Using Life Page Controls

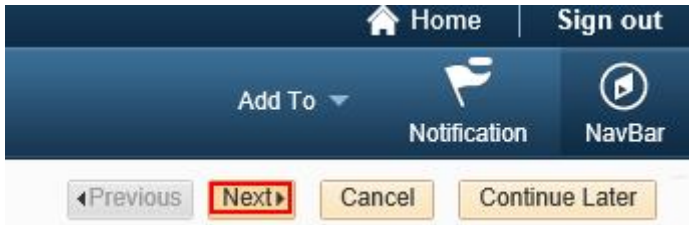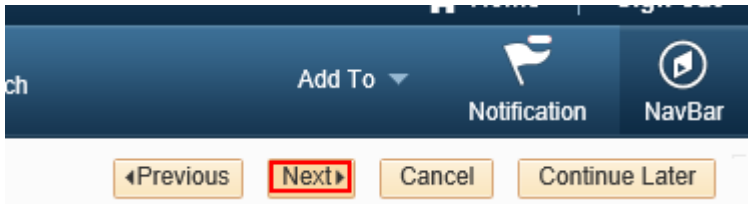| Step	Action
1.	Page Elements **Note: not all radio buttons turn green after a step has been completed.**
2.	Click the object. Benefits Payroll Personal Details Company Directory
3.	Click the **Life Events** link. Benefits Self Service **Benefits Self Service** Benefits Employee Self Service **Benefits Summary** Review a summary of current, past or future benefit enrollments. **Life Events** Process Life Events for Employees. Example events include Marriage, Divorce, Having a Baby, and Adoption. **Docum** Used to Life Eve
4.	Click the **Loss of Coverage Elsewhere** option. Employee ○ Marriage ○ Birth of a Child ○ Adopted or Gained Legal Custody/Guardianship of a child ○ Divorce or Legal Separation ○ Loss of Coverage Elsewhere
5.	Click in the **Date Change Will Take Effect** field. Enter the date that your non-County insurance coverage ends or will end, then click on the OK button. This date cannot be more than 30 days in the past or the future. The process must be completed by the end of the current month to be effective the first of the following month. **Status Change Date** *Date Change Will Take Effect [____] OK Cancel

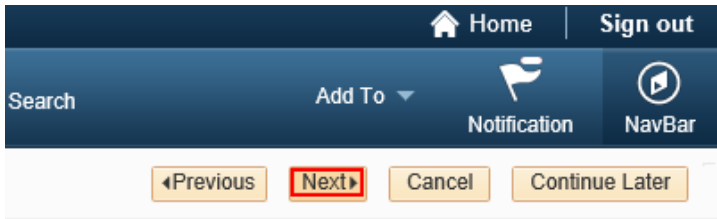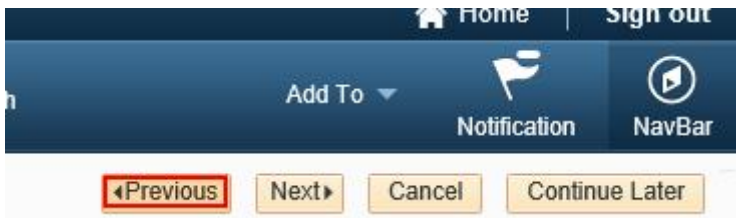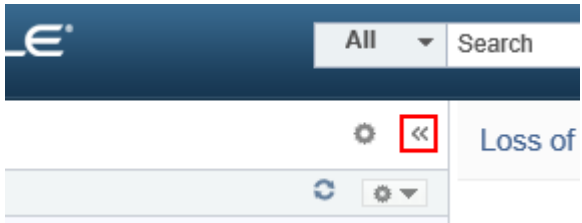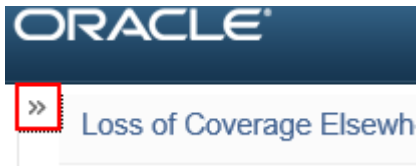| Step	Action
6.	Enter the desired information into the **Date Change Will Take Effect** field. Enter a valid value e.g. "**8/28/2017**".
	Enter the date that your non-County insurance coverage ends or will end, then click on the OK button. This date cannot be more than 30 days in the past or the future.
	The process must be completed by the end of the current month to be effective the first of the following month.
	Status Change Date
	*Date Change Will Take Effect [ ] × 31
7.	Click the **OK** button.
	The process must be completed by the end of the current month to be effective the first of the following month.
	Status Change Date
	*Date Change Will Take Effect 8/28/2017 × 31
	OK Cancel
8.	**Activity Guide**
	The activity guide lists the steps required to complete the life event. The guide provides a key to the status of each step:
	- Not Started
	- In progress
	- Completed
	Note: not all radio buttons turn green after a step has been completed.
	You can also use the links in the activity guide to move forward and backwards through the steps in the process. These links act in the same manner as the previous and next buttons.
	Note: you should complete each step in order.
9.	Navigating using the links in the **Activity Guide**.
	You can navigate from step to step by clicking the links in the **Activity Guide**.
10.	You have completed the first two steps, **Welcome** and **Date of Change**. The radio buttons for these steps are green.
	Note: not all radio buttons turn green after a step has been completed.
	Now you will use the links in the **Activity Guide** to move through the next steps.

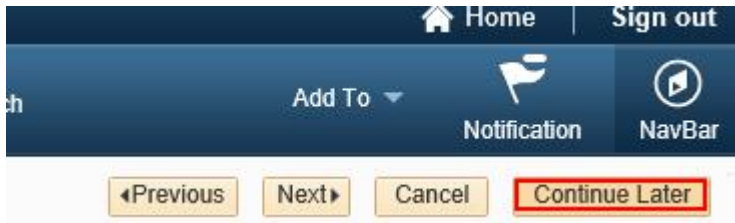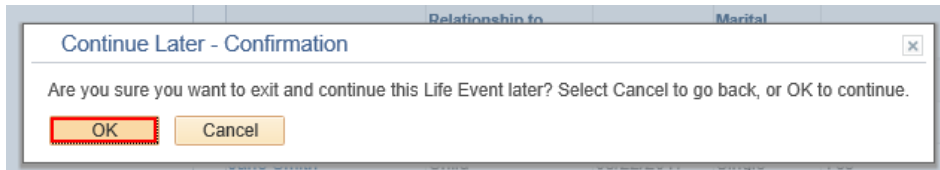| Step	Action
11.	Click the **Update Dependent and Beneficiary** link. eBenefits Life Events — Legend ✓ * Welcome ✓ Date Of Change ○ Update Dependent and Beneficiary ○ * Document Upload ○ Benefit Summary ○ Benefit Enrollment ○ Benefit Election Review ○ Event Completion and Exit
12.	The next step, **Update Dependent and Beneficiary** is now in progress. For this example, you will not make any changes to your dependent/beneficiary information. You will use the **Document Upload** link in the activity guide to move to the next step, **Document Upload**.
13.	Click the **Document Upload** link. eBenefits Life Events — Legend ✓ * Welcome ✓ Date Of Change ○ Update Dependent and Beneficiary ○ * Document Upload ○ Benefit Summary ○ Benefit Enrollment ○ Benefit Election Review ○ Event Completion and Exit
14.	You are now on the **Document Upload** step. This step is in progress, and not yet complete. This is a required step. The * indicates that the step is required. You have decided that you want to move back to the previous step. You will use the Update Dependent and Beneficiary link in the Activity Guide to move back to the previous step.
15.	Click the **Update Dependent and Beneficiary** link. Life Events — Legend ✓ * Welcome ✓ Date Of Change ○ Update Dependent and Beneficiary ◐ * Document Upload ○ Benefit Summary ○ Benefit Enrollment ○ Benefit Election Review ○ Event Completion and Exit
16.	You are now on the previous step, **Update Dependent and Beneficiary**.
17.	Using the Next and Previous buttons to navigate.
18.	You have completed the **Welcome** step. You will use the **Next** button to move to the next step, **Date of Change**. Note the **Previous** button is inactive, because you are at the first step .There is no previous step.

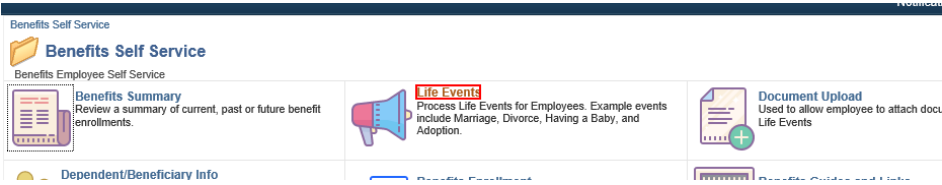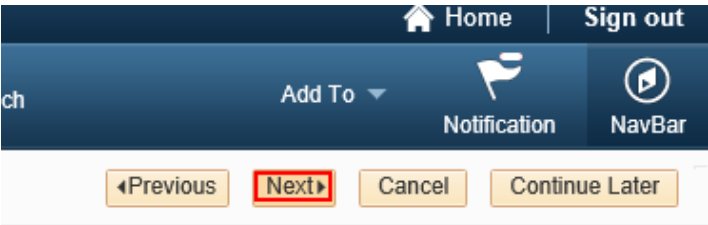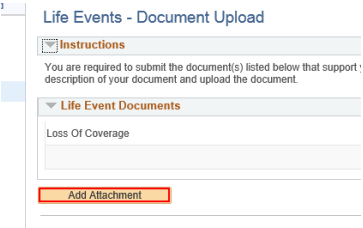| Step	Action
19.	Click the **Next** button.
20.	The next step, **Date of Change** is in progress.
21.	Click the **Submit** button. Loss of Coverage Elsewhere Please confirm the date shown below is the day you have lost coverage elsewhere. If correct, please click on the **Submit** button. Date of Coverage Change 08/28/2017 Submit
22.	Click the **OK** button. Submit Confirmation ☑ The Submit was successful. OK
23.	The second step is now complete. You will now use the **Next** button to go to the next step, **Update Dependent and Beneficiary**.
24.	Click the **Next** button.
25.	The **Update Dependent and Beneficiary** step is now in progress. For this example you will not make any changes on this page. You will use the **Next** button to go to the next step, **Document Upload.**

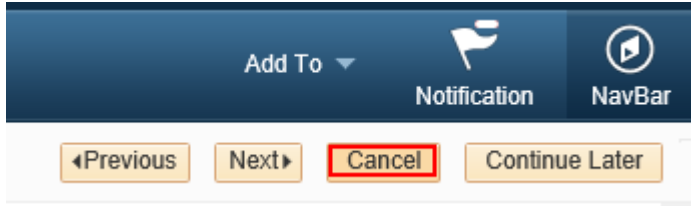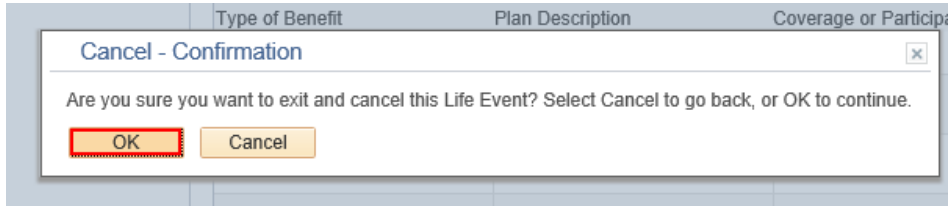| Step	Action
26.	Click the **Next** button.
27.	You are now on the **Document Upload** step. This step is in progress, and not yet complete. This is a required step. The * indicates that the step is required. You have decided that you want to move back to the previous step. You will use the **Previous** button to move back to the previous step.
28.	Click the **Previous** button.
29.	You are now on the previous step, **Update Dependent and Beneficiary** step.
30.	Collapsing and Expanding the Activity Guide
31.	You can use the **Expand/Collapse** button to hide and display the **Activity Guide**. Hiding the **Activity Guide** allows you to view information on the life event pages without, in most cases, having to use the scrollbar to scroll, to the right. You can use this button at any stage of the life event process.
32.	Click the **Minimize eBenefits** button.
33.	The **Activity Guide** is now hidden.
34.	Click the **Expand** button.
35.	The **Activity Guide** now displays.
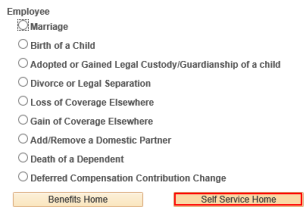
Step	Action
36.	Using the Continue Later button.
37.	You have decided to stop working on the life event. You want to save it and come back later to work on it. To do so, you will use the **Continue Later** button.
38.	Click the **Continue Later** button.
39.	Click the **OK** button.
40.	the Life Event page now indicates that the **Loss of Coverage Elsewhere** event is in progress. The page now displays a **Continue my Life Event** button. You cannot start another life event until complete this event or cancel this event. Now you will navigate back to the **Employee Self Service** homepage and then come back to the **Life Event** page.
41.	Click the **Benefits Home** button.
42.	Click the **Home** link.

Step	Action
43.	Click the **Benefits** object.
44.	Click the **Life Events** link.
45.	You can use the **Continue my Life Event** button to continue the **Loss of Coverage Elsewhere** event fro mn the point you left off processing.
46.	Click the **Continue my Life Event** button.
47.	Notice, the system has navigate tom the page you were on when you clicked the **Continue Later** button. You can now continue processing the life event.
48.	Click the **Next** button.
49.	Click the **Add Attachment** button.

Step	Action
50.	Using the Cancel button.
51.	You have decided to not complete the life event. You can use the Cancel button to cancel the life event. If you cancel the event, the event will not be further processed by Benefits and you Benefit enrollments will not change.
52.	Click the **Cancel** button. Add To ▼ Notification NavBar ◀Previous Next▶ Cancel Continue Later
53.	Click the **OK** button. Type of Benefit Plan Description Coverage or Participa Cancel - Confirmation ✕ Are you sure you want to exit and cancel this Life Event? Select Cancel to go back, or OK to continue. OK Cancel
54.	The Life event is cancelled. You can start this event anew, if you want.
55.	Click the **Self Service Home** button. Employee ☐Marriage ○ Birth of a Child ○ Adopted or Gained Legal Custody/Guardianship of a child ○ Divorce or Legal Separation ○ Loss of Coverage Elsewhere ○ Gain of Coverage Elsewhere ○ Add/Remove a Domestic Partner ○ Death of a Dependent ○ Deferred Compensation Contribution Change Benefits Home Self Service Home
56.	**End of Procedure.**