PROCESS STEPS:

1. From the SPS homepage, click the **Benefits** application icon.

2. Click the **Benefits** button in the **Change** section.

3. Click the Benefit Event Type dropdown. Select the life event named **Employee: Mid-Year Election Change (COVID)**.
Initiate Life Event – Mid-Year Election Change (COVID)

QUICK REFERENCE GUIDE

PROCESS STEPS:

4. Enter the date of the event by manually typing the date or selecting the calendar in the Benefit Event Date field.

Medical and Prescription changes will go into effect on the 1st of the Month on or After the Event Date AND FSA changes will go into effect on the 1st of the Month after approval by EBD.

For example:

If Event Date = 5/30 and EBD approves the event on 6/2: Medical and Prescription go into effect on 6/1 and FSA changes go into effect on 7/1

If Event Date = 6/1 and EBD approves the event on 6/3: Medical and Prescription go into effect on 6/1 and FSA changes go into effect on 7/1

5. In the Attachments section, upload/attach the applicable signed Attestation document using the Select Files button.

The Attestation document was attached to the email you received regarding this event. After signing the document, you can take a picture and attach the picture here.

6. Review the entries on the page and click the Submit button.
Initiate Life Event – Mid-Year Election Change (COVID)
QUICK REFERENCE GUIDE

PROCESS STEPS:

7. The You Have Submitted page will appear designating the event is ready for you to make your election change(s).

Click the Open button to start your election change(s).

8. In the event you will see your current Medical, Prescription, Dental, FSA, Life Insurance and AD&D elections. The onscreen instructions will provide more guidance on the changes you are and are not able to make on this event and how to Add or Remove Dependents from coverage.

The event has multiple pages and will present different coverage types for review or change on each page.

- Medical, Prescription and Dental
- Flexible Spending Accounts (FSA) – will not display for Contractual or Part-Time employees
- Life Insurance and AD&D

You may move forwards and back in the event using the buttons at the bottom of each page.

9. Review the entries and onscreen instructions on each page and click the Continue button when you are ready to move to the next page.

10. On the Change Benefit Elections – Benefit Elections Review page, the Elected Coverage will display along with the estimated date the change will go into effect.

Change Benefit Elections
Benefit Elections Review for Employee: Mid-Year Election Change (COVID) - Step 4 of 4

You have submitted page will appear designating the event is ready for you to make your election change(s).

Details

- PLEASE NOTE: THE COVID BENEFIT EVENT REQUIRES A SIGNED ATTESTATION DOCUMENT
  - EBSI is unable to process your request without the attestation.
  - Benefit Election will not take effect unless the "AGREE" box is checked, and you click "SUBMIT".
  - REMEMBER! If a new dependent has been added, the required supporting documentation MUST be submitted/attached to your enrollment event. Any dependent added without having documentation has an automatic change of status.
  - You are required to provide the required documentation for any new dependent(s) added to your enrollment event.
  - If you have any questions on the correct/required documentation please review the New Dependent Required Supporting Documentation link on the EBSI Benefit-Help Center (https://www.ebsi.orgmployeebenefits/Documents/NewDependentRequiredSupportingDocuments.pdf) or contact your Agency Benefits Coordinator (ABC) for assistance prior to submitting your enrollment elections.

Elected Coverages

- Medical: 06/06/2019 - Employee
- Medical: 06/06/2019 - Employee + Family
- Dental: 06/06/2019
- AD&D: 06/06/2019
- Life/AD&D: 06/06/2019

Employee Enrollment Information

- Employee Cost (Monthly): $178.10
- Employee Contribution (Monthly): $182.92
Initiate Life Event – Mid-Year Election Change (COVID)
QUICK REFERENCE GUIDE

PROCESS STEPS:

11. If you did not attach the signed Attestation document on step 5, you must attach it on this page in the Attachments section using the Select Files button.

In addition, the required supporting documentation for any dependent added to coverage on this event MUST be submitted/attached in the Attachments section.

12. Scroll down and click the I Agree checkbox after reading the Electronic Signature language.

13. After final review of the entries on the page, click the Submit button.

14. On the Submit Election Confirmation page you have the option to print a copy of the election change using the Print button. If no print copy is desired, click the Done button.

The event has now been submitted to DBM Employee Benefits Department (EBD) for review. The election change will not go into effect until DBM EBD approves the election change. The Medical and Prescription change(s) will go into effect on the 1st of the Month on or the Event Date AND the FSA changes will go into effect on the 1st of the Month After EBD approves the election change. The employee will receive a SPS and email notification once the event is approved if you have a work and/or personal email address in SPS.

Please note for FSA election changes, DBM EBD will ensure the event accurately reflects the amount the employee has contributed to date before approval. Based on this review, the per paycheck amount may slightly change, but the Annual election will remain the same.