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Report a Coverage Change Event


From the Benefits worklet:

1. Click **Benefits**.
2. Select the Benefit Event Type.
3. Click the **Calendar** icon  to enter the date for the life event change.
4. Attach required documents if applicable.

Change Benefits Amelia Casias 

Instructional Text
Any dependent/marital status change event requires proof of the change in family status, prior to making mid-year benefit election changes. You will be required to [attach supporting documentation](#) to your request for such a benefit event. Keep in mind that certain types of election changes must be submitted within a specific time frame, after Benefit Department approval. Reminder: The [Benefits Policy Document](#) includes specifics on all of the requirements.


Benefit Event Type * Beneficiary Change
 Birth / Adoption of Child
 Commuter Plan Contribution Change
 Gym Membership Change
 HSA Contribution Change
 Legal Marital Status Change
 Medicare / Medicaid Change
 Other Dependent Change
 Spouse Loses / Gains Coverage


Benefit Event Date * 

Submit Elections By (empty)

Enrollment Offering Types (empty)

Attachments

	Attachment	Comment	File
No Data			

 [View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

5. Click **Submit**. A task displays in your Inbox.
6. Click the **Inbox** icon.
7. Click the **Benefit Change** task. The Change Benefit Elections page displays.



8. Complete any necessary changes and click **Submit**.
9. Complete and continue through all required screens and check the **I Agree** check box to provide an electronic signature confirming your changes.
10. Click **Submit**.

View Existing Benefit Elections

From the Benefits worklet:

1. Click **Benefit Elections**.
2. Review your benefit elections and costs.

Benefit Elections			
Amelia Casias ⋮			
Current Benefit Elections and Costs 9 items			
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only
Dental - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only
Vision - Vision Service Plan VSP	11/16/2009	11/16/2009	EE - Employee Only
Healthcare FSA - SHPS	01/01/2013	01/01/2013	\$1,000.00 Annual
Basic Group Life - Liberty Mutual (Employee)	11/16/2009	11/16/2009	\$75,000
Short Term Disability - Liberty Mutual (Employee)	11/16/2009	11/16/2009	75% of Salary
Long Term Disability - Liberty Mutual Enhanced (Employee)	11/16/2009	11/16/2009	60% of Salary
Employee Assistance Program - Liberty Mutual MyLibertyAssist®	01/01/2010	01/01/2010	

3. Click the **Related Actions** icon ⋮ next to your name to make changes.
4. Select **Benefits > Change Benefits**.
5. Make any permitted changes and click **Submit**.



View Dependents' Benefit Elections


From the Benefits worklet:

1. Click **Dependents**.
2. Review your existing dependents and their benefit plan coverage.

Manage Dependents

From the Benefits worklet:

1. Click **Dependents**.
2. Click **Add**.
3. Click the **Edit** icon  to modify a field. Required fields are denoted by red asterisks.
4. Click the **Plus** icon  to add new information.
5. Click **Submit**.
6. Click **Close**.

 Once you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. Click the **Skip** button if you want to do this later.

Manage Beneficiaries

From the Benefits worklet:

1. Click **Beneficiaries**.
2. View existing beneficiaries for enrollment benefit plans, or modify the existing information by clicking **Edit**.
3. Click **Add** to add a new beneficiary. The Add Beneficiary page displays.
4. Click the button for Existing Dependent or Emergency Contact, New Person as Beneficiary, or New Trust as Beneficiary.
5. Enter all required information denoted by an asterisk.
6. Click **OK**
7. Click **Close**.



Once you add an additional beneficiary, you may need to update your Benefit elections.

