

Completing a Marriage Life Event

Step	Action
1.	Click the Benefits tile.
2.	 The Benefits Self Service page displays. This page is a classic page, not a fluid page. The benefits self service portion of PeopleSoft has not yet been converted to Fluid. This page contains the links that you use to review and manage your benefits information. These links allow you to 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
3.	Click the Life Events link.
4.	The Life Events page displays. Use this page to select the type of life event you experienced. The system provides a guided process that walks you through the steps necessary to complete a life event For this example you will select Marriage.



Step	Action			
5.	You can only process one life event at a time.			
	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 you to continue processing the life event at a later date. 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.			
	You will not be able to start another until you either complete the event in progress or cancel it.			
6.	Click the Marriage option.			
	O Divorce or Legal Separation O Loss of Coverage Elsewhere			
	Calin of Coverage Elsewhere Add/Remove a Domestic Partner			
	Death of a Dependent Deferred Compensation Contribution Change			
7.	The Change Status Date displays.			
	Use the Date Change Will Take Effect to enter your marriage date.			
	You can also use the calendar button to select the date.			
	For this example you will use the calendar button to select 8/26/2017.			
	Note: you must complete the life event within 30 days of the date of your marriage.			
8.	Click the Calendar Date Submitted button. The change must be completed within 30 days of your marriage.			
	Status Change Date			
	*Date Change Will Take Effect			
9.	Click the 26 link.			
	Image: Image of the system Image of the system Calendar Image of the system August II Image of the system S M T Z 3 M T Z 3 M 1 14 15 17 18 19 10 12 23 24 25 23 24 25 27 28 29 30 31			
	Current Date			



Step	Action
10.	Click the OK button. The change must be completed within 30 days of your marriage. Status Change Date *Date Change Will Take Effect p8/26/2017 x is OK Cancel
11.	The Welcome to the Marriage Event page displays. Review the information the welcome message. Then begin the process. Note the Activity Guide indicates that you have completed the Welcome step.
12.	 This page, as will all life event pages, displays the activity guide. 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. Initially you will leave this panel open. Later in the process, you will collapse the panel. Note the Activity Guide indicates that you have completed the Welcome step.
13.	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. 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.
14.	Begin the process by clicking the Next button. Click the Next button. Add To



Step	Action			
15.	The Marital Status Change page displays.			
	The Date Change Will Take Effect displays the date you previously entered. You can edit this date, if necessary. This date should reflect your marriage date.			
	The Current Marital Status field defaults to your current status and displays as view only. You cannot edit this field.			
	The Change Marital Status To field defaults to Married. You should accept this default value.			
16.	You are now ready to submit your request.			
	Click the Submit button.			
	Current Marital Status Single			
	*Change Marital Status To Married			
	* Required Field			
	Submit			
17.	A Submit Confirmation page displays. This page contains an approval chain.			
	Your request to change your marital status in the system is pending approval by multiple approvers. There is only one level of approval and only one of the multiple approvers must approve this change.			
18.	Click the OK button.			
	Marital Status Approval Chain Marital Status Change:Pending Marital Status Approval Chain Pending Pending Pending Pending Pending Pending Pending Pending Pending Pending			
19.	The Marital Status Change page indicates that you have submitted a request to change your marital status in the system, for the purposes of benefits, from single to married.			
	Notice the Marital Status step in the activity guide indicates that you have completed this step.			



Step	Action						
20.	You are now ready to go on to the next step.						
	Click the Next but	ton.					
		Add To 👻	ب Notificat	ion N	ø lavBar		
	Previous	Next Ca	ncel Cor	ntinue Lat	er		
21.	The Add/Review Dependent/Beneficiary page displays.						
	The activity guide Dependent and B		you are on th	e next st	ep in the proc	essUpdate	
	him eligible for co life insurance and/ You can also edit i this information ou Dependent and B	verage under y or deferred con information for itside of al life eneficiary Info	our medical npensation p your existin event using component	and dent lans. g depend the Bene These a	al plans and i lent/beneficia f its Summa are covered in		t
22.	 22. Use the Add a dependent or beneficiary button to add your husband as a dependent/beneficiary. Click the Add a dependent or beneficiary button. 		nd as a				
	Dependent and Be	eneficiary Information Relationship to	tion	Marital			
	Name	Employee	Date of Birth	Status	Dependent	Beneficiar	
	Deborah Smith	Parent	07/03/2017	Single	Yes	Yes	
	Add a dependent o	r beneficiary					
23.	Click in the First	Name field.					
	*First Name						
	Middle Name						
	+14 M						



Step	Action
24.	Enter the desired information into the First Name field. Enter a valid value e.g. "David". *First Name Middle Name *Last Name Name Prefix *Date of Birth *Gender Male *Social Security Number
25.	Click in the Last Name field.
26.	Enter the desired information into the Last Name field. Enter a valid value e.g. "Grey".
27.	Click in the Date of Birth field. *Last Name Grey × Name Prefix Name Suffix *Date of Birth *Gender Male
28.	Enter the desired information into the Date of Birth field. Enter a valid value e.g. "9/8/1978". Middle Name *Last Name Grey Name Prefix Q Name Suffix C *Date of Birth S *Gender Male



Step	Action
29.	Click in the Social Security Number field.
	*First Name David Middle Name *Last Name Grey Name Suffix *Date of Birth 9/9/1978 × iii *Gender Male *Social Security Number *Relationship to Employee ✓
30.	Enter the desired information into the Social Security Number field. Enter a valid value e.g. " 004-05-0008 ".
	*First Name David Middle Name *Last Name Grey Name Prefix Date of Birth 9/8/1978 *Gender Male *Social Security Number *Relationship to Employee
31.	Click the Relationship to Employee list.
32.	Click the Spouse list item.
33.	Your husband has a different address from yours that is stored in the system. You will add his address here. You will have to change your address in information in the system using eProfile. Changing address information is covered in eProfile training. To add his address information, begin by deselecting the Same Address as Employee
	option.



Step	Action		
34.	Click the Same Address as Employee option.		
	Address and Telephone		
	Same Address as Employee		
	Country United States		
	Address 30 Muir Martinez, CA 94553		
	Contra Costa		
35.	Click the Edit Address button.		
	^Kelationship to Employee Spouse ✓		
	Address and Telephone		
	Same Address as Employee		
	Country United States Change Country		
	Address Edit Address		
36.	Click in the Address 1 field.		
50.	Edit Address		
	Country United States Change Country		
	Address 1		
	Address 2		
	Address 3 City State Q		
37.	Enter the desired information into the Address 1 field. Enter a valid value e.g. "30		
	Douglas".		
	Address 1		
	Address 2 Address 3		
	City State Q		
	Postal		
	County		
38.	Click in the City field.		
	Address 1 30 Douglas Address 2		
	Address 3		
	City State		
	Postal		
	County		



Step	Action
39.	Enter the desired information into the City field. Enter a valid value e.g. "Martinez". dit Address Country United States Change Country Address 1 30 Douglas Address 2 Address 3 City
40.	Click in the State field. Country United States Change Country Address 1 30 Douglas Address 2 Address 3 City Martinez × State
41.	Enter the desired information into the State field. Enter a valid value e.g. "CA". Address 1 30 Douglas Address 2 Address 3 City Martinez State
42.	Click in the Postal field. Auuress 3 City Martinez State C Postal OK Cancel
43.	Enter the desired information into the Postal field. Enter a valid value e.g. "94553". City Martinez State CA Postal County OK Cancel



Step	Action
44.	Click in the County field.
	City Martinez State CA Calif
	Postal 94553 ×
	County
	OK Cancel
45.	Enter the desired information into the County field. Enter a valid value e.g. " Contra
	Costa".
	Address 3
	City Martinez State CA California
	Postal 94553
	OK Cancel
46.	Click the OK button.
	City Martinez
	Postal 94553
	County Contra Costa
	OK Cancel
47.	Next you will enter your husband's phone information. It is different from yours as stored
	in the system.
	If you need to change your phone information, you will have to do so using eProfile.
	Changing phone information is covered in eProfile training.
48.	Click the Same Phone as Employee option.
	Same Address as Employee
	Country United States Change Country Address 30 Douglas Edit Addr
	Martínez, CA 94553 Contra Costa
	d Same Diana as Employed
40	Same Phone as Employee
49.	Click the scrollbar.



Step	Action
50.	Click in the Phone field. Address 30 Douglas Martinez, CA 94553 Contra Costa
	Same Phone as Employee Phone Save
51.	Enter the desired information into the Phone field. Enter a valid value e.g. "925/555- 8888". Contra Costa
52.	Click the Save button. Same Phone as Employee Phone 925/555-8888 × Save Return
53.	Click the OK button. Save Confirmation W The Save was successful.
54.	 Note: your husband now displays in the Dependent and Beneficiary Information section. Notice the activity guide now indicates that the Update Dependent and Beneficiary step is now complete. You are ready to go on to the next step: Document Upload.



Step	Action		
55.	Click the Next button.		
	Add To Add To Cancel Continue Later		
	Trevious TrextP Cancer Continue Later		
56.	The Life Events - Document Upload page displays.		
	The Activity Guide indicates that this step is in progress. The * indicates that this step is a required step. You can not skip it.		
	The Life Event Documents section lists the types of documents required. If you are adding children or step children as part of this life event, you must upload birth certificates for them as well as a copy of your marriage certificate.		
	If you are not adding children, then you need to only upload a copy of your marriage certificate. If you only have paper copies of these documents, you will have to scan them and save them as a pdf in order to upload them.		
	Uploading and working with uploaded documents outside of a life event is covered in other topics in eBenefits training.		
	For this example, you will upload a copy of your marriage certificate.		
57.	Click the Add Attachment button. description of your document and upload the document. Life Event Documents Marriage Certificate		
	Birth Certificate		
	Add Attachment		
58.	You must enter a description in the Subject field. This is a required field.		
59.	Click in the Subject field.		
	Selection Criteria Description Marriage Certificate		
	*Subject Attachment		
	Add Attachment		



Step	Action
60.	Enter the desired information into the Subject field. Enter a valid value e.g. "Marriage Certificate". Description manage Certificate *Subject Attachment Add Attachment
61.	Click the Add Attachment button.
62.	The File Attachment window displays. Use this window to locate and upload the marriage certificate.
63.	Click in the Help field. Help Browse
64.	Click the Marriage Certificate list item. Overse Certificate 60/20/217 125 PM Overse Certificate 60/20/217 125 PM State Accessing 55 KB Cini of Coverage 60/20/217 125 PM Marriage Certificate 60/20/217 125 PM Addee Accessing D 54 KB Cancel 0pm
65.	Click the Open button.



Step	Action
66.	Click the Upload button.
	File Attachment File Attachment C:\Users\DReynolds\Documents\Marriage Certificate.po C:\Users\DReynolds\Cocuments\Marriage Certificate.po Life Events - Document Upload
67.	 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 Marriage_Certificate.pdf. You can use the View Attachment button to view the attachment. For this example, you will not use this button. Viewing attachments is covered in the document upload portion of eBenefits training.
68.	Click the Save button. *Subject Marriage Certificate Attachment Marriage_Certificate.pdf View Attachment Save
69.	 The Life Events - Documents Upload page displays. The Activity Guide indicates that you have completed the Document Upload step. You can use this page to upload additional documents (click the Add Attachment button). You can also use this page to delete the document. Deleting uploaded documents is covered in the document upload portion of eBenefits training. The next step is to view your benefits summary information.
70.	Click the Next button.



Step	Action				
71.	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 if this page is covered in other portions of eBenefits training.				
	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.				
	You can change these elections as part of the life event process.				
	In this step, you will review each of the benefit types for which you have elected coverage. You will make some adjustments to allocation for insurance and/or deferred compensation plans. You can also change allocations outside of a life event. Working with allocations is also covered in other portions of eBenefits training.				
	You will start with NonPERS Medical.				
72.	Click the NonPERS Medical link. D8/26/2017 Go				
	Benefits Summary				
	Type of Benefit Plan Description				
	NonPERS Medica Kaiser HMO Plan A				
73.	The NonPERS Medical page displays.				
	Currently, you are enrolled in Kaiser HMO Plan A, employee only.				
	You will change this election to include your husband during the next step in the life event process, Benefit Enrollment .				
74.	Click the eBenefits Summary link.				
	Additional Information				
	Autional mornauon				
	eBenefits Summan				



Step	Action			
75.	Next you will review, Dental PPO. Click the Dental PPO link.			
	Benefits Summary Type of Benefit NonPERS Medical	Plan Description Kaiser HMO Plan A	Coverage or Participation Employee Only	
	Dental PPC	Delta Dental PPO w/other Med	Employee Only	
	CVC Vision Voucher Voluntary Vision Plan	CVC Vision Plan	Employee Only Waived	
76.		nrolled in a Delta De		Med, employee only. he life event process.
77.	Click the eBenefits Covered Dependents No dependent/beneficiary enrollm Additional Information	-		
78.	NonPERS Medical Kaiser I Dental PPO Detta D	on Voucher link.		
79.	The CVC Vision Voucher displays. You are currently enrolled, employee only. You will not change this enrollment.			
80.	Click the eBenefits Additional Information eBenefits Summany	Summary link.		



Step	Action
81.	Next you will review your Basic Life coverage.
	Click the Basic Life link.
	CVC Vision Voucher CVC Visio
	Voluntary Vision Plan
	Dental HMO
	Basic Life Basic Life
	Management Life Life 57K
82.	The Basic Life page displays.
	You will not make any changes to your allocations for this benefit.
83.	Click the eBenefits Summary link.
	Covered Beneficiaries
	You are currently viewing past allocations, therefore, you are not eligible to make changes.
	Dep/Ben Coverage Details
	Name Relationship to Employee Primary Allocation Secondary Allocation
	Smith,Deborah Parent 100%
	eBenefits Summary
84.	Next, you will review Management Life.
	Click the Management Life link.
	NonPERS Medical Kaiser HMO Plan A Employee Only
	Dental PPO Delta Dental PPO w/other Med Employee Only CVC Vision Voucher CVC Vision Plan Employee Only
	CVC Vision Voucher CVC Vision Plan Employee Only Voluntary Vision Plan Waived
	Dental HMO Waived
	Basic Life Basic Life 10000 ER \$10,000
	Management Life 57K \$57,000
	Spouse Life and AD & D Waived
85.	The Management Life page displays.
	Currently you do not have any allocations assigned. You will add your husband as a
	primary allocation and your mother as a secondary allocation.
	Working with allocations is also covered in other portions of eBenefits training.
86.	Click the Edit button.
	Covered Beneficiaries
	You do not have any beneficiaries as of the date shown on this page. Se
	change or add beneficiaries
	Edit



Step	Action				
87.	Click the Minimize eBenefits button to see more of the Current Beneficiaries and allocations page. Doing so will hide the activity guide.				
	 Change Beneficiary Allocations 				
	All - Search				
88.	Next, you will add your husband as a primary allocation and your mother as a secondary allocation.				
	Your primary and secondary allocations must each total 100. You can not make a dependent/beneficiary both a primary and a secondary allocation				
89.	Click in the New Primary Allocation field.				
	Allocation Details				
	Name Relationship Current Primary Percent Percent New Primary Allocation				
	Deborah Smith Parent				
	✓ David Grey Spouse				
	Add a New Beneficiary Update Totals				
90.	Enter the desired information into the New Primary Allocation field. Enter a valid value e.g. "100".				
	Name Relationship Current Primary Percent Current Secondary Percent New Primary Allocation				
	Deborah Smith Parent				
	✓ David Grey Spouse				
	Add a Maur Danafisianu I Indota Tatala				
91.	Click in the New Secondary Allocation field.				
	Name Relationship Current Primary Percent Current Secondary Percent New Primary Allocation New Secondary Allocation				
	Deborah Smith Parent Parent				
	☑ David Grey Spouse				
	Add a New Beneficiary Update Totals 0 0				



Step	Action				
92.	Enter the desired information into the New Secondary Allocation field. Enter a valid value e.g. " 100 ".				
	Allocation Details				
	Name Relationship Current Primary Percent Current Secondary Percent New Primary Percent New Secondary Allocation				
	Deborah Smith Parent				
	David Grey Spouse 100				
	Add a New Beneficiary Update Totals 0 0				
93.	Click the Update Totals button.				
	Current Primary Percent Current Secondary Percent New Primary Allocation New Secondary Allocation				
	100 ×				
	100				
	Update Totals 0 0				
94.	Click the Save button.				
	✓ David Grey Spouse				
	Add a New Beneficiary Update Totals				
	eBenefits Summary				
	Save				
95.	Click the OK button.				
	Save Confirmation				
	The Save was successful.				
	OK				
96.	The Allocations Details section now reflects the allocations you just entered.				
97.	Click the eBenefits Summary link.				
	Allocation Details				
	Name Relationship Current Primary Percent Percet				
	Deborah Smith Parent 1				
	David Grey Spouse 100				
	Add a New Beneficiary Update Totals				
	eBenefits Summary				



Step	Action						
98.	Next you will review your Supplemental Life and ADD coverage.						
	Click the Supplemental Life and ADD link.						
	Basic Life	Basic Life 10000 ER	\$10,000				
	Management Life	Life 57K	\$57,000				
	Spouse Life and AD & D		Waived				
	Child Life		Waived				
	Supplemental Life and AD	Supplemental Life 100k	\$100,000				
	Long-Term Disability	Long Term Disability	85% of S	alary			
	Section 457	Deferred Comp Co. Ma	tch ER85 \$650 Bet	ore Tax			
99.	The Suppleme	ent Life and A	D&D pag	e displays.			
				your husba	and as a prima	ary allocation a	nd to change
	your mother to	a secondary al	location.				
100.	Click the Edit	button.					
	Covered Beneficiari	es					
	You are currently viewi	ng past allocations, the	refore, you are	not eligible to ma	ake changes.		
	Dep/Ben Coverage	Details					
	Name	Relationship to Employ	vee P	imary Allocation	Secondary Allocati		
	Smith,Deborah	Parent		100%			
	Edit						
101.	Click in the New Secondary Allocation field.						
	Allocation Details						
	Name	Relationship	Current Prim Perc		ndary New Primary Prcent Allocation	New Secondary Allocation	
	Deborah Smith	Parent	1	00			
	David Grey	Spouse					
	Add a New Bene	ficiary	U	odate Totals	0	0	
	aDanafita Cumm						
102.	Enter the desire	ed information	into the N	lew Secon	dary Allocat	tion field. Enter	a valid
	value e.g. "100	".					
	Allocation Details						
	Name	Relationship	Current Prima Perce	ry Current Secon nt Pe	ndary New Primary rcent Allocation	New Secondary Allocation	
	Deborah Smith	Parent	1	00			
	David Grey	Spouse					
103.	Click in the Ne	ew Primary Al	location	field.			
	Allocation Details						
	Name	Relationship	Current Prima Perce		ndary New Primary Allocation	New Secondary Allocation	
	Deborah Smith	Parent	10	0		100 ×	
	David Grey	Spouse					



Step	Action				
104.	Enter the desired information into the New Primary Allocation field. Enter a valid value e.g. " 100 ".				
	Allocation Details				
	Name Relationship Current Primary Current Secondary New Primary New Secondary Allocation Allocation				
	Deborah Smith Parent 100				
	David Grey Spouse				
	Add a New Beneficiary Update Totals 0 0				
105.	Click the Update Totals button.				
	Allocation Details				
	Name Relationship Current Primary Percent Percent				
	Deborah Smith Parent 100				
	David Grey Spouse				
	Add a New Beneficiary Update Totals				
106.	Click the Save button.				
	Deborah Smith Parent '				
	David Grey Spouse				
	Add a New Beneficiary				
	eBenefits Summary				
	Save				
107					
107.	Click the OK button.				
	Save Confirmation				
	The Save was successful.				
	OK				
108.	The Change Current Beneficiaries and Allocations page displays.				
	The Allocation Details section displays the changes you just made.				
109.					
109.	Click the eBenefits Summary link.				
	Deborah Smith Parent				
	David Grey Spouse				
	Add a New Beneficiary				
	eBenefits Summany				
1					



Step	Action				
110.	Next you will review your Long Term Disability coverage.				
	Click the Long-Term Disability link.				
	Dental HMO		Waived		
	Basic Life Basic	Life 10000 ER	\$10,000		
	Management Life 57	7K	\$57,000		
	Spouse Life and AD & D		Waived		
	Child Life		Waived		
	Supplemental Life and ADD Supple	emental Life 100K	\$100,00		
	Long-Term Disability Long	Term Disability	85% of		
111.	The Long-Term Dis You will not make as				
112					
112.	Click the eBenefits S	Summary I	link.		
	Plan N	lame Long Term D	Disability		
	Plan Prov	vider Contra Costa	ta County		
	Coverage L	evel 85% Of Salar	ary		
	Group Nur	nber			
	eBenefits Summary				
113.	Next you will review your Section 457 coverage.				
	Click the Section 457 link				
	Click the Section 457 link.				
	Child Life				
	Supplemental Life and	AD <u>D</u> Supp	pplemental Life 100K		
	Long-Term Disability	Long	ng Term Disability		
	Section 457	Defe	ferred Comp Co. Match ER8		
114.	The Section 457 pag	ge displays.			
	~ -				
	You will not change	your cover	rage.		
115.	Click the eBenefits	Summary 1	link.		
	Covered Beneficiaries				
	You are currently viewing past allocati	ions, ineretore, you are	re not englion		
	eBenefits Summary				



Step	Action			
116.	You are now ready to start the next step, Benefits Enrollment .			
	Click the Next button.			
	A Home Sign out			
	Add To - C D Notification NavBar			
	APrevious Next Cancel Continue Later			
117.	Click the Start My Enrollment button.			
	Select the 'Start My Enrollment' push button to begin your benefit enrollment.			
	Start My Enrollment			
118.	Review the text on the Benefits Enrollment page.			
	Then click the Select button in the Open Benefits Events section.			
119.	Click the Select button.			
	Open Benefit Events			
	Event Description Event Date Event Status Job Title			
	Marriage (1) 08/26/2017 Open Chief Accountant Select			
	After you click the "Select" button, it will take a few seconds for your benefits information to load.			
120.	The Enrollment Summary section lists the types of benefits available to you and your current enrollments.			
	You will scroll through these options before beginning to make changes to enrollment to accommodate your husband.			
121.	Click the Scrollbar to move down the page.			
122.	Click the scrollbar to move down the page.			
123.	Click the scrollbar to move down the page.			
124.	Click the Scrollbar to move down the page.			
125.	Click the Scrollbar to move down the page.			



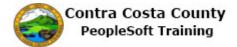
Step	Action				
126.	The Election Summary Section displays your costs and the employer contribution for your current elections.				
	If you do not want to change any of your elections, click the I Have No Changes button.				
	For this example, you do want to make changes to your medical and dental coverage.				
	Scroll to the top of the page.				
127.	Click the Scrollbar to return to the top of the page.				
128.	You will add your husband as a dependent to your NonPERS Medical and Dental PPO coverage. You will not change the plans you previously elected.				
	You will start with NonPERS Medical.				
129.	Click the Edit button.				
	Enrollment Summary				
	NonPERS Medical Before Tax After Tax Employer Cost Edit				
	Current: Kaiser HMO Plan A:Sgl/Emp 282.69 435.38 New: Kaiser HMO Plan A:Sgl/Emp 282.69 435.38				
130.	The NonPERS Medical page displays.				
	Your current coverage is Kaiser HMO Plan A, employee only.				
	You can use the Cost Comparison for All Plans link to view a comparison of the costs of NonPERS medical plans. You will use this link and view the costs for all plans.				
131.	Click the Cost Comparison for all Plans link.				
	Select an Option				
	Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - County Subsidy)				
	Cost Comparison for all Plans				
132.	The cost comparison displays in the Coverage details section. Use the scrollbars for the page and for the Coverage Details section to scroll through all plans.				
133.	Click the scrollbar to move down the page.				
134.	Click the scrollbar to move down the Coverage Details section.				
135.	Click the scrollbar to move down the Coverage Details section.				
136.	Click the scrollbar to move down the Coverage Details section.				
137.	Click the scrollbar to move down the Coverage Details section.				
138.	Click the scrollbar to move down the Coverage Details section.				
139.	Click the scrollbar to move down the Coverage Details section.				



Step	Action					
140.	Click the scrollbar to move down the Coverage Details section.					
141.	Click the scrollbar to move down the Coverage Details section.					
142.	Click the scrollbar to move down the Coverage Details section.					
143.	You have reached the bottom of the Coverage Details section. Click the Return button. Return					
144.	Details about each plan displays. For this example, you will not change from your current election. You will scroll to the bottom of the page to add your husband as a dependent to this plan.					
145.	Click the scrollbar to move to the bottom of the page.					
146.	The Enroll Your Dependents section displays.The Dependent Beneficiary section lists your husband. Select the Enroll check box to enroll him in your NonPERS Medical coverage.If there are other dependents that were not added earlier in the process, you can use the Add/Review Dependents button to add them to the Dependent Beneficiary section and then select them for coverage. For this example you will not add any additional dependents.					
147.	Click the Enroll option.					
	Enroll Name Relationship					
	David Grey Spouse					



Step	Action
148.	Use the Update and Continue button to update your elections and their coverage.
	If you made changes to the plan you selected and/or to dependents covered under the plan and have changed your mind, you can click the Discard Changes button. Any changes you made on this page will be discarded and your original elections retained.
149.	Click the Update and Continue button.
	Dependent Beneficiary Enroll Name Relationship
	David Grey Spouse
	Add/Review Dependents
	Update and Continue Discard Changes
150.	The NonPERS Medical now displays
	Your new election: Kaiser HMO Plan A, Employee plus one dependent
	Your estimated cost is \$632.18 per pay period
	Your husband is a covered dependent on this plan.
	The Notes section indicates when these changes will take place and when your new deductions will start.
151.	Click the Update Elections button.
	Notes
	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.
	Update Elections Discard Changes
152.	The Enrollment Summary section displays.
	Next you will add your husband to your Dental PPO coverage.
153.	Click the Edit button.
	Dental PPO Before Tax After Tax Employer Cost Edit
	Current: Delta Dental PPO w/other Med:Sgl/Emp
	New: Delta Dental PPO w/other Med:Sgl/Emp 11.14 34.02
154.	The Dental PPO page displays.
	Your current coverage is Delta Dental PPO, employee only.
	You will not change this plan. You will add your husband to this plan as a covered dependent.



Step	Action			
155.	You can use the Cost Comparison for All Plans link to view cost comparisons. You will not use this link.			
	You will scroll to the bottom of the page and select your husband for coverage under your current plan.			
156.	Click the scrollbar to move to the bottom of the page.			
157.	The Enroll Your Dependents selection displays. Use this section to add your husband to your Dental PPO coverage.			
158.	Click the Enroll option.			
	Dependent Beneficiary			
	Enroll Name Relationship			
	David Grey Spouse			
159.	Click the Update and Continue button.			
	Dependent Beneficiary			
	Enroll Name Relationship David Grey Spouse			
	Add/Review Dependents			
	Update and Continue Discard Changes			
160.	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.			
161.	Click the Update Elections button.			
	David Grey Spouse			
	Notes			
	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.			
	Update Elections Discard Changes Salart the Undate Elections button to store your choices			
162.	You are now ready to save your benefit elections.			
	You will scroll to the bottom of the Benefits Enrollment page.			
163.	Click the scrollbar to move to the bottom of the page.			



Step	Action					
164.	The Election Summary section dis costs for your medical and dental electron (Employer)					
165.	Click the Save and Continue button.					
	Election Summary					
	Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer	
	Costs	667.41	657.41	10.00	889.11	
	Your Costs	667.41	657.41	10.00		
	These costs do not include certain choices that are based on variable ean Save and Continue	nings.				
166.	The Submit Benefits Choices page	displays	5.			
			.1			1 1
	Read the text on this page. This text review/revise your elections (up unt					ick and
1.67	· · · ·	•			,	
167.	Use the Cancel button to return to the elections.	he Benef	it Sum	mary p	page. You can	then revise your
	The Submit button sends your choice	ces to Be	enefits.	Do no	t click this but	ton until you are
	certain of your choices.					
		. 1 1		1	1	1 .1 .11
	Once your click Submit , you may n the next open enrollment period or u					
	the next open enronment period of t	initi you	rexpen	lence a	a quantynig m	e event.
	For this example, you are ready to s	ubmit yo	our elec	tions.		
168.	Click the Submit button.					
	Authorize Elections					
	By submitting your benefit choices you are autho to pay for your benefit costs. You are also author	izing the Ben	efits Depart	tment to s	send necessary	ζ
	personal information to your selected providers to	o initiate and	support you	ir covera <u>o</u>	je.	
	Submit Cancel					
	Select the Submit button to send your final choice	es to the Ber	iefits Depar	tment.		
169.	Click the OK button.					
1071	Benefits Enrollment					
	Submit Confirmation					
	Beth Smith					
	ОК					



Step	Action			
170.	Notice the Event Status field in the Open Benefits Events section now displays Submitted.			
	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.			
171.	Click the Next button.			
	earch Add To V V Notification NavBar			
172.	The Benefits Election Review page displays.			
	Use this page to review your elections. You can also use the Print button to display a pdf report of your benefits elections.			
	For this example, you will review your elections on line. You will not use the Print button.			
173.	Click the scrollbar to move down the page.			
174.	Click the scrollbar to move to the top of the page.			
175.	Note: at this point you can still cancel this event or select to continue the event at a later time.			
	For this example you are ready to go on to the next step, Event Completion and Exit.			
176.	Click the Next button.			
	Search Add To - F Notification NavBar			
177.	The Event Completion and Exit page displays.			
	Note, if you are changing your name, address or phone information, you must make these changes using the Personal Details tile on the Employee Self Service home page. Requesting a name change and updating address, phone, and e-mail information are covered in eProfile training.			
	For this topic, you are ready to complete this event.			



Step	Action
178.	Click the Complete button.
	Event Completion and Exit Congratulations! You have completed your Marriage Hyou are changing your name or address, please click on the Personal Details Tile on your Employee Self-Service Home Page. Select the Complete push button to end this event. Complete
179.	Click the Self Service Home button.
180.	End of Procedure.