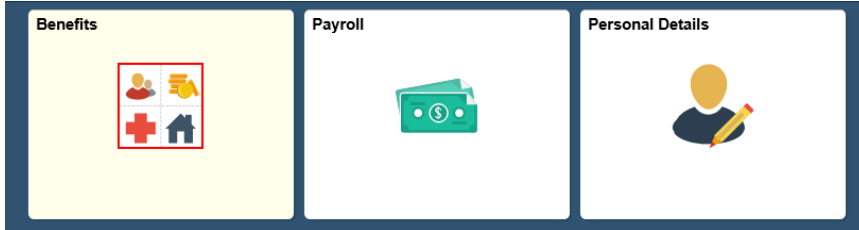
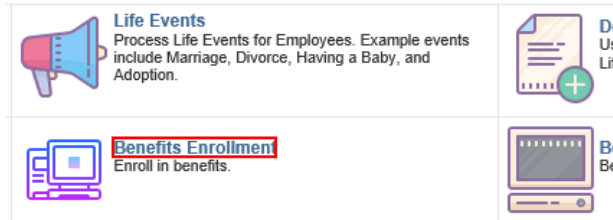





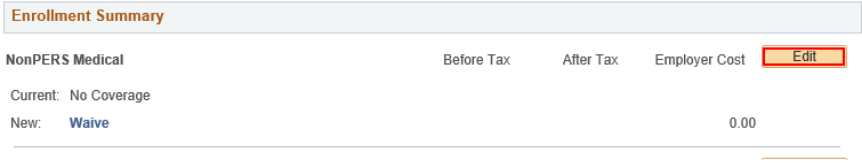
Enrolling as a New Hire/Rehire

Step	Action
1.	<p>Click the Benefits button.</p> 
2.	<p>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.</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 and dependent verification-- Access benefits plan guides, benefits forms, and provider links-- Submit a request for a CVC Voucher <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>Click the Benefits Enrollment link.</p> 
4.	<p>The Benefits Enrollment page displays.</p> <p>Review the text on this page.</p>


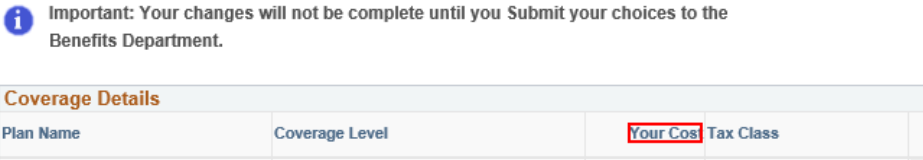


Step	Action												
5.	<p>This text reminds you that:</p> <ul style="list-style-type: none">- Benefit elections are for a full year and cannot be changed unless you experience a qualifying life event- You must re-enroll in Health Care Spending Accounts and the Dependent Care Assistance program each year; enrollment from the current year do not automatically carry over to the next year.- Your contributions to deferred compensation remain in effect until you submit a request to change them.												
6.	<p>You can use the Information icon to view additional information about enrollment.</p> <p>For this topic you will not use this icon.</p>												
7.	<p>The Open Benefit Events section displays your enrollment events, the Event Description, the Event Date, Event Status, and your Job Title.</p> <p>If there is a Select button for the event, the event is open for enrollment. Click the Select button to start enrollment.</p> <p>Notice the Event Description indicates this event is the result of a new hire.</p>												
8.	<p>Click the Select button.</p> <div><div>Open Benefit Events</div><table><tr><th>Event Description</th><th></th><th>Event Date</th><th>Event Status</th><th>Job Title</th><th></th></tr><tr><td>New Hire</td><td></td><td>09/11/2017</td><td>Open</td><td>Network Analyst II</td><td>Select</td></tr></table><p>After you click the "Select" button, it will take a few seconds for your benefits information to load.</p></div>	Event Description		Event Date	Event Status	Job Title		New Hire		09/11/2017	Open	Network Analyst II	Select
Event Description		Event Date	Event Status	Job Title									
New Hire		09/11/2017	Open	Network Analyst II	Select								
9.	<p>The Benefits Enrollment page displays.</p> <p>This page lists each of the benefits types for which you can enroll and indicates your current enrollments.</p> <p>You will use the scroll bar to review this information.</p>												
10.	<p>As a new hire, you are not currently enrolled in NonPERS Medical, Dental PPO, and Dental HMO.</p>												
11.	<p>Click the scrollbar.</p>												
12.	<p>As a new hire, you are not currently enrolled in Voluntary Vision Plan, Health Savings Account, Health Care Spending Account, Flex Spending Dependent Care, and Supplemental Life AD&D.</p> <p>You have been automatically enrolled in Basic Life, a County paid benefit.</p>												
13.	<p>Click the scrollbar.</p>												

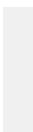
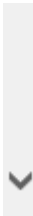



Step	Action
14.	<p>As a new hire, you are not currently enrolled in Spouse Life and AD & D, Child Life, Section 457, and DC Special Benefits \$25/\$150.</p> <p>You have been automatically enrolled in Management Life, a County paid benefit.</p>
15.	<p>Click the scrollbar.</p> <p>Click the Expand Related Content object.</p> 
16.	<p>Notice, the Election Summary section indicates that you currently have no costs, because you have not yet enrolled in any benefits programs that are not County paid.</p> <p>The Employer column indicates the amount that the County pays for your Basic Life and Management Life coverage.</p>
17.	<p>Click the scrollbar to move to the top of the page.</p>
18.	<p>You are now ready to begin enrollment. You will start with NonPERS Medical.</p>
19.	<p>Click the Edit button.</p> 
20.	<p>The NonPERS Medical page displays. This page lists all of your enrollment options and their associated costs.</p> <p>The page notes that you have currently have no coverage and that this will remain in effect unless you chose to enroll in a plan during this enrollment period.</p> <p>The page also note that, depending on the choice of plans, your options under Health Saving Account may change. For this example you will not enroll in a Health Savings Account. You will enroll in a Health Care Spending Account.</p>
21.	<p>Next, you will use the scrollbar to review the plans that are available to you.</p>
22.	<p>Click the scrollbar.</p>
23.	<p>Click the scrollbar.</p>
24.	<p>Click the scrollbar.</p>
25.	<p>Click the scrollbar.</p>



Step	Action
26.	Click the scrollbar. 
27.	Notice the Waive option is currently selected. You will review cost comparisons for medical plans before selecting one in which to enroll.
28.	Click the scrollbar to return to the top of the page..
29.	You can use the Cost Comparison for All Plans link to view information about how different plans compare in cost.
30.	Click the Cost Comparison for all Plans link. 
31.	The 1X Options Summary page displays. The Coverage Details section lists Plan Name , Coverage Level , Your Cost , and Tax Class . The headers in the columns are toggles. You can use them to help sort how information in the Coverage Details section is displayed. These toggle the columns to display information in either ascending or descending order. For this example you use the Your Cost header to display costs in ascending order.
32.	Click the Your Cost column header. 
33.	Notice the values in the Your Cost column now display in ascending order. You will use the scroll bar to review information in the Coverage Details section.
34.	Click the scrollbar to move down the Coverage Details section.
35.	Click the scrollbar to move down the Coverage Details section.
36.	Click the scrollbar to move down the Coverage Details section.
37.	Click the scrollbar to move down the Coverage Details section.

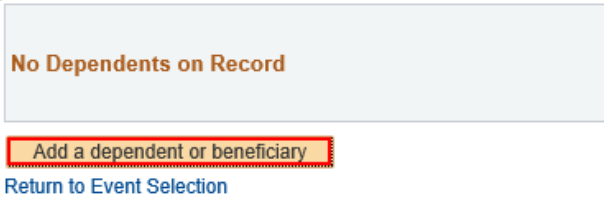
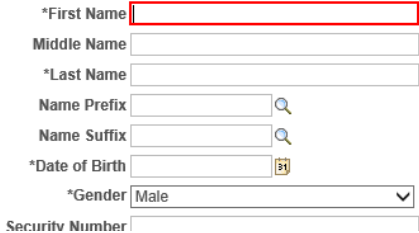
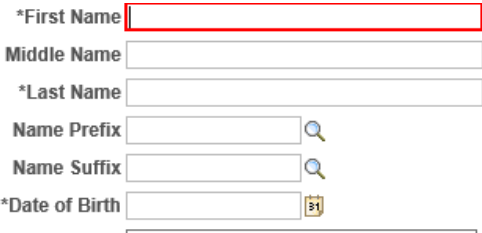
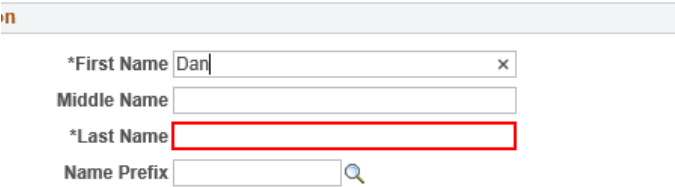


Step	Action						
38.	Click the scrollbar to move down the Coverage Details section. 						
39.	Click the scrollbar to move down the page.						
40.	Click the scrollbar to move down the Coverage Details section. 						
41.	Click the scrollbar to move down the Coverage Details section. 						
42.	You have finished reviewing the cost comparisons. Use the Return button to return to the NonPERS Medical page.						
43.	Click the Return button. <table border="1"><tr><td>Health Net PPO Plan A</td><td>Employee + Two Dependents</td><td>2279.04 Before-Tax</td></tr><tr><td>Health Net PPO Plan A</td><td>EE+DP Adult/DP Child/Children</td><td>2279.04 Before and After Tax</td></tr></table> <div>Return</div>	Health Net PPO Plan A	Employee + Two Dependents	2279.04 Before-Tax	Health Net PPO Plan A	EE+DP Adult/DP Child/Children	2279.04 Before and After Tax
Health Net PPO Plan A	Employee + Two Dependents	2279.04 Before-Tax					
Health Net PPO Plan A	EE+DP Adult/DP Child/Children	2279.04 Before and After Tax					
44.	You are back at the top of the NonPERS Medical page. You have decided to enroll in the Contra Costa Health Plan A . The Contra Costa Health Plan A option is visible. You will select this option.						
45.	Click the Yes option. <div>Select an Option</div> <p>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - County Subsidy)</p> <p>Cost Comparison for all Plans</p> <p>Select one of the following plans:</p> <p><input type="checkbox"/> Contra Costa Health Plan A</p>						



Step	Action									
46.	<p>Notice the Contra Costa Health Plan A option is now selected. The page still indicates you have no coverage, because you have not yet updated your enrollment.</p> <p>You will add your brother as a Dependent/Beneficiary. He can only be a beneficiary and not a dependent. You will not be able to add him to the coverage you just selected. He will be available to receive allocations on your life insurance plans.</p>									
47.	<p>Click the scrollbar to move to the bottom of the page.</p>									
48.	<p>The Enroll Your Dependents section displays. You can use this section to add dependents and then select them for coverage on Medical, Dental, and Vision plans. They will also receive allocations on your life insurance plans.</p> <p>The system will determine if the individuals you add are dependents and beneficiaries or only beneficiaries. If an individual is not eligible to enroll in a plan, they will not appear in the Dependent Beneficiary grid for medical plans, only dependents will display in this grid for medical, dental, and vision plans.</p>									
49.	<p>Dependents are eligible to be covered under medical, dental, and vision plans. Beneficiaries are eligible to receive benefits based on life insurance plans.</p> <p>An individual can be both a dependent and beneficiary. Their relationship to you determines if they qualify as a dependent.</p> <p>Dependents are your:</p> <ul style="list-style-type: none">-- Spouse-- Your Child-- Your Step Child-- Your domestic partner-- A child of a domestic partner-- A child determined by court order-- Other legal dependents									
50.	<p>For this example, you will add your brother, Dan.</p> <p>He will be a beneficiary, not a dependent. After you add him here, he will be available to select for an allocation on life insurance plans. You could also have waited until you were assigning allocations in a life insurance plan to add your dependent/beneficiaries.</p>									
51.	<p>Click the Add/Review Dependents button.</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><table><thead><tr><th colspan="3">Dependent Beneficiary</th></tr><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td></tr></tbody></table><div>Add/Review Dependents</div></div>	Dependent Beneficiary			Enroll	Name	Relationship	<input type="checkbox"/>		
Dependent Beneficiary										
Enroll	Name	Relationship								
<input type="checkbox"/>										

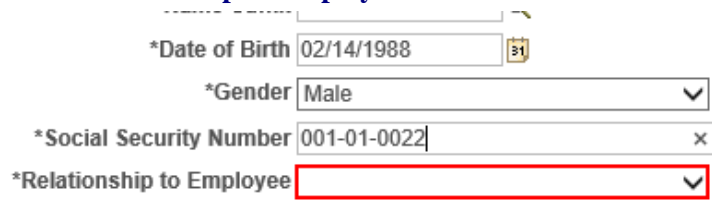

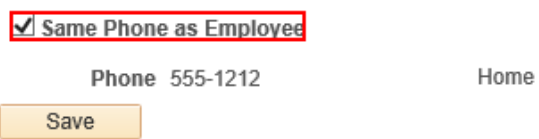


Step	Action
52.	<p>Click the Add a dependent or beneficiary button.</p> 
53.	<p>The Dependent/Beneficiary Personal Information page displays. Use this page to add information for your brother. The First Name, Last Name, Date of Birth, Gender, Social Security Number, and Relationship to Employee fields are required fields.</p> <p>You must enter/select values in these fields.</p>
54.	<p>Click in the First Name field.</p> 
55.	<p>Enter the desired information into the First Name field. Enter a valid value e.g. "Dan".</p> 
56.	<p>Click in the Last Name field.</p> <p>Effect as of Sep 11, 2017.</p> 



Step	Action
57.	<p>Enter the desired information into the Last Name field. Enter a valid value e.g. "Bell".</p> <p>*First Name <input type="text" value="Dan"/></p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Bell"/></p> <p>Name Prefix <input type="text"/> </p>
58.	<p>Click in the Date of Birth field.</p> <p>*First Name <input type="text" value="Dan"/></p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Bell"/></p> <p>Name Prefix <input type="text"/> </p> <p>Name Suffix <input type="text"/> </p> <p>*Date of Birth <input type="text" value="02/14/1988"/> </p>
59.	<p>Enter the desired information into the Date of Birth field. Enter a valid value e.g. "02/14/1988".</p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Bell"/></p> <p>Name Prefix <input type="text"/> </p> <p>Name Suffix <input type="text"/> </p> <p>*Date of Birth <input type="text" value="02/14/1988"/> </p> <p>*Gender <input type="text" value="Male"/></p>
60.	<p>The Gender field defaults to Male.</p> <p>For this example you will accept this value.</p>
61.	<p>Click in the Social Security Number field.</p> <p>*Last Name <input type="text" value="Bell"/></p> <p>Name Prefix <input type="text"/> </p> <p>Name Suffix <input type="text"/> </p> <p>*Date of Birth <input type="text" value="02/14/1988"/> </p> <p>*Gender <input type="text" value="Male"/></p> <p>*Social Security Number <input type="text"/></p> <p>*Relationship to Employee <input type="text"/></p>
62.	<p>Enter the desired information into the Social Security Number field. Enter a valid value e.g. "001-01-0022".</p> <p>Information</p> <p>*First Name <input type="text" value="Dan"/></p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Bell"/></p> <p>Name Prefix <input type="text"/> </p> <p>Name Suffix <input type="text"/> </p> <p>*Date of Birth <input type="text" value="02/14/1988"/> </p> <p>*Gender <input type="text" value="Male"/></p> <p>*Social Security Number <input type="text"/></p> <p>*Relationship to Employee <input type="text"/></p>

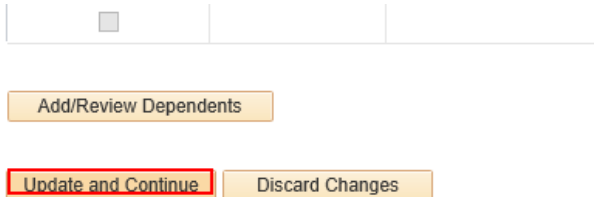
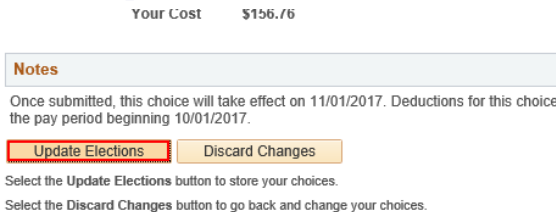


Step	Action
63.	<p>Click the Relationship to Employee list.</p>  <p>*Date of Birth 02/14/1988</p> <p>*Gender Male</p> <p>*Social Security Number 001-01-0022</p> <p>*Relationship to Employee</p>
64.	<p>Click the Sibling list item.</p> 
65.	<p>Note, the system uses the value you select in the Relationship to Employee field to determine if the individual is a dependent and beneficiary or only a beneficiary.</p> <p>Siblings are beneficiaries only ; they can not be dependents as well.</p>
66.	<p>Your brother lives with you. The Same Address as Employee check box is selected. You will leave this check box selected.</p> <p>If the person you are adding has a different address, you would deselect the Same Address as Employee check box. An Edit Address button would display. Click that button and add address information for the dependent/beneficiary you are adding.</p>
67.	<p>Your brother has a different phone number than yours.</p> <p>The Same phone as employee check box is selected. You will deselect this check box.</p>
68.	<p>Click the Same Phone as Employee option.</p> 
69.	<p>A Phone field displays.</p> <p>Use this field to enter your brother's phone number.</p>



Step	Action																		
70.	<p>Click in the Phone field.</p> <p><input type="checkbox"/> Same Phone as Employee</p> <p>Phone <input type="text"/></p> <p><input type="button" value="Save"/></p>																		
71.	<p>Enter the desired information into the Phone field. Enter a valid value e.g. "925/555-1212".</p> <p><input type="checkbox"/> Same Phone as Employee</p> <p>Phone <input type="text"/></p> <p><input type="button" value="Save"/></p>																		
72.	<p>Click the Save button.</p> <p><input type="checkbox"/> Same Phone as Employee</p> <p>Phone <input type="text" value="925/555-1212"/></p> <p><input type="button" value="Save"/></p>																		
73.	<p>Click the OK button.</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p><input type="button" value="OK"/></p>																		
74.	<p>Notice, your brother now displays in the Dependent and Beneficiary Information grid. He is listed as a beneficiary. He is not listed as a Dependent.</p>																		
75.	<p>Click the Return to Event Selection link.</p> <p>The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.</p> <table><tr><th colspan="6">Dependent and Beneficiary Information</th></tr><tr><th>Name</th><th>Relationship to Employee</th><th>Date of Birth</th><th>Marital Status</th><th>Dependent</th><th>Beneficiary</th></tr><tr><td>Dan Bell</td><td>Sibling</td><td>02/14/1988</td><td>Single</td><td>No</td><td>Yes</td></tr></table> <p><input type="button" value="Add a dependent or beneficiary"/></p> <p>Return to Event Selection</p>	Dependent and Beneficiary Information						Name	Relationship to Employee	Date of Birth	Marital Status	Dependent	Beneficiary	Dan Bell	Sibling	02/14/1988	Single	No	Yes
Dependent and Beneficiary Information																			
Name	Relationship to Employee	Date of Birth	Marital Status	Dependent	Beneficiary														
Dan Bell	Sibling	02/14/1988	Single	No	Yes														
76.	<p>The NonPERS Medical page displays. You will need to scroll to the bottom of the page.</p>																		

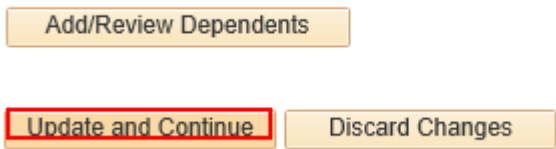
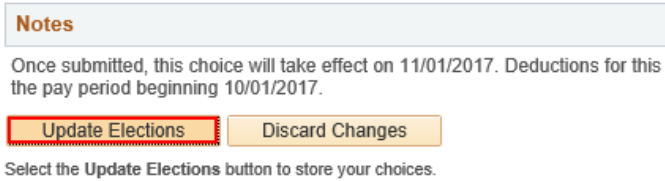
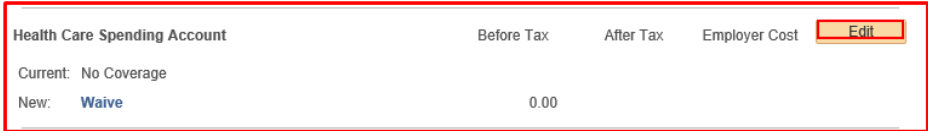


Step	Action
77.	Click the scrollbar.
78.	<p>Notice, you brother does not appear in the Dependent Beneficiary grid. He is beneficiary but not a dependent and as such is not eligible for coverage under a NonPERS Medical plan.</p> <p>You have no dependents. You are now ready to update your enrollment.</p>
79.	<p>If you have changed your mind about your selection for NonPERS Medical, you can use the Discard Changes button and any changes you made will not be saved.</p> <p>Discard Changes does not delete the information you entered about your brother. That information will continue to be available to you.</p> <p>For this example, you will not use the Discard Changes button.</p>
80.	<p>Click the Update and Continue button.</p> 
81.	<p>The Your Choice section indicates that you have selected Contra Costa Health Plan A with Employee Only coverage.</p> <p>The Your Estimated Per-Pay-Period Cost section indicates that your cost will be \$156.76 per pay period.</p> <p>The Notes section indicates when this choice will take effect and when deductions for the benefit will start.</p>
82.	Note, you can still discard your changes, if you have changed your mind. For this example you are ready to update your elections.
83.	<p>Click the Update Elections button.</p> 
84.	<p>The Election Summary section displays. Notice the New field for NonPERS Medical displays Contra Costa Health Plan A: Sigl/emp the election you just made.</p> <p>The Before Tax field indicates your per pay period cost. The Employer Cost field indicates the County's contribution.</p>



Step	Action
85.	Next, you will enroll in a Dental PPO plan.
86.	<p>Click the Edit button.</p> <p>New: Contra Costa Health Plan A: Sgl/Emp 156.76 560.81</p> <hr/> <p>Dental PPO Before Tax After Tax Employer Cost Edit</p> <p>Current: No Coverage</p> <p>New: Waive 0.00</p> <hr/>
87.	<p>Notice, you currently have no coverage. For this example you will select Delta Dental PPO w/CCHP Plan. This is the only option available to you.</p> <p>Note: you can not enroll in both a Dental PPO and a Dental HMO plan. The system will generate an error message when you attempt to save/submit your elections .You can only enroll in one of these Plan Types.</p> <p>Also note, the Dental Plans available to you are determined by your selection for a Medical plan.</p>
88.	The Waive radio button is currently selected. You will select the Delta Dental PPO w/CCHP Plan option. After you do so, the system will automatically deselect the Waive radio button.
89.	<p>Click the Yes option.</p> <p>Cost Comparison for all Plans</p> <p>Select one of the following plans:</p> <p><input type="checkbox"/> Delta Dental PPO w/CCHP Plan</p> <p>Coverage Level Your</p>
90.	Notice , the Waive radio button is no longer selected.
91.	Click the scrollbar.
92.	<p>The Enroll Your Dependents section displays. You do not have any dependents. Your brother, who you added when enrolling in medical coverage is not a dependent; he is a beneficiary. If you had additional dependent/beneficiaries to add, you could use the Add/Review Dependents button to add them. For this example, you will not add additional dependent/beneficiaries.</p> <p>You are ready to update your elections.</p>
93.	<p>If you have changed your mind, you can use the Discard Changes button to discard your Dental PPO elections. If you click this button, you will be waiving coverage.</p> <p>For this example, you will not use the Discard Changes button.</p>



Step	Action
94.	<p>Click the Update and Continue button.</p> 
95.	<p>Review information on this page.</p> <p>The Your Choice section indicates that you have selected Delta Dental PPO w/CCHP Plan with Employee Only coverage.</p> <p>The Your Estimated Per-Pay-Period Cost section indicates that your cost is \$3.99 per pay period.</p> <p>The Notes section indicates when this coverage will take effect and when deductions will start.</p>
96.	You are ready to update your elections.
97.	<p>Click the Update Elections button.</p>  <p>Select the Update Elections button to store your choices.</p>
98.	<p>Notice the New field for Dental PPO now reflects the election you just made.</p> <p>Next you will enroll in Health Care Spending Account.</p>
99.	Click the scrollbar.
100.	<p>Click the Edit button.</p> 
101.	<p>Currently the No, I do not want to enroll option is selected.</p> <p>You will select the Health Care Spending Account option.</p>



Step	Action
102.	<p>Click the Yes option.</p> <p>Select an Option</p> <p><input checked="" type="radio"/> No, I do not want to enroll</p> <p><input type="checkbox"/> Health Care Spending Account</p>
103.	<p>Notice an Annual Pledge field displays. You can use this field to indicate how much you want to contribute per year to your Health Care Spending Account.</p> <p>Also notice, there is a Worksheet link. You can use this link to access a worksheet that can help you determine how much to contribute. You can contribute up to \$2600 per year.</p> <p>For this example, you will use the worksheet link.</p>
104.	<p>Click the Worksheet link.</p> <p>This plan requires that you specify an annual pledge amount.</p> <p>Annual Pledge <input type="text"/> Worksheet Select the Worksheet button to help calculate your annual pledge for this plan year.</p>
105.	<p>The Flexible Spending Accounts worksheet page.</p> <p>Currently this page is set up to calculate per pay period contributions based on a specified annual contribution amount.</p> <p>The Estimate from Per-Pay-Period button is a toggle. Use it to change the worksheet to a display that enables you to calculate the annual contribution based on a per pay period contribution.</p>
106.	<p>You will start by calculating what the per pay period contribution would for an annual contribution, in this example, of \$1000.</p>
107.	<p>Click in the Your New Annual Pledge field.</p> <p>Contributions</p> <p>Your New Annual Pledge <input type="text"/> 0.00</p> <p>Minus Your Year-To-Date Contributions 0.00</p> <p>Divided by Pay Periods Remaining 9</p> <hr/> <p>Estimated Per-Pay-Period Contribution 0.00</p>

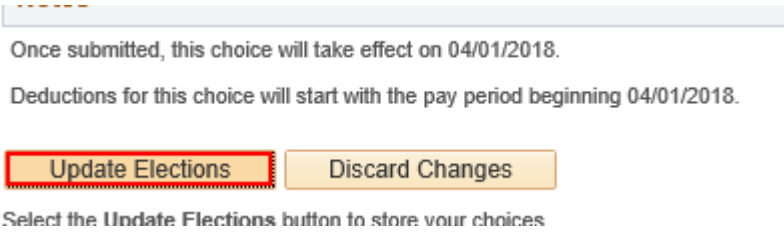

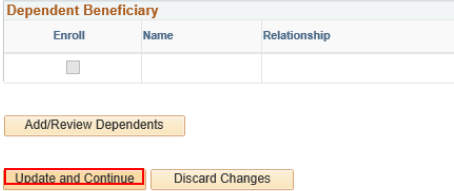


Step	Action
108.	<p>Enter the desired information into the Your New Annual Pledge field. Enter a valid value e.g. "1000".</p> <p>Your New Annual Pledge <input type="text" value="0.00"/></p> <p>Minus Your Year-To-Date Contributions 0.00</p> <p>Divided by Pay Periods Remaining 9</p> <p>Estimated Per-Pay-Period Contribution 0.00</p>
109.	<p>Click the Calculate button.</p> <p>Your Year-To-Date Contributions 0.00</p> <p>Divided by Pay Periods Remaining 9</p> <p>Estimated Per-Pay-Period Contribution 0.00</p> <p>Calculate</p>
110.	<p>Notice the system has calculated the estimated per pay period cost. For this example, it is \$111.11 based on an annual contribution of \$1000. The system divided the annual amount by the number of pay periods left in the current year.</p> <p>You would like to reduce the per period amount to \$75. Use the Estimate from Per-Pay-Period Contribution button to toggle to a version of the worksheet that allows you to calculate a per pay period contribution.</p>
111.	<p>Click the Estimate from Per-Pay-Period Contributions button.</p> <p>Estimate from Per-Pay-Period Contributions</p> <p>Your New Annual Pledge <input type="text" value="1000.00"/></p> <p>Minus Your Year-To-Date Contributions 0.00</p>
112.	<p>Notice the system now displays an Estimated Per-Pay-Period Contribution field. This field is populated with \$111.11. The Your New Annual Pledge displays \$999. These carried over from the previous version of the worksheet.</p> <p>You will change the amount in the Estimated Per-Pay-Period Contribution field to \$75 and recalculate the annual pledge.</p>
113.	<p>Click in the Estimated Per-Pay-Period Contribution field.</p> <p><input type="text" value="111.11"/></p> <p>Estimated Per-Pay-Period Contribution <input type="text" value="111.11"/></p> <p>Multiplied by Pay Periods Remaining 9</p> <p>Plus Your Year-To-Date Contributions 0.00</p> <p>Your New Annual Pledge 999.99</p>



Step	Action
114.	<p>Enter the desired information into the Estimated Per-Pay-Period Contribution field. Enter a valid value e.g. "75".</p> <p>Estimated Per-Pay-Period Contribution <input style="border: 1px solid red;" type="text" value="111.11"/> x</p> <p>Multiplied by Pay Periods Remaining 9</p> <p>Plus Your Year-To-Date Contributions 0.00</p> <hr/> <p>Your New Annual Pledge 999.99</p>
115.	<p>Click the Calculate button.</p> <p>Plus Your Year-To-Date Contributions 0.00</p> <hr/> <p>Your New Annual Pledge 999.99</p> <p>Return to Health Flexible Spending <input style="border: 1px solid red;" type="button" value="Calculate"/></p>
116.	<p>Notice the system has calculated a new annual pledge amount, \$675.</p> <p>This is the amount you want to use.</p>
117.	<p>Click the Return to Benefits Enrollment - Health Flexible Spending link.</p> <p>Your New Annual Pledge 675.00</p> <p><input style="border: 1px solid red;" type="button" value="Return to Benefits Enrollment - Health Flexible Spending"/> <input style="border: 1px dashed black;" type="button" value="Calculate"/></p>
118.	<p>Notice the Annual Pledge field now displays \$675.00.</p> <p>You are now ready to update your elections.</p>
119.	<p>Click the Update and Continue button.</p> <p>This plan requires that you specify an annual pledge amount.</p> <p>Annual Pledge <input type="text" value="675.00"/> Worksheet <small>Select the Worksheet button to help you specify an annual pledge for this plan year.</small></p> <p><input style="border: 1px solid red;" type="button" value="Update and Continue"/> <input type="button" value="Discard Changes"/></p>
120.	<p>Review information in the Your Choice section, the Your Contributions section, and the Notes section. These reflect the choice you just made.</p>



Step	Action
121.	<p>Click the Update Elections button.</p>  <p>Once submitted, this choice will take effect on 04/01/2018.</p> <p>Deductions for this choice will start with the pay period beginning 04/01/2018.</p> <p>Select the Update Elections button to store your choices</p>
122.	Next you will enroll in Voluntary Vision .
123.	Click the scrollbar.
124.	<p>Click the Edit button.</p> 
125.	<p>The Voluntary Vision Plan page displays. You currently have no coverage. The Waive option is selected.</p> <p>There is only one plan available to you, the VSP Voluntary Vision Plan. You will select this option.</p>
126.	<p>Click the Yes option.</p> <p>Select one of the following plans:</p> <p><input checked="" type="checkbox"/> VSP Voluntary Vision Plan</p> <p>Coverage Level</p> <p>— . ~ *</p>
127.	Click the vertical scrollbar
128.	<p>The Enroll Your Dependents section displays. You have no dependents and do not wish to add any dependents. Your brother is still a beneficiary, but does not display here because he is not also a dependent.</p> <p>You are ready to update your elections. If you want you could use the Discard Changes button to discard the changes to Voluntary Vision Plan that you just made. For this example, you will not use this button.</p>
129.	<p>Click the Update and Continue button.</p> 



Step	Action																								
130.	<p>Review information in the Your Choice, Your Estimated Per-Pay-Period, and Notes sections. This information reflects the choice just made. Use the Discard Changes button, if you want to discard these changes to Voluntary Vision Plan.</p> <p>For this example you will update your elections.</p>																								
131.	<p>Click the Update Elections button.</p> <div><div>Your Cost</div><div>\$10.08</div></div> <div><div>Notes</div><div>Once submitted, this choice will take effect on 11/01/2017. 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>																								
132.	<p>Next, your will review your Basic Life coverage and add a primary allocation for brother. You will not add any secondary allocations.</p>																								
133.	<p>Click the scrollbar.</p>																								
134.	<p>Click the Edit button.</p> <div><div>Basic Life</div><div>Before Tax</div><div>After Tax</div><div>Employer Cost</div><div>Edit</div><div>Current: Basic Life 10000 ER: \$10,000</div><div>New: Basic Life 10000 ER: \$10,000</div><div>1.25</div></div>																								
135.	<p>The Basic Life page displays. The system has automatically enrolled you in this plan. This is a County paid benefit; there is no cost to you.</p> <p>You will add your brother as a primary allocation.</p>																								
136.	<p>Click the scrollbar.</p>																								
137.	<p>You can use the Add/Review Beneficiaries button to add additional beneficiaries. For this example you will not add additional beneficiaries. Currently you have one beneficiary, your brother. You added him when enrolling in a NonPERS medical plan.</p> <p>You will create a primary allocation for him of 100%. The total of your primary allocations must equal 100. You do not have to add secondary allocations. If you do add secondary allocations, they must also total to 100. The same beneficiary cannot be both a primary and a secondary allocation.</p>																								
138.	<p>Click in the New Primary Allocation field.</p> <table><tr><th colspan="6">Allocation Details</th></tr><tr><th>Name</th><th>Relationship</th><th>Current Primary Percent</th><th>Current Secondary Percent</th><th>New Primary Allocation</th><th>New Secondary Allocation</th></tr><tr><td>Dan Bell</td><td>Sibling</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="4">Total</td><td>0</td><td>0</td></tr></table>	Allocation Details						Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation	Dan Bell	Sibling					Total				0	0
Allocation Details																									
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation																				
Dan Bell	Sibling																								
Total				0	0																				

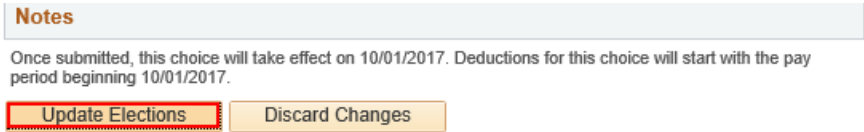
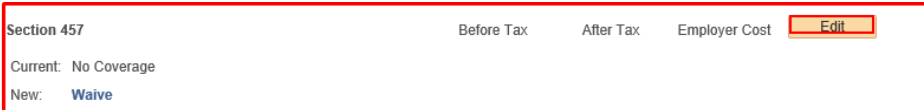
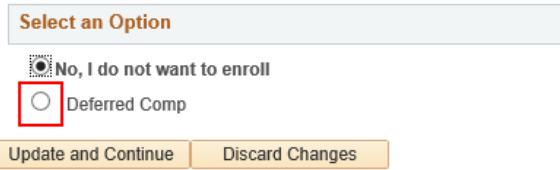


Step	Action																		
139.	<p>Enter the desired information into the New Primary Allocation field. Enter a valid value e.g. "100".</p> <table><tr><th colspan="6">Allocation Details</th></tr><tr><th>Name</th><th>Relationship</th><th>Current Primary Percent</th><th>Current Secondary Percent</th><th>New Primary Allocation</th><th>New Secondary Allocation</th></tr><tr><td>Dan Bell</td><td>Sibling</td><td></td><td></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Allocation Details						Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation	Dan Bell	Sibling			<input type="text"/>	<input type="text"/>
Allocation Details																			
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation														
Dan Bell	Sibling			<input type="text"/>	<input type="text"/>														
140.	<p>Click the Update and Continue button.</p> <table><tr><td>Dan Bell</td><td>Sibling</td></tr></table> <p>Update and Continue Discard Changes</p>	Dan Bell	Sibling																
Dan Bell	Sibling																		
141.	<p>Review the information in the Your Choice, Your Estimated Per-Pay-Period Cost, Your Primary Beneficiary Allocations, Your Secondary Beneficiary Allocations, and Notes section.</p> <p>Note, you did not designate any secondary allocations.</p> <p>You can use the Discard Changes button to discard the changes you just made to Basic Life. You can then, if you want, make different selections or leave coverage as it current exists.</p> <p>For this example, you will retain the changes you made.</p>																		
142.	<p>Click the Update Elections button.</p> <table><tr><th>Notes</th></tr><tr><td>Once submitted, this choice will take effect on 10/01/2017. Deductions period beginning 10/01/2017.</td></tr></table> <p>Update Elections Discard Changes</p>	Notes	Once submitted, this choice will take effect on 10/01/2017. Deductions period beginning 10/01/2017.																
Notes																			
Once submitted, this choice will take effect on 10/01/2017. Deductions period beginning 10/01/2017.																			
143.	<p>Next, you will review your Management Life coverage and add your brother as a primary allocation.</p>																		
144.	<p>Click the scrollbar.</p>																		
145.	<p>Click the Edit button.</p> <table><tr><td>Management Life</td><td>Before Tax</td><td>After Tax</td><td>Employer Cost</td><td>Edit</td></tr><tr><td>Current: Life 57K: \$57,000</td><td></td><td></td><td></td><td></td></tr><tr><td>New: Life 57K: \$57,000</td><td></td><td></td><td>7.13</td><td></td></tr></table>	Management Life	Before Tax	After Tax	Employer Cost	Edit	Current: Life 57K: \$57,000					New: Life 57K: \$57,000			7.13				
Management Life	Before Tax	After Tax	Employer Cost	Edit															
Current: Life 57K: \$57,000																			
New: Life 57K: \$57,000			7.13																


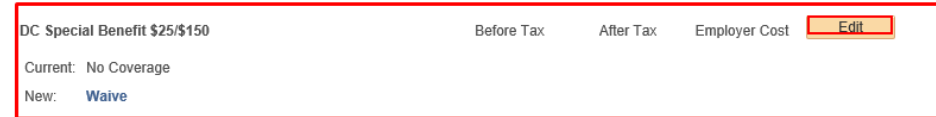


Step	Action																								
146.	<p>Notice, you are currently enrolled in Management Life at no cost to you. The system automatically enrolled you.</p> <p>You will add an allocation for your brother.</p>																								
147.	Click the scrollbar.																								
148.	<p>Your brother is listed in the Allocations details section, because he is a beneficiary. You will add him as a primary allocation for 100%.</p> <p>You will not add any secondary allocations.</p>																								
149.	<p>You can use the Add/Review Beneficiaries button to add additional beneficiaries. For this example you will not add additional beneficiaries. Currently you have one beneficiary, your brother. You added him when enrolling in a NonPERS medical plan.</p> <p>You will create a primary allocation for him of 100%. The total of your primary allocations must equal 100. You do not have to add secondary allocations. If you do add secondary allocations, they must also total to 100. The same beneficiary cannot be both a primary and a secondary allocation.</p>																								
150.	<p>Click in the New Primary Allocation field.</p> <table><tr><th colspan="6">Allocation Details</th></tr><tr><th>Name</th><th>Relationship</th><th>Current Primary Percent</th><th>Current Secondary Percent</th><th>New Primary Allocation</th><th>New Secondary Allocation</th></tr><tr><td>Dan Bell</td><td>Sibling</td><td></td><td></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="4">Total</td><td>0</td><td>0</td></tr></table>	Allocation Details						Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation	Dan Bell	Sibling			<input type="text"/>	<input type="text"/>	Total				0	0
Allocation Details																									
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation																				
Dan Bell	Sibling			<input type="text"/>	<input type="text"/>																				
Total				0	0																				
151.	<p>Enter the desired information into the New Primary Allocation field. Enter a valid value e.g. "100".</p> <table><tr><th colspan="6">Allocation Details</th></tr><tr><th>Name</th><th>Relationship</th><th>Current Primary Percent</th><th>Current Secondary Percent</th><th>New Primary Allocation</th><th>New Secondary Allocation</th></tr><tr><td>Dan Bell</td><td>Sibling</td><td></td><td></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="4">Total</td><td>0</td><td>0</td></tr></table>	Allocation Details						Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation	Dan Bell	Sibling			<input type="text"/>	<input type="text"/>	Total				0	0
Allocation Details																									
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation																				
Dan Bell	Sibling			<input type="text"/>	<input type="text"/>																				
Total				0	0																				
152.	<p>Click the Update and Continue button.</p> <div><div>Update and Continue</div><div>Discard Changes</div></div>																								



Step	Action
153.	<p>Review the information in the Your Choice, Your Estimated Per-Pay-Period Cost, Your Primary Beneficiary Allocations, Your Secondary Beneficiary Allocations, and Notes section.</p> <p>Note, you did not designate any secondary allocations.</p> <p>You can use the Discard Changes button to discard the changes you just made to Management Life. You can then, if you want, make different selections or leave coverage as it current exists.</p> <p>For this example, you will retain the changes you made.</p>
154.	<p>Click the Update Elections button.</p> 
155.	Next, you will enroll in Section 457 .
156.	Click the scrollbar.
157.	<p>Click the Edit button.</p> 
158.	<p>The Section 457 page displays.</p> <p>Currently the No, I do not want to enroll option is selected.</p> <p>You will select the Deferred Com option.</p>
159.	<p>Click the Deferred Comp option.</p> 
160.	<p>Notice, a Flat Amount field display. Use this field to enter the amount you want to contribute each month to Section 457. You will enter 50.</p> <p>This amount must be a flat dollar amount not a percent.</p>



Step	Action
161.	<p>Click in the Flat Amount field.</p> 
162.	<p>Enter the desired information into the Flat Amount field. Enter a valid value e.g. "50".</p> 
163.	<p>Click the Update and Continue button.</p> 
164.	<p>Review the information in the Your Choice and Notes section.</p> <p>You can use the Discard Changes button to discard the changes you just made to Section 457. You can then, if you want, make different selections or leave coverage as it current exists.</p> <p>For this example, you will retain the changes you made.</p>
165.	<p>Click the Update Elections button.</p> 
166.	Finally, you will enroll in DC Special Benefit \$25/\$150 .
167.	Click the scrollbar.
168.	<p>Click the Edit button.</p> 



Step	Action															
169.	<p>The DC Special Benefit \$25/\$150 page displays.</p> <p>Currently the No, I do not want to enroll option is selected.</p> <p>For this example, you will select the DC150 Spec Ben option.</p>															
170.	<p>Click the DC 150 Spec Ben option.</p> <p><input type="radio"/></p>															
171.	<p>Notice, a Flat Amount field displays. The system has populated this field with 25.00.</p> <p>Accept this value; do not change it.</p>															
172.	<p>Click the Update and Continue button.</p> <p><input type="radio"/> No, I do not want to enroll</p> <p><input checked="" type="radio"/> DC150 Spec Ben</p> <div><p>Contributions</p><p>You are restricted to a flat \$25 contribution if you participate in this plan.</p><p>Before Tax</p><p>Flat Amount <input type="text" value="25.00"/></p><p>Update and Continue Discard Changes</p></div>															
173.	<p>Review the information in the Your Choice and Notes section.</p> <p>You can use the Discard Changes button to discard the changes you just made to DC Special Benefit \$25/\$150. You can then, if you want, make different selections or leave coverage as it current exists.</p> <p>For this example, you will retain the changes you made.</p>															
174.	<p>Click the Update Elections button.</p> <p>Update Elections</p>															
175.	<p>You have completed entering benefit election. You are now ready to save your elections.</p>															
176.	<p>Click the scrollbar.</p>															
177.	<p>Review Information in the Election Summary section. This section lists your total costs and the amount contributed the County on a per pay period basis.</p>															
178.	<p>Click the Save and Continue button.</p> <table><tr><th>Summarized estimates for new Benefit Elections</th><th>Total</th><th>Before Tax</th><th>After Tax</th><th>Employer</th></tr><tr><td>Costs</td><td>245.83</td><td>245.83</td><td>0.00</td><td></td></tr><tr><td>Your Costs</td><td>245.83</td><td>245.83</td><td>0.00</td><td></td></tr></table> <p>These costs do not include certain choices that are based on variable earnings.</p> <p>Save and Continue</p>	Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer	Costs	245.83	245.83	0.00		Your Costs	245.83	245.83	0.00	
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer												
Costs	245.83	245.83	0.00													
Your Costs	245.83	245.83	0.00													



Step	Action
179.	<p>The Submit Benefits Choices page displays.</p> <p>Review the text that appears on this page. This text reminds you that you should not submit your elections until you have enrolled in all benefits for which you want to enroll and that you are satisfied with your choices.</p> <p>It also tells you that you can still go back and make changes. To do so click the Cancel button. You will be returned to the Enrollment Summary page and from there you can review and/or edit your elections.</p> <p>The page also reminds you that once your submission is processed by Benefits, you may not be able to make further changes until the next open enrollment period or until you experience a qualifying life event.</p>
180.	For this example, you are ready to submit your elections.
181.	<p>Click the Submit button.</p> <div data-bbox="370 844 1055 1024"> <p>Authorize Elections</p> <p>By submitting your benefit choices you are authorizing the County to take to pay for your benefit costs. You are also authorizing the Benefits Department to use your personal information to your selected providers to initiate and support your elections.</p> <p>Submit Cancel</p> </div>
182.	<p>The Submit Confirmation page displays.</p> <p>This page indicates that your submission was successful and indicates that you will receive a confirmation statement within a week.</p>
183.	<p>Click the OK object.</p> <div data-bbox="370 1239 987 1423"> <p>James Bell</p> <p>Your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement within one week to confirm your selections. To return to the Benefits Enrollment page, use the OK button.</p> <p>OK</p> </div>
184.	<p>Benefits Enrollment page displays.</p> <p>The Open Benefits Events section indicates that your selections for this new hire event have been submitted to Benefits.</p>
185.	<p>Click the Home link.</p> <div data-bbox="349 1690 469 1724"> Home </div>
186.	End of Procedure.