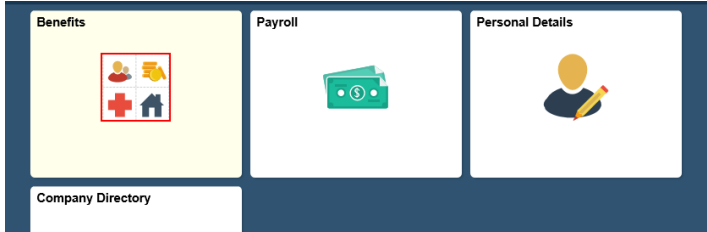

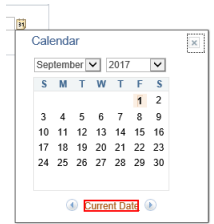




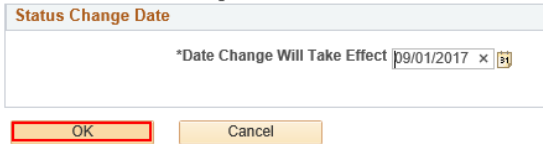
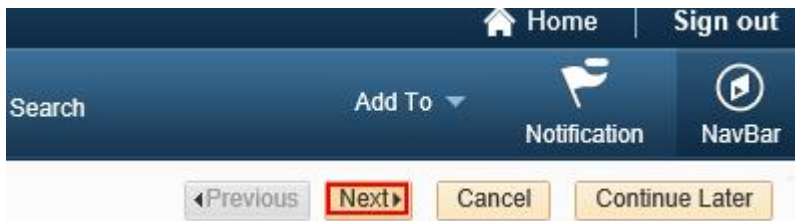
Completing a Loss of Coverage Elsewhere Life Event

Step	Action
1.	<p>Click the Benefits tile.</p> 
2.	<p>The Benefits Self Service 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">-- Review benefits summary information—to see your current or past benefits elections-- Review and/or edit your Dependent and beneficiary information-- Update your benefits information after you have experienced a qualifying Life Event—marriage, birth of a child, divorce, adoption, etc.-- Enroll in benefits during an open enrollment period and/or at the time of hire-- Upload documents in support of a qualifying life event or dependent verification-- Access benefits guides, forms, and provider links-- Request a CVC Voucher <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>Click the Life Events link.</p> 
4.	<p>The Life Events 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 Loss of Coverage Elsewhere.</p>


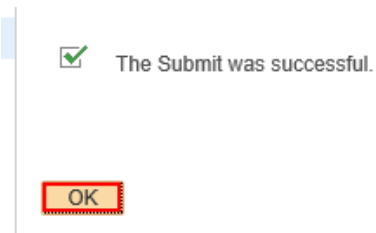
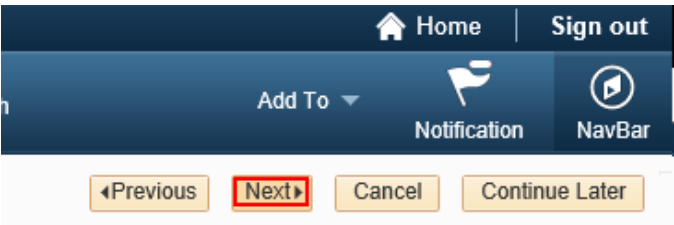


Step	Action
5.	<p>You can only process one life event at a time.</p> <p>The life event pages contain a Cancel button and a Continue Later button. Cancel cancels the life event and discards any changes you made. Continue Later saves the changes you made and allows to continue processing the life event at a later date.</p> <p>If you have started life event, and decided to continue it later, the Life Events page will indicate that you have an event in progress. It will also display a Continue My Life Event 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 Loss of Coverage Elsewhere option.</p> <p>Employee <input checked="" type="radio"/> Marriage <input type="radio"/> Birth of a Child <input type="radio"/> Adopted or Gained Legal Custody/Guardianship of a child <input type="radio"/> Divorce or Legal Separation <input checked="" type="radio"/> Loss of Coverage Elsewhere <input type="radio"/> Gain of Coverage Elsewhere <input type="radio"/> Add/Remove a Domestic Partner <input type="radio"/> Death of a Dependent <input type="radio"/> Deferred Compensation Contribution Change</p>
7.	<p>The Change Status Date displays.</p> <p>Use the Date Change Will Take Effect to enter the date on which you lost coverage.</p> <p>You loss coverage on 9/1/2017.</p> <p>For this example you will enter 8/28/2017 in the Date Change Will Take Effect field.</p> <p>Note: you must complete the life event within 30 days of the date of your loss of coverage.</p>
8.	<p>Click the Calendar Date Submitted 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> <p>Status Change Date</p> <p>*Date Change Will Take Effect <input type="text" value="8/28/2017"/></p>
9.	<p>Click the Current Date link.</p> <p></p>

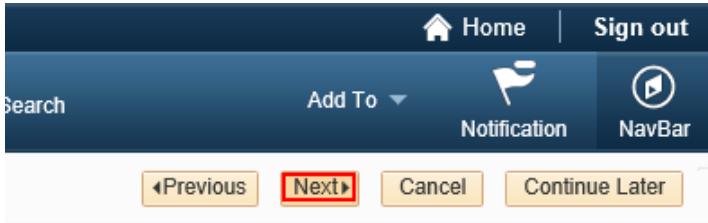
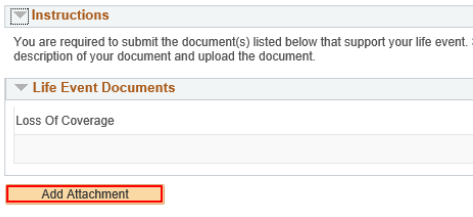
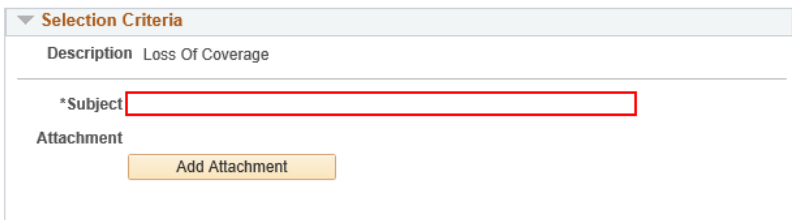


Step	Action
10.	<p>Click the OK button.</p> <p>The process must be completed by the end of the current month to be effective the first of the following month.</p>  <p>The dialog box titled "Status Change Date" contains a text field with the value "09/01/2017" and a close button (X). Below the text field are two buttons: "OK" (highlighted with a red border) and "Cancel".</p>
11.	<p>The Welcome to the Loss of Coverage Event 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 activity guide.</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 Activity Guide 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 Cancel button to cancel the event without saving any changes you have made. Use the Continue Later 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 Next button.</p> <p>Click the Next button.</p>  <p>The navigation bar includes a "Home" button with a house icon, a "Sign out" button, a "Search" field, an "Add To" dropdown menu, a "Notification" button with a flag icon, and a "NavBar" button with a circular arrow icon. Below the navigation bar are four buttons: "Previous" (disabled), "Next" (highlighted with a red border), "Cancel", and "Continue Later".</p>
15.	<p>The Los of Coverage Elsewhere page displays.</p> <p>The Date of Coverage Change field displays the date you previously entered. This should reflect the date you lost coverage.</p> <p>You can edit the value in this field, if necessary. For this example, you will not edit this value.</p>

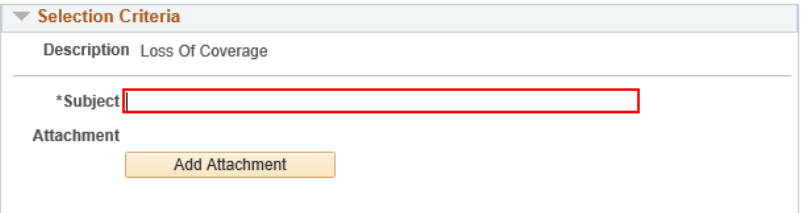
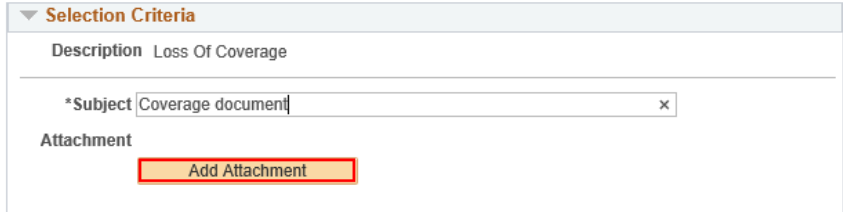
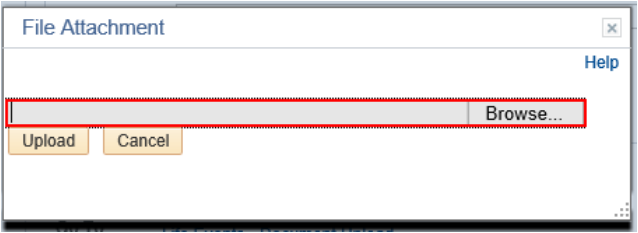
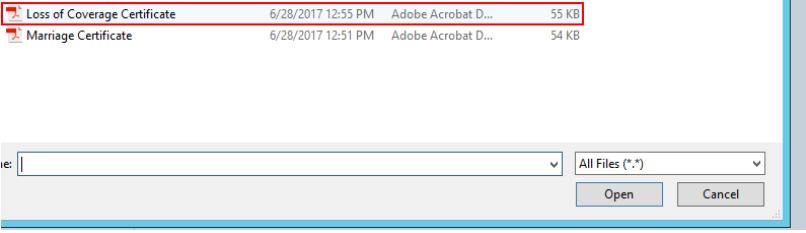
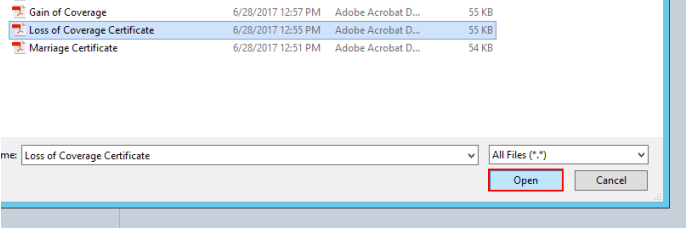


Step	Action
16.	<p>You are now ready to submit your information.</p> <p>Click the Submit button.</p>  <p>Loss of Coverage Elsewhere</p> <p>Please confirm the date shown below is the day you have lost coverage elsewhere.</p> <p>If correct, please click on the Submit button.</p> <p>Date of Coverage Change <input type="text" value="09/01/2017"/> </p> <p>Submit</p>
17.	<p>Click the OK button.</p>  <p> The Submit was successful.</p> <p>OK</p>
18.	<p>The Loss of Coverage Elsewhere page displays in view only mode.</p> <p>If you need to change the date, use the Previous button to return to the previous step. You will be able to edit this date.</p> <p>Note the Activity Guide indicates that the Date of Change step is complete.</p> <p>You are now ready to move to the next step, Update Dependent and Beneficiary.</p>
19.	<p>Click the Next button.</p>  <p>Home Sign out</p> <p>Add To Notification NavBar</p> <p>Previous Next Cancel Continue Later</p>
20.	<p>The Add/Review Dependent/Beneficiary page displays.</p> <p>The Activity Guide indicates that you have completed the Date of Change step and are on the Update Dependent and Beneficiary step.</p> <p>Your current dependents/beneficiaries are listed in the Dependent and Beneficiary Information section. Your husband is listed in this section.</p> <p>For this topic, you will not have to add any additional dependent/beneficiaries. You are ready to go on to the next step, Document Upload.</p>

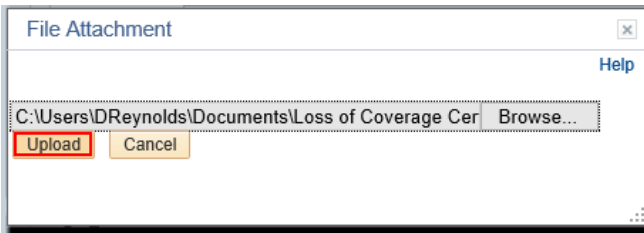
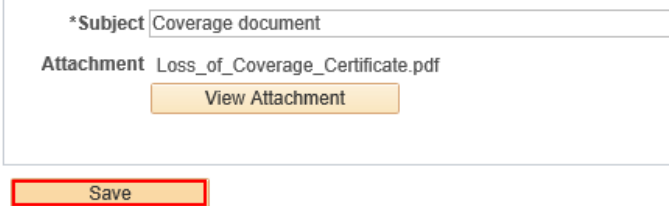
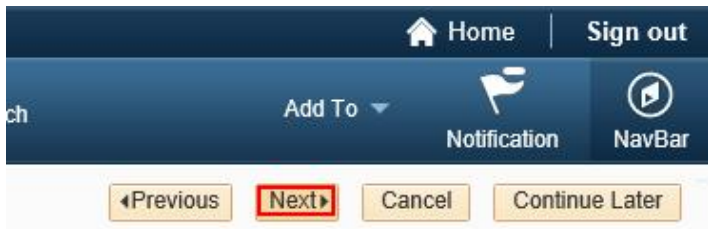


Step	Action
21.	<p>Click the Next button.</p> 
22.	<p>The Life Events - Document Upload page displays.</p> <p>The Activity Guide indicates that this step is in progress. The * indicates that this step is a required step. You can not skip it.</p> <p>The Life Event Documents section lists the types of documents required.</p> <p>You need to upload a document that supports your loss of coverage claim. 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 of your loss of coverage certificate.</p>
23.	<p>Click the Add Attachment button.</p> 
24.	<p>You must enter a description in the Subject field. This is a required field.</p>
25.	<p>Click in the Subject field.</p> 



Step	Action
26.	<p>Enter the desired information into the Subject field. Enter a valid value e.g. "Coverage document".</p> <p>FOR THIS SCREEN TO CORRECTLY DISPLAY INFORMATION.</p> 
27.	<p>Click the Add Attachment button.</p> 
28.	<p>The File Attachment window displays.</p> <p>Use this window to locate and upload the loss of coverage certificate.</p>
29.	<p>Click in the Help field.</p> 
30.	<p>Click the Loss of Coverage Certificate list item.</p> 
31.	<p>Click the Open button.</p> 

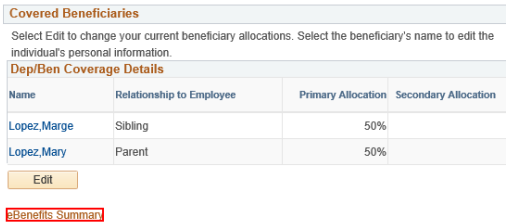
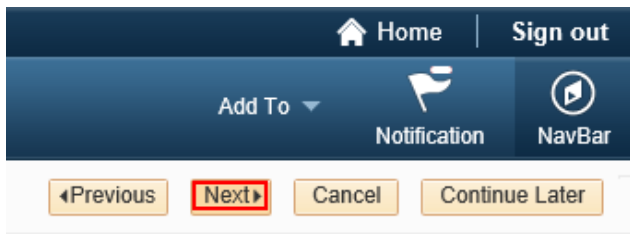
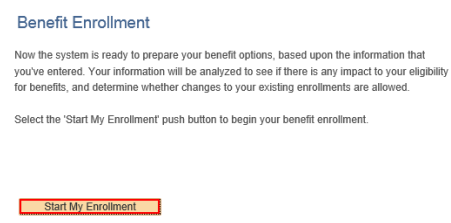



Step	Action
32.	<p>Click the Upload button.</p> 
33.	<p>The Document Definition - New Attachment page displays. the Selection Criteria section displays the subject you entered previously and the name of the file you uploaded, in this case Loss_of_Coverage_Certificate.pdf.</p> <p>You can use the View Attachment 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 Save button.</p> 
35.	<p>The Life Events - Documents Upload page displays. The Activity Guide indicates that you have completed the Document Upload step.</p> <p>You can use this page to upload additional documents (click the Add Attachment 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>
36.	<p>Click the Next button.</p> 

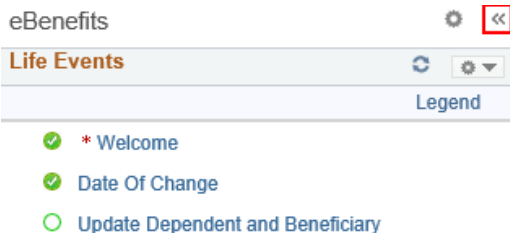
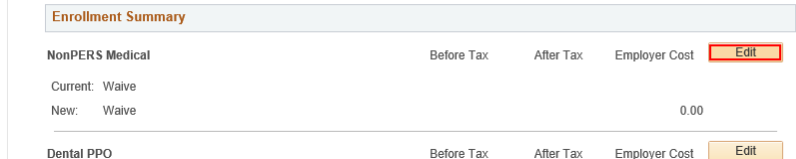
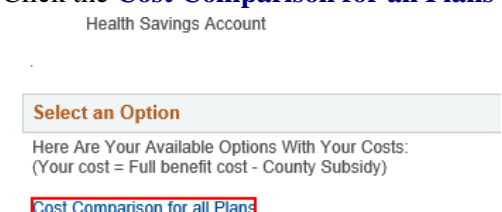


Step	Action																								
37.	<p>The Benefits Summary page displays. This is the same page that you can access from the Benefits Summary link on the Benefits Self Service home page. Use of this page is covered in other portions of eBenefits training.</p> <p>The page lists all the types of benefits 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 Dental PPO link.</p> <table><tr><th colspan="3">Benefits Summary</th></tr><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr><tr><td>NonPERS Medical</td><td></td><td>Waived</td></tr><tr><td>Dental PPO</td><td>Delta Dental PPO Only</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>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participation	NonPERS Medical		Waived	Dental PPO	Delta Dental PPO Only	Employee Only	Voluntary Vision Plan		Waived	Dental HMO		Waived	Basic Life	Basic Life 10000 ER	\$10,000			
Benefits Summary																									
Type of Benefit	Plan Description	Coverage or Participation																							
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Dental PPO	Delta Dental PPO Only	Employee Only																							
Voluntary Vision Plan		Waived																							
Dental HMO		Waived																							
Basic Life	Basic Life 10000 ER	\$10,000																							
39.	<p>The Dental PPO page displays.</p> <p>You are currently enrolled in a Delta Dental PPO Only plan, employee only.</p> <p>You will need to change this plan after you add medical coverage for you and your husband. You will include your husband in the new dental plan.</p>																								
40.	<p>Click the eBenefits Summary link.</p> <table><tr><th colspan="2">Covered Dependents</th></tr><tr><td colspan="2">No dependent/beneficiary enrollments were found.</td></tr><tr><td colspan="2">Additional Information</td></tr></table> <p>eBenefits Summan</p>	Covered Dependents		No dependent/beneficiary enrollments were found.		Additional Information																			
Covered Dependents																									
No dependent/beneficiary enrollments were found.																									
Additional Information																									
41.	<p>Next you will review your Basic life coverage.</p> <p>Click the Basic Life link.</p> <table><tr><th colspan="3">Benefits Summary</th></tr><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participa</th></tr><tr><td>NonPERS Medical</td><td></td><td>Waived</td></tr><tr><td>Dental PPO</td><td>Delta Dental PPO Only</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><tr><td>Spouse Life and AD & D</td><td></td><td>Waived</td></tr></table>	Benefits Summary			Type of Benefit	Plan Description	Coverage or Participa	NonPERS Medical		Waived	Dental PPO	Delta Dental PPO Only	Employee Only	Voluntary Vision Plan		Waived	Dental HMO		Waived	Basic Life	Basic Life 10000 ER	\$10,000	Spouse Life and AD & D		Waived
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Basic Life	Basic Life 10000 ER	\$10,000																							
Spouse Life and AD & D		Waived																							




Step	Action
42.	<p>The Basic Life page displays.</p> <p>You will not make any changes to allocations.</p>
43.	<p>Click the eBenefits Summary link.</p> 
44.	<p>Click the Next button.</p> 
45.	<p>Click the Start My Enrollment button.</p> 
46.	<p>The Activity Guide now indicates that you are on the Benefits Enrollment step.</p> <p>Review the text on the Benefits Enrollment page.</p> <p>Then click the Select button in the Open Benefits Events section.</p>
47.	<p>Click the Select button.</p>  <p>After you click the "Select" button, it will take a few seconds for your benefits information to load.</p>



Step	Action
48.	<p>Click the Minimize eBenefits button to collapse the Activity Guide.</p>  <p>The screenshot shows the eBenefits interface. At the top, there is a 'Minimize eBenefits' button with a gear icon and a red box around it. Below it is a 'Life Events' section with a 'Legend' button. The legend lists three items: 'Welcome' (green checkmark), 'Date Of Change' (green checkmark), and 'Update Dependent and Beneficiary' (green circle).</p>
49.	<p>The Enrollment Summary section lists the types of benefits available to you and your current enrollments.</p> <p>You will scroll through these options before beginning to make changes to enrollment to include your husband in your dental coverage and elect a medical plan for you and your husband.</p>
50.	Click the scrollbar to move down the page.
51.	Click the scrollbar to move down the page.
52.	<p>The Election Summary Section displays your costs and the employer contribution for your current elections.</p> <p>If you do not want to change any of your elections, click the I Have No Changes button.</p>
53.	Click the scrollbar to move to the top of the page.
54.	<p>Currently you have waived Medical Coverage. You will change this. You had had coverage under your husband's plan. He has lost that plan.</p> <p>You will enroll in a NonPERS plan and include your husband as a dependent in your coverage.</p>
55.	<p>Click the Edit button for the NonPERS Medical.</p>  <p>The screenshot shows the 'Enrollment Summary' section. It lists 'NonPERS Medical' with columns for 'Before Tax', 'After Tax', and 'Employer Cost'. The 'Employer Cost' column shows '0.00'. A red box highlights the 'Edit' button next to 'NonPERS Medical'. Below it, there is a 'Dental PPO' section with similar columns and an 'Edit' button.</p>
56.	<p>You will use the Cost Comparison link to review costs for the plans available to you.</p> <p>Click the Cost Comparison for all Plans link.</p>  <p>The screenshot shows the 'Cost Comparison for all Plans' link highlighted with a red box. Above it is a 'Health Savings Account' section. Below the link, there is a 'Select an Option' section with the text: 'Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - County Subsidy)'.</p>
57.	Click the scrollbar to move down the page.





Step	Action
58.	Click the scrollbar to move down the Coverage Details section.
59.	Click the scrollbar to move down the Coverage Details section.
60.	Click the scrollbar.
61.	Click the scrollbar.
62.	Click the scrollbar to move down the Coverage Details section.
63.	Click the scrollbar to move down the Coverage Details section.
64.	Click the scrollbar to move down the Coverage Details section. 
65.	Click the Return button. 
66.	Now, you will scroll down the page to review and decide on a plan in which to enroll. Click the scrollbar to move down the page.
67.	Click the scrollbar to move down the page.
68.	Click the scrollbar to move down the page.
69.	Click the scrollbar to move down the page.
70.	Click the scrollbar to move down the page.
71.	Click the scrollbar to the top of the page.
72.	You have decided to enroll in the Contra Costa County Health Plan A.
73.	Click the Yes option. 
74.	Click the scrollbar to move to the bottom of the page.
75.	The Enroll Your Dependents selection displays. Use this section to add your husband to your medical coverage.



Step	Action						
76.	<p>Click the Enroll option.</p> <div><div>Enroll Your Dependents</div><p>The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.</p><p>You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.</p><div><div>Dependent Beneficiary</div><table><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr><tr><td><input type="checkbox"/></td><td>Sam Codaro</td><td>Spouse</td></tr></table></div></div>	Enroll	Name	Relationship	<input type="checkbox"/>	Sam Codaro	Spouse
Enroll	Name	Relationship					
<input type="checkbox"/>	Sam Codaro	Spouse					
77.	<p>Click the Update and Continue button.</p> <div><div>Dependent Beneficiary</div><table><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Sam Codaro</td><td>Spouse</td></tr></table><div><div>Add/Review Dependents</div><div><div>Update and Continue</div><div>Discard Changes</div></div></div></div>	Enroll	Name	Relationship	<input checked="" type="checkbox"/>	Sam Codaro	Spouse
Enroll	Name	Relationship					
<input checked="" type="checkbox"/>	Sam Codaro	Spouse					
78.	<p>The NonPERS Medical page now displays</p> <p>-- Your Choice -- You Estimated Per-Pay-Period Cost -- Your Covered Dependents</p> <p>The Notes section indicates when your new coverage will take effect and when deductions for this coverage will start.</p>						
79.	<p>Click the Update Elections button.</p> <div><div>Dependent Information</div><table><tr><th>Name</th><th>Relationship</th></tr><tr><td>Sam Codaro</td><td>Spouse</td></tr></table><div><div>Notes</div><p>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.</p><div><div>Update Elections</div><div>Discard Changes</div></div><p>Select the Update Elections button to store your choices.</p></div></div>	Name	Relationship	Sam Codaro	Spouse		
Name	Relationship						
Sam Codaro	Spouse						
80.	Next, you will edit your Dental coverage.						
81.	<p>Click the Edit button for Dental PPO.</p> <div><div><div>NonPERS Medical</div><div>Before Tax</div><div>After Tax</div><div>Employer Cost</div><div>Edit</div></div><div><div>Current: Waive</div><div>New: Contra Costa Health Plan A:Emp +1 Dep</div></div><div><div>324.83</div><div>1,110.30</div></div></div> <div><div><div>Dental PPO</div><div>Before Tax</div><div>After Tax</div><div>Employer Cost</div><div>Edit</div></div><div><div>Current: Delta Dental PPO Only:Sgl/Emp</div><div>New: Delta Dental PPO Only:Sgl/Emp</div></div><div><div>1.81</div><div>43.35</div></div></div>						

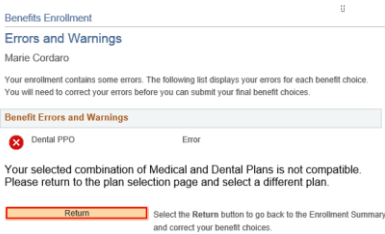

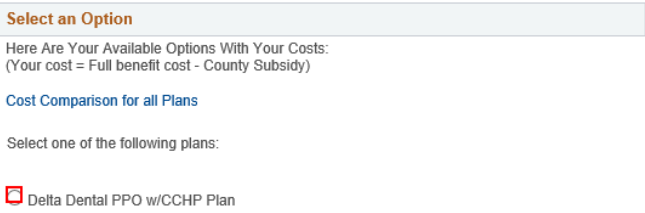


Step	Action									
82.	<p>You are currently enrolled in Delta Dental PPO Only with Employee Only coverage.</p> <p>This plan is not available to you because you have selected the Contra Costa Health Plan A for your medical coverage.</p> <p>The Delta Dental PPO w/CCHP Plan is the plan available for you with your current health plan election. You have not currently selected this plan.</p>									
83.	<p>Click the Cost Comparison for all Plans link to view cost.</p> <p>Note the Cost comparison includes dental plans available to you with different selections for health plans. You can review these and decide if you want to retain your current health plan selection or to go back and change you selection of a health plan.</p> <p>such as the installation of fillings and crowns.</p> <div><div> Important! Your current coverage is: Delta Dental PPO Only with Employee Only coverage. You will continue with this coverage if you do not make a choice.</div><div><div>Select an Option</div><div>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - County Subsidy)</div><div>Cost Comparison for all Plans</div></div></div> <p>Select one of the following plans:</p>									
84.	<p>Click the the scrollbar to move to the bottom of the page.</p> 									
85.	Click the scrollbar to the bottom of the page.									
86.	Click the scrollbar to move to the bottom of the Coverage Details section.									
87.	<p>Click the Return button.</p> <table><tr><td>Delta Dental PPO Only</td><td>Employee + State Registered DP</td><td>4.19 Before and After Tax</td></tr><tr><td>Delta Dental PPO Only</td><td>EE+State Reg DP+Child/ren</td><td>4.19 Before and After Tax</td></tr><tr><td>Delta Dental PPO Only</td><td>EE+State Reg NA+Child/ren</td><td>4.19 Before-Tax</td></tr></table> <div>Return</div>	Delta Dental PPO Only	Employee + State Registered DP	4.19 Before and After Tax	Delta Dental PPO Only	EE+State Reg DP+Child/ren	4.19 Before and After Tax	Delta Dental PPO Only	EE+State Reg NA+Child/ren	4.19 Before-Tax
Delta Dental PPO Only	Employee + State Registered DP	4.19 Before and After Tax								
Delta Dental PPO Only	EE+State Reg DP+Child/ren	4.19 Before and After Tax								
Delta Dental PPO Only	EE+State Reg NA+Child/ren	4.19 Before-Tax								
88.	<p>You have decided not to change your health plan selection. You want to enroll in the Delta Dental PPO w/CCHP Plan.</p> <p>Now you make sure your husband is included in this coverage.</p>									
89.	Click the scrollbar to move to the bottom of the page.									
90.	<p>Thew Enroll Your Dependents section displays.</p> <p>Your husband is listed in the Dependent Beneficiary section. Currently, he is not selected.</p>									



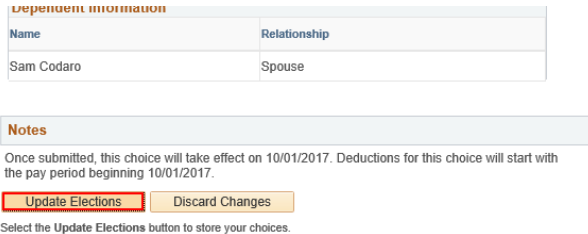


Step	Action															
91.	<p>Click the Enroll option.</p> <div><div><div>Dependent Beneficiary</div><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Sam Codaro</td><td>Spouse</td></tr></tbody></table></div><div>Add/Review Dependents</div></div>	Enroll	Name	Relationship	<input type="checkbox"/>	Sam Codaro	Spouse									
Enroll	Name	Relationship														
<input type="checkbox"/>	Sam Codaro	Spouse														
92.	<p>Click the Update and Continue button.</p> <div><div><div>Dependent Beneficiary</div><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Sam Codaro</td><td>Spouse</td></tr></tbody></table></div><div>Add/Review Dependents</div><div><div>Update and Continue</div><div>Discard Changes</div></div></div>	Enroll	Name	Relationship	<input checked="" type="checkbox"/>	Sam Codaro	Spouse									
Enroll	Name	Relationship														
<input checked="" type="checkbox"/>	Sam Codaro	Spouse														
93.	<p>Click the Update Elections button.</p> <div><div><div>Dependent Information</div><table><thead><tr><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td>Sam Codaro</td><td>Spouse</td></tr></tbody></table></div><div><div>Notes</div><p>Once submitted, this choice will take effect on 10/01/2017. Deductions for this choice will st: the pay period beginning 10/01/2017.</p><div><div>Update Elections</div><div>Discard Changes</div></div></div></div>	Name	Relationship	Sam Codaro	Spouse											
Name	Relationship															
Sam Codaro	Spouse															
94.	<p>Click the scrollbar to move to the bottom of the page.</p>															
95.	<p>Click the Save and Continue button.</p> <p>the amount the County is contributing to subsidize the cost of your benefits.)</p> <div><div><div>Election Summary</div><table><thead><tr><th>Summarized estimates for new Benefit Elections</th><th>Total</th><th>Before Tax</th><th>After Tax</th><th>Employer</th></tr></thead><tbody><tr><td>Costs</td><td>329.02</td><td>329.02</td><td>0.00</td><td>1,209.36</td></tr><tr><td>Your Costs</td><td>329.02</td><td>329.02</td><td>0.00</td><td></td></tr></tbody></table></div><div><p>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.</p><div>Save and Continue</div></div></div>	Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer	Costs	329.02	329.02	0.00	1,209.36	Your Costs	329.02	329.02	0.00	
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer												
Costs	329.02	329.02	0.00	1,209.36												
Your Costs	329.02	329.02	0.00													
96.	<p>An Errors and Warnings page displays. This page indicates that the combination of Medical and dental plans you selected are not compatible.</p> <p>You will use the Return button to return to the Enrollment Summary page and make changes to either or both your health and dental plan selections.</p>															



Step	Action
97.	<p>Click the Return button.</p> 
98.	<p>The Benefits Enrollment page displays.</p> <p>Notice, you are still enrolled in your original dental plan. This plan is not compatible with your health plan selection.</p> <p>You will review your Dental PPO options.</p>
99.	<p>Click the Edit button.</p> 
100.	<p>Notice, the Delta Dental PPO w/CCHP Plan option is not selected and the page indicates that you are enrolled in Delta Dental PPO Only plan.</p> <p>You neglected to select the Delta Dental PPO w/CCHP Plan option when you initially processed this page.</p> <p>You will check to be sure that your husband is still selected for this plan and then select this plan option.</p>
101.	Click the scrollbar to move to the bottom of the page..
102.	Notice, your husband is selected in the Dependent Beneficiary section. Now you will scroll to the top of the page and select the plan.
103.	Click the scrollbar to move to the top of the page.
104.	<p>Click the Yes option.</p> 

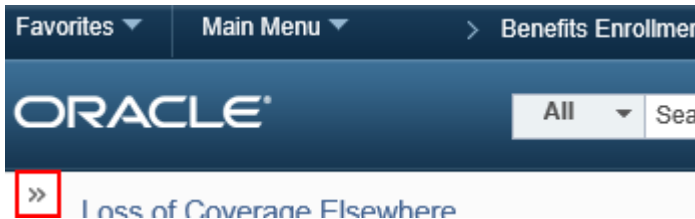
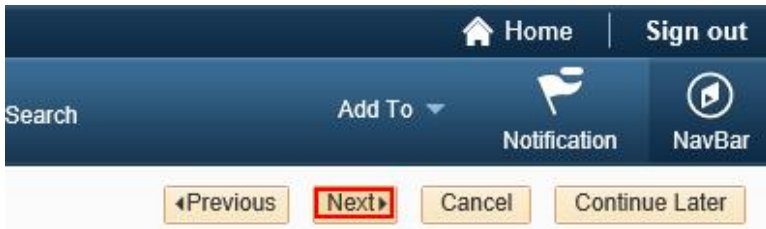
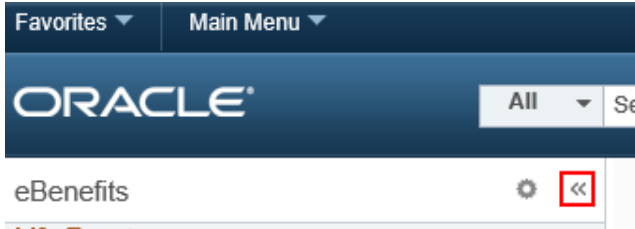


Step	Action
105.	Click the scrollbar to move to the bottom of the page. 
106.	Click the Update and Continue button. 
107.	The Dental PPO page now displays -- Your Choice -- You Estimated Per-Pay-Period Cost -- Your Covered Dependents The Notes section indicates when your new coverage will take effect and when deductions for this coverage will start. The costs reflected on this page represent the new dental coverage you have now correctly selected.
108.	Click the Update Elections button. 
109.	Click the scrollbar to move to the bottom of the page.
110.	The Election Summary section displays information about your total before and after tax costs for your medical and dental elections and the total of the County's contribution (Employer)

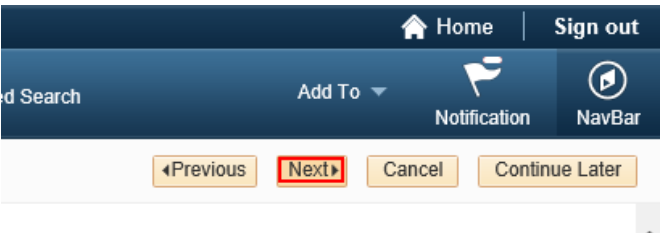
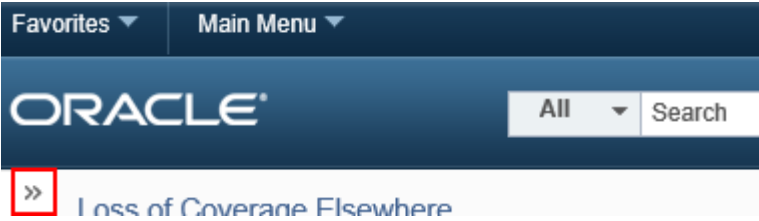
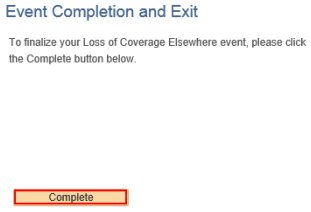
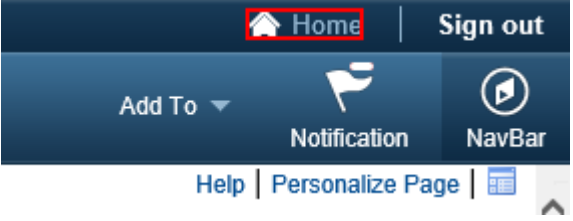


Step	Action															
111.	<p>Click the Save and Continue button.</p> <div><div>Election Summary</div><table><tr><td>Summarized estimates for new Benefit Elections</td><td>Total</td><td>Before Tax</td><td>After Tax</td><td>Employer</td></tr><tr><td>Costs</td><td>333.83</td><td>333.83</td><td>0.00</td><td>1,204.55</td></tr><tr><td>Your Costs</td><td>333.83</td><td>333.83</td><td>0.00</td><td></td></tr></table><p>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.</p><div>Save and Continue</div></div>	Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer	Costs	333.83	333.83	0.00	1,204.55	Your Costs	333.83	333.83	0.00	
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer												
Costs	333.83	333.83	0.00	1,204.55												
Your Costs	333.83	333.83	0.00													
112.	<p>The Submit Benefits Choices page displays.</p> <p>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).</p>															
113.	<p>Use the Cancel button to return to the Benefit Summary page. You can then revise your elections.</p> <p>The Submit button sends your choices to Benefits. Do not click this button until you are certain of your choices.</p> <p>Once you click Submit, 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>															
114.	<p>Click the Submit button.</p> <p>next Open Enrollment period or if you have a qualifying event such as a family status change.</p> <div><div>Authorize Elections</div><p>By submitting your benefit choices you are authorizing the County to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.</p><div><div>Submit</div><div>Cancel</div></div></div>															
115.	<p>Click the OK button.</p> <div><div>Benefits Enrollment</div><div>Submit Confirmation</div><div>Marie Cordaro</div><div>OK</div></div>															



Step	Action
116.	<p>Click the Expand button.</p> 
117.	The Activity Guide indicates that you have completed the Benefit Enrollment step
118.	<p>Notice the Event Status field in the Open Benefits Events section now displays Submitted.</p> <p>If you click the Select button, the system will navigate back to the Benefits Summary step. You will then have to move through the steps to review and/or modify your elections. Any changes that you made to this point will be discarded.</p>
119.	<p>Click the Next button.</p> 
120.	<p>Click the Minimize eBenefits button.</p> 
121.	<p>The Benefits Election Review page displays.</p> <p>Use this page to review your elections. You can also use the Print button to display a pdf report of your benefits elections.</p> <p>For this example, you will review your elections online. You will not use the Print button.</p>
122.	Click the scrollbar to move to the bottom of the page.
123.	Click the scrollbar to move to the top of the page.



Step	Action
124.	<p>Click the Next button.</p> 
125.	<p>Click the Expand button.</p> 
126.	<p>For this example you are last step, Event Completion and Exit.</p> <p>Note: at this point you can still cancel this event or select to continue the event at a later time.</p> <p>Once you click the Complete button, you can no longer go back and make changes or select to continue the process later.</p>
127.	<p>Click the Complete button.</p> 
128.	<p>Click the Home link.</p> 
129.	<p>End of Procedure.</p>