p>This page, as will all life event pages, displays the <b>Activity Guide</b>.</p> <p>The panel on the left lists all the steps necessary to complete a life event and an indicator that indicates the status of each step. You can use the collapse panel button to hide or display this panel. Hiding the panel allows you to work with the right side panel without having to use the scroll bar.</p> <p>Initially you will leave this panel open. Later in the process, you will collapse the panel.</p> <p>Note: the <b>Activity Guide</b> indicates that you have completed the Welcome step.</p>
13.	<p>A set of buttons display at the top right. These buttons allow you to advance through the steps in the life event process. After the initial page in the process, the buttons allow you to move forward and/or back to previous steps in the process.</p> <p>Use the <b>Cancel</b> button to cancel the event without saving any changes you have made. Use the <b>Continue Later</b> button, to save any changes you have made and to continue processing the event at another time.</p>
14.	<p>Begin the process by clicking the <b>Next</b> button.</p> <p>Click the <b>Next</b> button.</p> 
15.	<p>The <b>Gain of Coverage Elsewhere</b> page displays.</p> <p>The <b>Date of Coverage Change</b> field displays the date you previously entered. This should reflect you gained coverage from your husband's job.</p> <p>You can edit the value in this field, if necessary. For this example, you will not edit this value.</p>

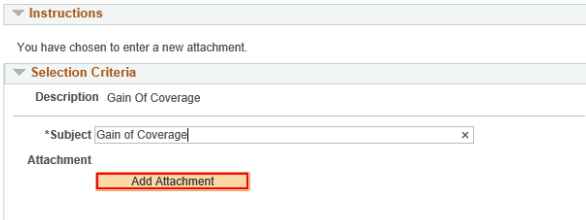
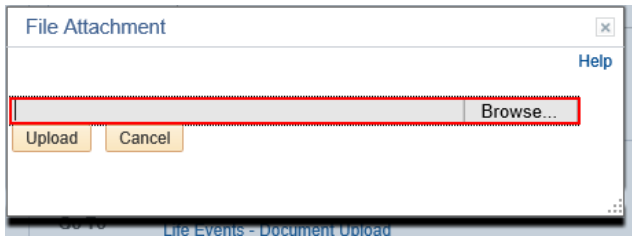
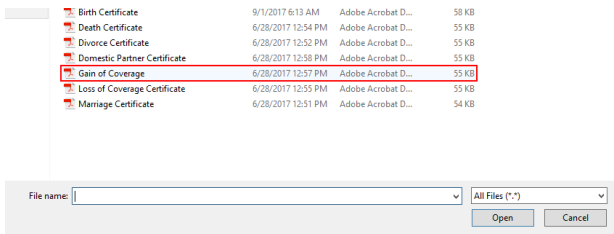


Step	Action
16.	<p>You are not ready to submit your information.</p> <p>Click the <b>Submit</b> button.</p> 
17.	<p>Click the <b>OK</b> button.</p> 
18.	<p>The <b>Gain of Coverage Elsewhere</b> page displays in view only mode.</p> <p>If you need to change the date, use the <b>Previous</b> button to return to the previous step. You will be able to edit this date.</p> <p>You will not make any changes to this date.</p> <p>Note the <b>Activity Guide</b> indicates that the <b>Date of Change</b> step is complete. You are now ready to move to the next step, <b>Update Dependent and Beneficiary</b>.</p>
19.	<p>Click the <b>Next</b> button.</p> 

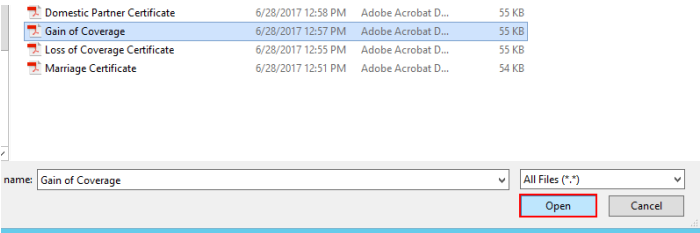
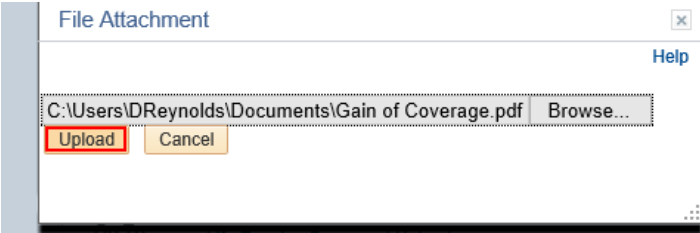
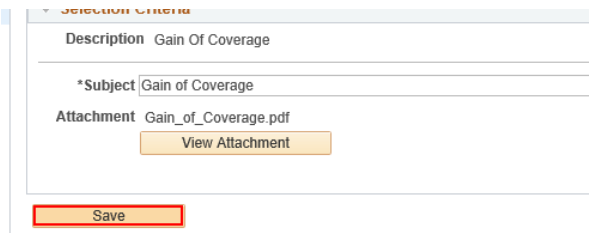


Step	Action
20.	<p>The <b>Add/Review Dependent/Beneficiary</b> page displays.</p> <p>The <b>Activity Guide</b> indicates that you are on the next step in the process--<b>Update Dependent and Beneficiary</b>.</p> <p>You can add new dependent/beneficiaries. You can also edit information for your existing dependent/beneficiaries. You can also edit this information outside of a life event using the <b>Benefits Summary</b> page or the <b>Dependent and Beneficiary Info</b> component. These are covered in other topics in eBenefits training.</p> <p>For this topic you will not edit your existing dependent/beneficiary's information or add new dependent/beneficiaries. You will proceed to the next step, <b>Document Upload</b>.</p>
21.	<p>Click the <b>Next</b> button.</p> 
22.	<p>The <b>Life Events - Document Upload</b> page displays.</p> <p>The <b>Activity Guide</b> indicates that this step is in progress. The * indicates that this step is a required step. You can not skip it.</p> <p>The <b>Life Event Documents</b> section lists the types of documents required.</p> <p>You need to upload a copy of a document that demonstrates that you now have coverage elsewhere. If you only have a paper copy of this document, you will have to scan it and save it as a pdf in order to upload it</p> <p>Uploading and working with uploaded documents outside of a life event is covered in other topics in eBenefits training.</p> <p>For this example, you will upload a copy a gain of coverage certificate.</p>
23.	<p>Click the <b>Add Attachment</b> button.</p> 
24.	<p>You must enter a description in the <b>Subject</b> field. This is a required field.</p>

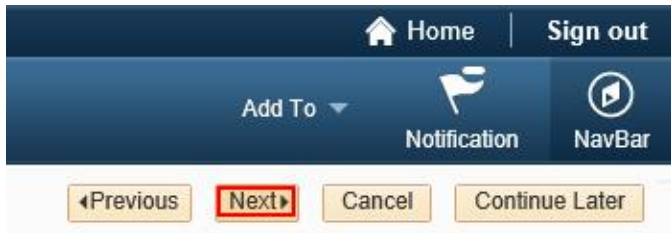
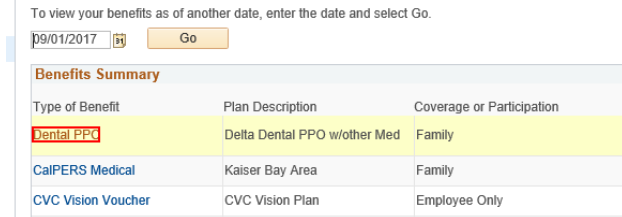



Step	Action
25.	<p>Click in the <b>Subject</b> field.</p> 
26.	<p>Enter the desired information into the <b>Subject</b> field. Enter a valid value e.g. "<b>Gain of Coverage</b>".</p> <p>You have chosen to enter a new attachment.</p> 
27.	<p>Click the <b>Add Attachment</b> button.</p> 
28.	<p>The <b>File Attachment</b> window displays. Use this window to locate and upload the gain of coverage certificate.</p>
29.	<p>Click in the <b>Help</b> field.</p> 
30.	<p>Click the <b>Gain of Coverage</b> list item.</p> 



Step	Action
31.	<p>Click the <b>Open</b> button.</p> 
32.	<p>Click the <b>Upload</b> button.</p> 
33.	<p>The <b>Document Definition - New Attachment</b> page displays. The <b>Selection Criteria</b> section displays the subject you entered previously and the name of the file you uploaded, in this case Gain_of_Coverage_Certificate.pdf.</p> <p>You can use the <b>View Attachment</b> button to view the attachment. For this example, you will not use this button.</p> <p>Viewing attachments is covered in the document upload portion of eBenefits training.</p>
34.	<p>Click the <b>Save</b> button.</p> 
35.	<p>The <b>Life Events - Documents Upload</b> page displays. The <b>Activity Guide</b> indicates that you have completed the <b>Document Upload</b> step.</p> <p>You can use this page to upload additional documents (click the <b>Add Attachment</b> button).</p> <p>You can also use this page to delete the document. Deleting uploaded documents is covered in the document upload portion of eBenefits training.</p> <p>The next step is to view your benefits summary information.</p>



Step	Action
36.	<p>Click the <b>Next</b> button.</p> 
37.	<p>The <b>Benefits Summary</b> page displays. This is the same page that you can access from the <b>Benefits Summary</b> link on the Benefits Self Service home page. Use if this page is covered in other portions of eBenefits training.</p> <p>The page lists all the types of benefits that are available to you and which types you have elected, the plan you have elected, and the level of coverage or participation. It also lists the benefit type for which you have waived coverage.</p> <p>You can change these elections as part of the life event process.</p> <p>In this step, you will review each of the benefit types for which you have elected coverage.</p> <p>You will start with Dental PPO.</p>
38.	<p>Click the <b>Dental PPO</b> link.</p> 
39.	<p>The <b>Dental PPO</b> page displays.</p> <p>Currently you are enrolled in a Delta Dental PP w/other Med plan, employee and two dependents.</p> <p>Your husband, your children, and your step child are covered with this plan.</p> <p>You will waive coverage for dental because you have gained coverage through your husband's job.</p>
40.	<p>Click the <b>eBenefits Summary</b> link.</p> 




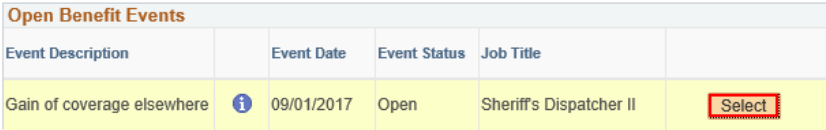
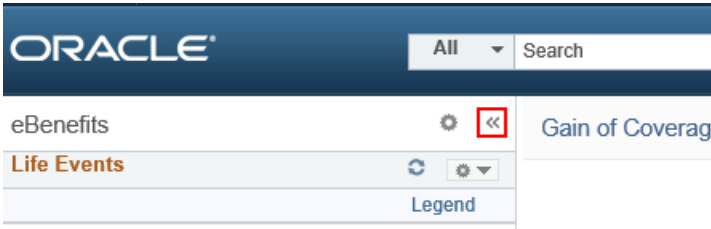


Step	Action															
41.	<p>Next you will review your CalPERS Medical coverage.</p> <p>Click the <b>CalPERS Medical</b> link.</p> <div><div>09/01/2017</div><div>Go</div></div> <div><div>Benefits Summary</div><table><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr><tr><td>Dental PPO</td><td>Delta Dental PPO w/other Med</td><td>Family</td></tr><tr><td>CalPERS Medical</td><td>Kaiser Bay Area</td><td>Family</td></tr><tr><td>CVC Vision Voucher</td><td>CVC Vision Plan</td><td>Employee Only</td></tr></table></div>	Type of Benefit	Plan Description	Coverage or Participation	Dental PPO	Delta Dental PPO w/other Med	Family	CalPERS Medical	Kaiser Bay Area	Family	CVC Vision Voucher	CVC Vision Plan	Employee Only			
Type of Benefit	Plan Description	Coverage or Participation														
Dental PPO	Delta Dental PPO w/other Med	Family														
CalPERS Medical	Kaiser Bay Area	Family														
CVC Vision Voucher	CVC Vision Plan	Employee Only														
42.	<p>The <b>CalPERS Medical</b> page displays.</p> <p>Currently you are enrolled in a Kaiser Bay Area plan, employee and two dependents.</p> <p>Your husband, children, and step child are covered.</p> <p>You will waive coverage for medical coverage, because you are now covered through your husband's job.</p>															
43.	<p>Click the <b>eBenefits Summary</b> link.</p> <div><div><div>Peter Faucher</div><div>Child</div></div><div><div>James Faucher</div><div>Child</div></div><div>Additional Information</div></div> <div>eBenefits Summary</div>															
44.	<p>Next you will review your CVC Vision Voucher coverage.</p> <p>Click the <b>CVC Vision Voucher</b> link.</p> <div><div>Benefits Summary</div><table><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr><tr><td>Dental PPO</td><td>Delta Dental PPO w/other Med</td><td>Family</td></tr><tr><td>CalPERS Medical</td><td>Kaiser Bay Area</td><td>Family</td></tr><tr><td>CVC Vision Voucher</td><td>CVC Vision Plan</td><td>Employee Only</td></tr><tr><td>Voluntary Vision Plan</td><td></td><td>Waived</td></tr></table></div>	Type of Benefit	Plan Description	Coverage or Participation	Dental PPO	Delta Dental PPO w/other Med	Family	CalPERS Medical	Kaiser Bay Area	Family	CVC Vision Voucher	CVC Vision Plan	Employee Only	Voluntary Vision Plan		Waived
Type of Benefit	Plan Description	Coverage or Participation														
Dental PPO	Delta Dental PPO w/other Med	Family														
CalPERS Medical	Kaiser Bay Area	Family														
CVC Vision Voucher	CVC Vision Plan	Employee Only														
Voluntary Vision Plan		Waived														
45.	<p>The <b>CVC Vision Voucher</b> page displays.</p> <p>You will continue this coverage.</p>															



Step	Action																					
46.	<p>Click the <b>eBenefits Summary</b> link.</p> <div><div>Covered Dependents</div><div>No dependent/beneficiary enrollments were found.</div><div>Additional Information</div><div>eBenefits Summar</div></div>																					
47.	<p>Next you will review your basic life coverage.</p> <p>Click the <b>Basic Life</b> link.</p> <div><table><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr><tr><td>Dental PPO</td><td>Delta Dental PPO w/other Med</td><td>Family</td></tr><tr><td>CalPERS Medical</td><td>Kaiser Bay Area</td><td>Family</td></tr><tr><td>CVC Vision Voucher</td><td>CVC Vision Plan</td><td>Employee Only</td></tr><tr><td>Voluntary Vision Plan</td><td></td><td>Waived</td></tr><tr><td>Dental HMO</td><td></td><td>Waived</td></tr><tr><td>Basic Life</td><td>Basic Life 10000 ER</td><td>\$10,000</td></tr></table></div>	Type of Benefit	Plan Description	Coverage or Participation	Dental PPO	Delta Dental PPO w/other Med	Family	CalPERS Medical	Kaiser Bay Area	Family	CVC Vision Voucher	CVC Vision Plan	Employee Only	Voluntary Vision Plan		Waived	Dental HMO		Waived	Basic Life	Basic Life 10000 ER	\$10,000
Type of Benefit	Plan Description	Coverage or Participation																				
Dental PPO	Delta Dental PPO w/other Med	Family																				
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CVC Vision Voucher	CVC Vision Plan	Employee Only																				
Voluntary Vision Plan		Waived																				
Dental HMO		Waived																				
Basic Life	Basic Life 10000 ER	\$10,000																				
48.	<p>The <b>Basic Life</b> page displays.</p> <p>Your husband is listed as the primary allocation. You will not change this allocation.</p> <p>Working with allocations is covered in other portions of eBenefits training.</p>																					
49.	<p>Click the <b>eBenefits Summary</b> link.</p> <div><div>Covered Beneficiaries</div><div>Select Edit to change your current beneficiary allocations. Select the beneficiary's name to edit the individual's personal information.</div><div>Dep/Ben Coverage Details</div><table><tr><th>Name</th><th>Relationship to Employee</th><th>Primary Allocation</th><th>Secondary Allocation</th></tr><tr><td>Faucher,Donald</td><td>Spouse</td><td>100%</td><td></td></tr></table><div>Edit</div><div>eBenefits Summar</div></div>	Name	Relationship to Employee	Primary Allocation	Secondary Allocation	Faucher,Donald	Spouse	100%														
Name	Relationship to Employee	Primary Allocation	Secondary Allocation																			
Faucher,Donald	Spouse	100%																				
50.	<p>You are now ready to go on to the next step, <b>Benefit Enrollment</b>.</p> <p>Click the <b>Next</b> button.</p> <div><div><div>Home   Sign out</div><div>SearchAdd ToNotificationNavBar</div></div><div><div>Previous</div><div>Next</div><div>Cancel</div><div>Continue Later</div></div></div>																					



Step	Action
51.	<p>Click the <b>Start My Enrollment</b> button.</p> <p>Select the 'Start My Enrollment' push button to begin your benefit enrollment.</p> 
52.	<p>The <b>Activity Guide</b> now indicates that you are on the Benefits Enrollment step.</p> <p>Review the text on the <b>Benefits Enrollment</b> page.</p> <p>Then click the <b>Select</b> button in the <b>Open Benefits Events</b> section.</p>
53.	<p>Click the <b>Select</b> button.</p>  <p>After you click the "Select" button, it will take a few seconds for your benefits information to load.</p>
54.	<p>Click the <b>Minimize eBenefits</b> button.</p> 
55.	<p>The <b>Enrollment Summary</b> section lists the types of benefits available to you and your current enrollments.</p> <p>For this example, you will elect to waive coverage for CALPERS medical and Dental PPO. You will not select other coverage or modify your CVC Voucher coverage or your Basic Life coverage.</p> <p>You will use coverage for medical and dental based on your husband's job.</p>

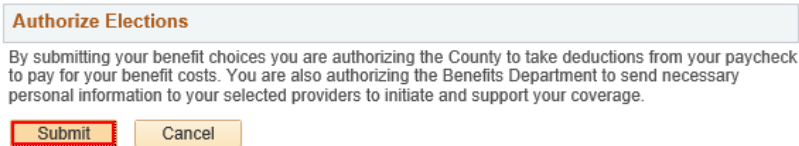

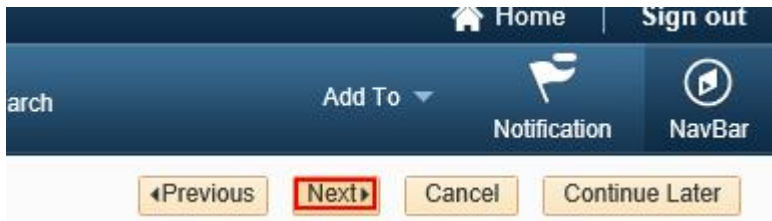


Step	Action																				
56.	<p>You will start with CalPERS Medical.</p> <p>Click the <b>Edit</b> button.</p> <div><div>Enrollment Summary</div><table><tr><td>CalPERS Medical</td><td>Before Tax</td><td>After Tax</td><td>Employer Cost</td><td><b>Edit</b></td></tr><tr><td>Current: Kaiser Bay Area:Emp+2 Deps</td><td></td><td></td><td></td><td></td></tr><tr><td>New: Kaiser Bay Area:Emp+2 Deps</td><td>335.87</td><td></td><td>1,570.94</td><td></td></tr></table><div><table><tr><td>Dental PPO</td><td>Before Tax</td><td>After Tax</td><td>Employer Cost</td><td><b>Edit</b></td></tr></table></div></div>	CalPERS Medical	Before Tax	After Tax	Employer Cost	<b>Edit</b>	Current: Kaiser Bay Area:Emp+2 Deps					New: Kaiser Bay Area:Emp+2 Deps	335.87		1,570.94		Dental PPO	Before Tax	After Tax	Employer Cost	<b>Edit</b>
CalPERS Medical	Before Tax	After Tax	Employer Cost	<b>Edit</b>																	
Current: Kaiser Bay Area:Emp+2 Deps																					
New: Kaiser Bay Area:Emp+2 Deps	335.87		1,570.94																		
Dental PPO	Before Tax	After Tax	Employer Cost	<b>Edit</b>																	
57.	You will select the <b>Waive</b> option.																				
58.	<p>Click the <b>Waive</b> option.</p> <div><div>Coverage Level</div><div>Your Costs</div><div><div>Employee Only</div><div>Employee + 1 Dependent</div><div>Employee + Two Dependents</div><div>Employee + State Registered DP</div><div>EE+State Reg DP+Child/ren</div><div>EE+State Reg NA+Child/ren</div><div><input type="checkbox"/> Waive</div></div></div>																				
59.	Click the scrollbar to move down the page.																				
60.	<p>Click the <b>Update and Continue</b> button.</p> <div><div>Employee + State Registered DP</div><div>EE+State Reg DP+Child/ren</div><div>EE+State Reg NA+Child/ren</div><div><div><input checked="" type="radio"/> Waive</div></div><div><div><b>Update and Continue</b></div><div>Discard Changes</div></div></div>																				
61.	The <b>Your Choice</b> section indicates that you are electing to waive coverage.																				
62.	<p>Click the <b>Update Elections</b> button.</p> <div><div>Notes</div><div>Once submitted, this choice will take effect on 10/01/2017. Deductions for this choice will start with the pay period beginning 09/01/2017.</div><div><div><b>Update Elections</b></div><div>Discard Changes</div></div></div>																				
63.	<p>Next, you will waive coverage for Dental PPO.</p> <p>Click the <b>Edit</b> button.</p> <div><div><table><tr><td>Dental PPO</td><td>Before Tax</td><td>After Tax</td><td>Employer Cost</td><td><b>Edit</b></td></tr><tr><td>Current: Delta Dental PPO w/other Med:Emp+2 Deps</td><td></td><td></td><td></td><td></td></tr><tr><td>New: Delta Dental PPO w/other Med:Emp+2 Deps</td><td>39.31</td><td></td><td>74.76</td><td></td></tr></table></div></div>	Dental PPO	Before Tax	After Tax	Employer Cost	<b>Edit</b>	Current: Delta Dental PPO w/other Med:Emp+2 Deps					New: Delta Dental PPO w/other Med:Emp+2 Deps	39.31		74.76						
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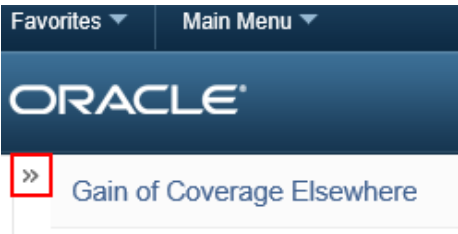
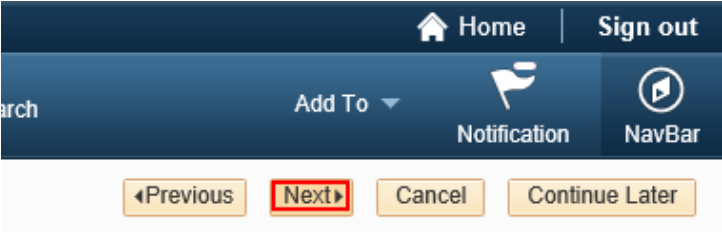
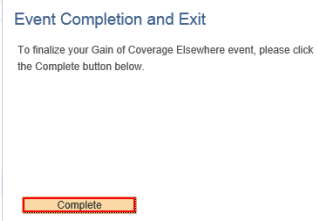



Step	Action
64.	Click the <b>Waive</b> option. <div>Employee + State Registered DP EE+State Reg DP+Child/ren EE+State Reg NA+Child/ren</div> <div><input type="checkbox"/> Waive</div>
65.	Click the scrollbar to move to the bottom of the page.
66.	Click the <b>Update and Continue</b> button. <div>EE+State Reg NA+Child/ren</div> <div><input checked="" type="radio"/> Waive</div> <div><div>Update and Continue</div><div>Discard Changes</div></div>
67.	The <b>Your Choice</b> section indicates that you are electing to waive coverage for Dental PPO.
68.	Click the <b>Update Elections</b> button. <div>Notes Once submitted, this choice will take effect on 10/01/2017. Deductions for this choice will start with the pay period beginning 10/01/2017.</div> <div><div>Update Elections</div><div>Discard Changes</div></div> <div>Select the <b>Update Elections</b> button to store your choices. Select the <b>Discard Changes</b> button to go back and change your choices.</div>
69.	Click the scrollbar to move to the bottom of the page.
70.	The <b>Election Summary</b> section indicates that you have no costs. You have waived medical and dental coverage and have not elected any vision coverage outside of the CVC Voucher.
71.	Click the <b>Save and Continue</b> button. <div>Your Costs</div> <div>These costs do not include certain choices that are based on variable earnings. The County's contributions towards your benefits may impact the taxes on your paycheck.</div> <div><div>Save and Continue</div></div>
72.	The <b>Submit Benefits Choices</b> page displays.  Read the text on this page. This text reminds you that you can still go back and review/revise your elections (up until your enrollment deadline).



Step	Action
73.	<p>Use the <b>Cancel</b> button to return to the <b>Benefit Summary</b> page. You can then revise your elections.</p> <p>The <b>Submit</b> button sends your choices to Benefits. Do not click this button until you are certain of your choices.</p> <p>Once you click <b>Submit</b>, you may not be able to make any changes to your elections until the next open enrollment period or until you experience a qualifying life event.</p> <p>For this example, you are ready to submit your elections.</p>
74.	<p>Click the <b>Submit</b> button.</p> 
75.	<p>Click the <b>OK</b> button.</p> 
76.	<p>Click the <b>Next</b> button.</p> 
77.	<p>The <b>Benefits Election Review</b> page displays.</p> <p>This page indicates that you have waived coverage for medical, dental, and vision plans.</p>
78.	Click the scrollbar to move to the bottom of the page.



Step	Action
79.	<p>Click the <b>Expand</b> button.</p> 
80.	<p>The <b>Activity Guide</b> indicates that you have completed the <b>Benefit Enrollment</b> step and are on the <b>Benefit Election Review</b> step. The next and final step is <b>Event Completion and Exit</b>.</p> <p>Note: at this point you can still cancel this event or select to continue the event at a later time.</p> <p>For this example you are ready to go on to the next step, <b>Event Completion and Exit</b>.</p> <p>Click the <b>Next</b> button.</p> 
81.	<p>The <b>Event Completion and Exit</b> page displays.</p> <p>For this topic, you are ready to complete this event.</p>
82.	<p>Click the <b>Complete</b> button.</p> 
83.	<p>Click the <b>Home</b> link.</p> 
84.	<p><b>End of Procedure.</b></p>