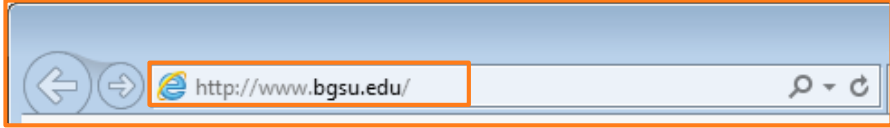
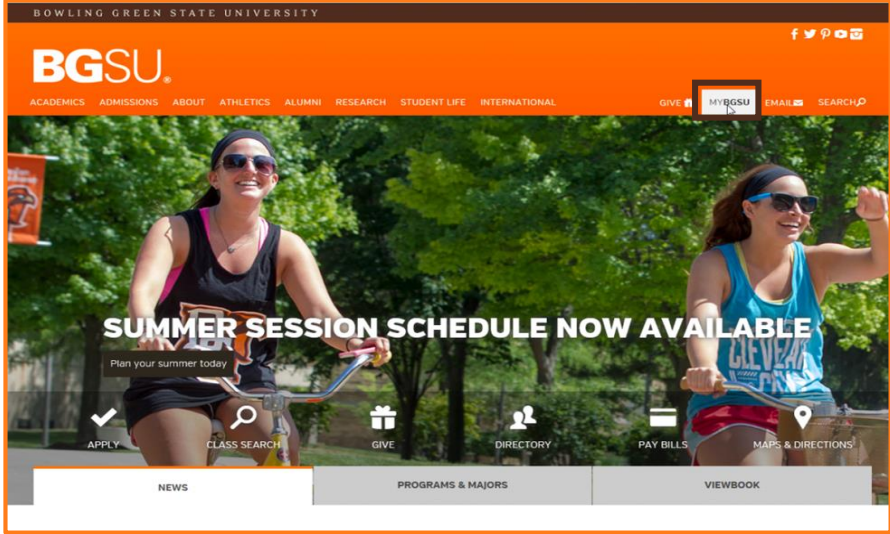
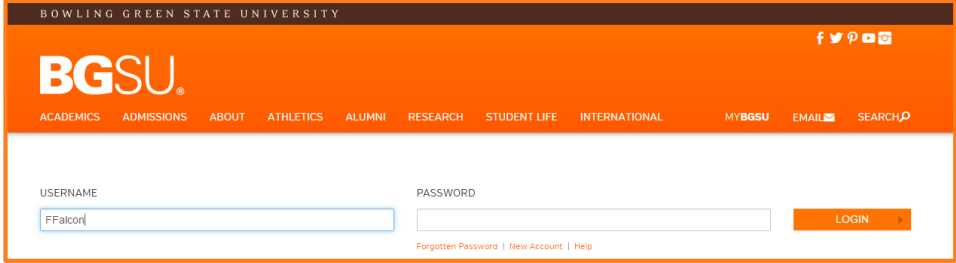
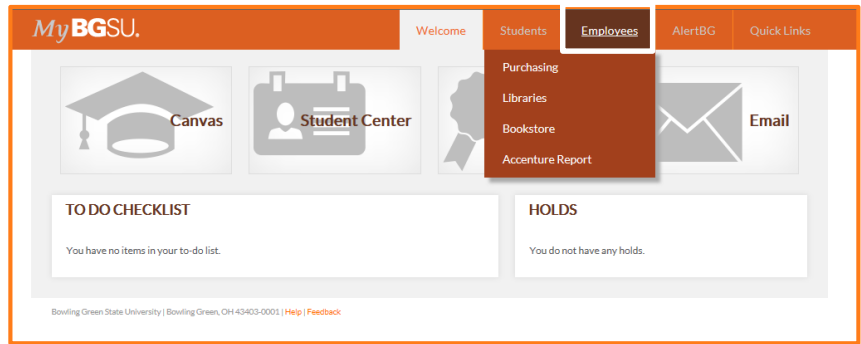


Life Event – Death of a Covered Dependent

<p>What do I do?</p> <p>PROCESS OVERVIEW</p>	<p>The purpose of this reference guide is to assist you in modifying your dependents on your benefits. This document is set up according to the steps needed to be performed in order to complete a Family Status Change.</p> <ol style="list-style-type: none"> 1. Begin at the bgsu.edu home page 2. Click MyBGSU 3. Enter Username and Password 4. Navigate: Employees > Benefits Enrollment > Family Status Change/Life Event 5. Choose Death of a Covered Dependent 6. Enter Change Status and Date 7. Upload your Death Certificate 8. Wait for approval from the Benefits Department 9. Continue Later 10. Resume entering information for the Death of a Covered Dependent 11. Verify Pay and Compensation 12. Enter Benefit Enrollments/Dependent Information 13. Complete the Death of a Covered Dependent Life Event
<p>SECTION I NAVIGATION</p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Where do I go?</p>	<p>MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event Death of a Covered Dependent</p>
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	

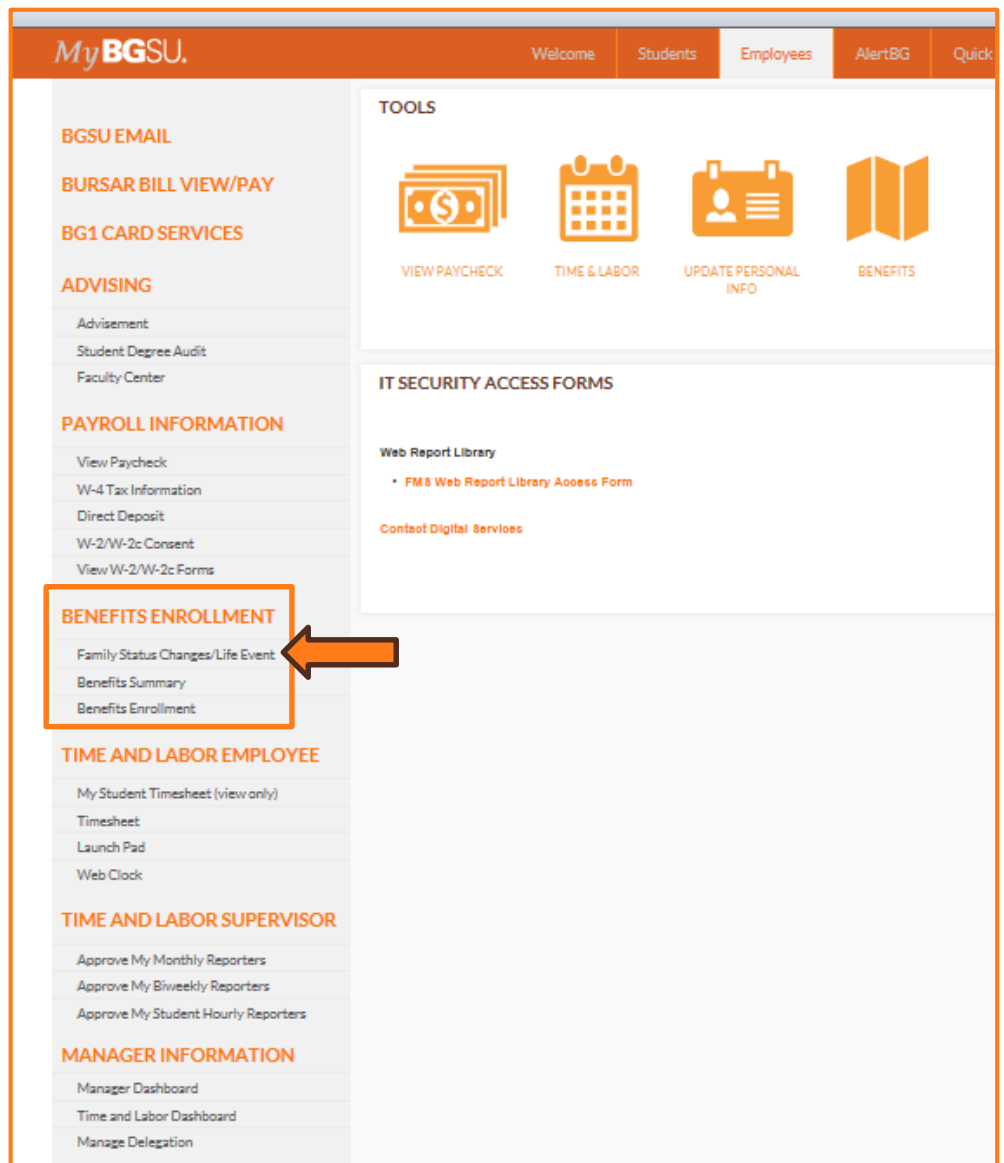
Life Event – Death of a Covered Dependent

Step 3: Click Employees



Step 4: Under Benefits Enrollment

- Click **Family Status Change/Life Event**



Life Event – Death of a Covered Dependent

SECTION II DEATH OF A COVERED DEPENDENT LIFE EVENT

Step 1: Choose the **Death of a Covered Dependent** Life Event

Life Events

Select Your Event

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I had a Baby
- I adopted/gained legal custody of a child
- I got Married
- I got Divorced

Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Covered Dependent**

Step 2: Enter in the **Date** of the Death of a Covered Dependent

Step 3 : Click



You will be directed to the Welcome page of the Death of a Covered Dependent Life Event.

Change Status Date

Help

Change Status Date

Enter the date of your status change, then select the OK button. The Life Event must be completed within 30 days of your qualifying event or you will not be eligible to change your Benefit Elections until the next plan year.

Status Change Date

*Date Change Will Take Effect

02/22/2015



OK

Cancel


Life Event – Death of a Covered Dependent

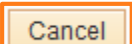
SECTION III DEATH OF A COVERED DEPENDENT STATUS

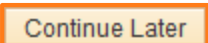
Step 1: The Welcome page will appear.

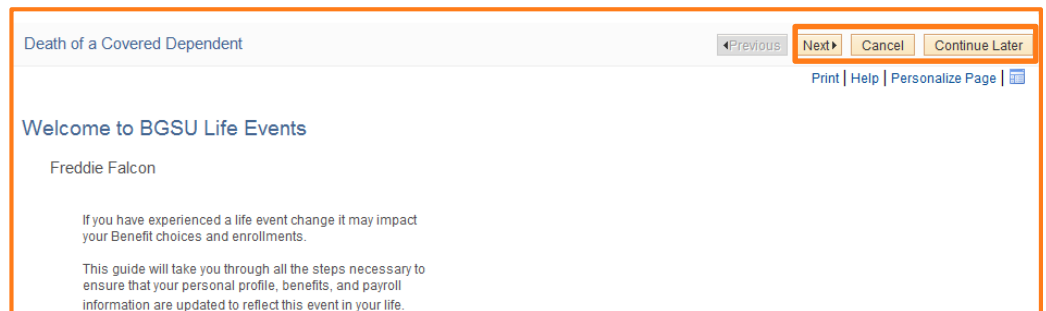
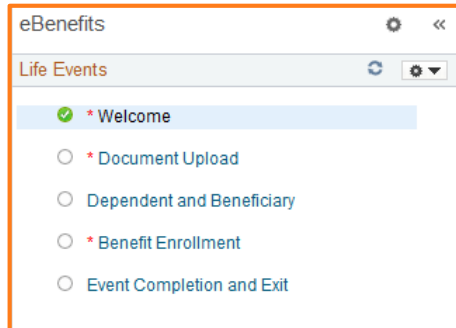
The **Activity Guide**, (located on the left side of the event) – will guide you through each step that is needed in order to complete the Death of a Covered Dependent Life Event.


Navigational buttons:

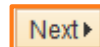
The  button, located in the right hand corner of the page will also navigate you through each step.

The  button allows you to cancel the transaction at any time when clicked upon. Nothing will be saved if this button is pressed.

The  button allows you to logout of the event and save any information you have already entered. You are able to return at any point to complete and submit your event to the Benefits Department.



Step 2: Click  to begin the Death of a Covered Dependent Event



Life Event – Death of a Covered Dependent

SECTION IV DOCUMENT UPLOAD

Step 1: The **Document Upload** page allows for you to attach your Death Certificate and submit it to the Benefits Department.

You MUST provide a Death Certificate.

The screenshot shows the 'Death of a Covered Dependent' document upload interface. At the top, there are navigation buttons: '<Previous', 'Next>', and 'Cancel'. Below that are 'Print', 'New Window', and 'Help' links. The main heading is 'Life Events - Document Upload'. Underneath is an 'Instructions' box stating: 'You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.' A dropdown menu labeled 'Life Event Documents' is expanded to show 'Death of Dependent'. Below this are 'Add Attachment' and 'Add Note' buttons. A table titled 'Attachments' is shown with columns: Select, Sequence, Created, Author, Entry ID, Subject, and Status. The table is currently empty. At the bottom of the table are 'Select All', 'Deselect All', and 'Delete' buttons.

Step 2: Click on

Add Attachment

The screenshot shows the 'Document Definition - New Attachment' page. It has the same header as the previous page. The main heading is 'Document Definition - New Attachment'. Below it is an 'Instructions' box: 'You have chosen to enter a new attachment.' A dropdown menu labeled 'Selection Criteria' is expanded to show 'Description Death of Dependent'. There is a text input field for '*Subject'. Below that is an 'Attachment' section with an 'Add Attachment' button, which is highlighted with a large orange arrow. At the bottom is a 'Save' button.

Step 3: Enter a description of the Death Certificate in the **Subject** field.

e.g. **Frieda Falcon's Death Certificate**

You MUST enter a description.

Step 4: Click

Add Attachment

The screenshot shows the 'Document Definition - New Attachment' page, similar to the previous one. The 'Selection Criteria' dropdown is still expanded to 'Description Death of Dependent'. The '*Subject' text input field now contains the text 'Death Certificate for Frieda Falcon'. An orange arrow points to this field. Below it, the 'Attachment' section has an 'Add Attachment' button, also highlighted with an orange arrow. At the bottom is a 'Save' button. At the very bottom, there is a 'Go To' link that says 'Life Events - Document Upload'.

Life Event – Death of a Covered Dependent

Step 5: Click **Browse** to locate your Death Certificate document on your computer.

Step 6: Once the Death Certificate has been located, Click on the **Upload** button.

*Note: If the wrong file is attached, you may click **Cancel** and start over with the Document Upload Activity.*

Step 7: Once you have uploaded the Death Certificate, you may now view the attachment if you wish.

Click **View Attachment**

IF

If you do not want to review the attached document then

Click **Save**

Step 8: You will receive a message stating the Benefits Department must approve your Death Certificate in order to complete your Life Event.

Step 9: Click **OK**

Life Event – Death of a Covered Dependent

Step 10: (Optional) You may **Add a Note** to your attachment if you would like.

If so desired, click on the

Add Note

- If you **do not want** to add a note, proceed to **Step 14**.

Death of a Covered Dependent

Life Events - Document Upload

Instructions: You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents: Death of Dependent

Buttons: Add Attachment, Add Note

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	02/26/2015 2:43PM	Freddie Falcon	Death of Dependent	Death Certificate for Freida Falcon	Needs Approval

Step 11: Enter a description of the note in the **Subject** field.

e.g. **Explanation of Frieda's Death Certificate**

Step 12: Enter in note information in the **Note Text** field.

Step 13: Click **Save**

Death of a Covered Dependent

Document Definition - New Note

Instructions: You have chosen to enter a new note.

Selection Criteria: Description: Death of Dependent

*Subject: Explanation of Death Certificate

*Note Text: This is a copy of the legal Death Certificate.

Buttons: Save

Step 14: Review that your attachment and your note (if you added one) have a **Status** of **Needs Approval and Submitted**.

Step 15: You have now completed the first portion of the process.

Continue Later

Click **Continue Later** To **save** your information.

You will be notified by email when your documentation has been approved by the Benefits Department.

Death of a Dependent

Life Events - Document Upload

Instructions: You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents: Death of Dependent

Buttons: Add Attachment, Add Note

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	03/12/2015 9:10AM	Freddie Falcon	Death of Dependent	Death Certificate for Frieda Falcon	Needs Approval
<input type="checkbox"/>	2	03/12/2015 9:10AM	Freddie Falcon	Death of Dependent	Explanation of Death Certificate	Submitted

Buttons: Select All, Deselect All, Delete

Buttons: Continue Later

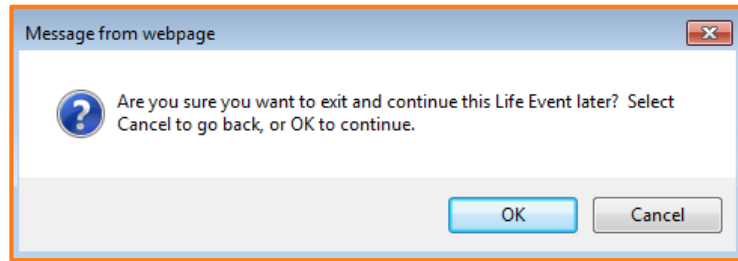
Life Event – Death of a Covered Dependent

Step 16: A message will appear asking if you would like to Continue Later.

to **Save and Continue Later**

OR

Click if you need to add additional information.



SECTION V APPROVAL FROM BENEFITS DEPARTMENT

You have received an email from the Benefits Department stating that your Death Certificate has been approved.

You may now proceed with the second phase of the process.

Step 1: Navigate to the Self Service Life Event page.

**Follow Section 1:
Steps 1-4**

**MyBGSU > Employees >
Benefits Enrollment > Family
Status Change > Life Event**

Life Events

Select Your Event

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I had a Baby
- I adopted/gained legal custody of a child
- I got Married
- I got Divorced

Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Covered Dependent ...(event in progress)

Life Event – Death of a Covered Dependent

Step 2: Click

Continue my Life Event

Note: The Death of a Covered Dependent Event states that the Event is in Progress.

You will now be directed back to the Life Event

Life Events

Select Your Event

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I had a Baby
- I adopted/gained legal custody of a child
- I got Married
- I got Divorced

Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Covered Dependent ...(event in progress)

Continue my Life Event

The Document Upload page appears. You will notice that the Status has now changed for the Death Certificate. It has been approved.

Step 3: **Next** to begin Phase 2 of the Live Event.

Death of a Dependent

◀Previous **Next▶** Cancel Continue Later

[New Window](#) | [Help](#) | [Personalize Page](#) |

Life Events - Document Upload

Instructions

You are required to submit the document(s) listed below. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

Death of Dependent

Add Attachment

Add Note

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input checked="" type="checkbox"/>	1	03/12/2015 9:10AM	Freddie Falcon	Death of Dependent	Death Certificate for Frieda Falcon	Approved
<input type="checkbox"/>	2	03/12/2015 9:10AM	Freddie Falcon	Death of Dependent	Explanation of Death Certificate	Submitted

Select All Deselect All

Delete



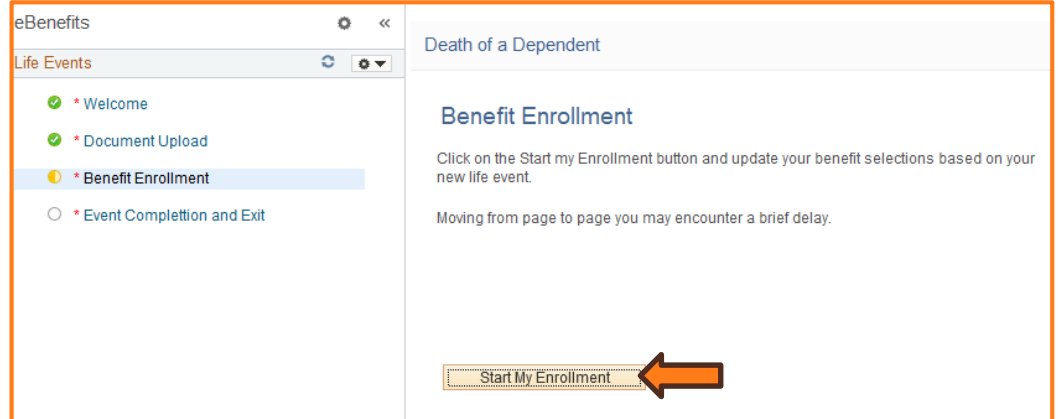
Life Event – Death of a Covered Dependent

SECTION VI BENEFIT ENROLLMENT

The Benefit Enrollment section will allow you to remove Dependent from your existing benefit elections.

Step 1: Click

Start My Enrollment



eBenefits

Life Events

- * Welcome
- * Document Upload
- * **Benefit Enrollment**
- * Event Completion and Exit

Death of a Dependent

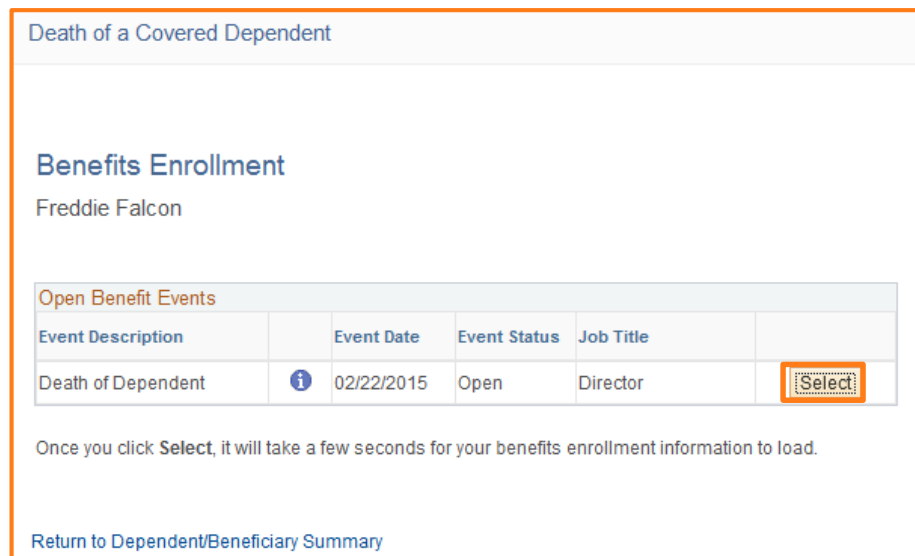
Benefit Enrollment

Click on the Start my Enrollment button and update your benefit selections based on your new life event.

Moving from page to page you may encounter a brief delay.

Start My Enrollment

Step 2: Click **Select**
To begin your enrollment



Death of a Covered Dependent

Benefits Enrollment

Freddie Falcon

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Death of Dependent	02/22/2015	Open	Director	Select

Once you click **Select**, it will take a few seconds for your benefits enrollment information to load.

[Return to Dependent/Beneficiary Summary](#)

Life Event – Death of a Covered Dependent

Step 3: Current Benefit enrollment appears

- Review your current benefit enrollments
- Remove your dependent from your plans, Click

Edit

- The plan will open with your new options

Death of a Dependent

Benefits Enrollment

Death of Dependent

Freddie Falcon

i Important: Your enrollment will not be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

Enrollment Summary

	Before Tax	After Tax	Edit
Medical			Edit
Current: Medical Plan A:Empl+Spous			
New: Medical Plan A:Empl+Spous	273.34		
Dental	Before Tax	After Tax	Edit
Current: Dental:Empl+Spous			
New: Dental:Empl+Spous	12.72		
Vision	Before Tax	After Tax	Edit
Current: Vision:Empl + 1			
New: Vision:Empl + 1		15.82	
Life and AD and D	Before Tax	After Tax	
Current: Basic Life: 1.5 X Salary			
New: Basic Life: 1.5 X Salary : \$125,000		0.00	
Supplemental Life	Before Tax	After Tax	
Current: Waive			
New: Waive			
Dependent Life	Before Tax	After Tax	Edit
Current: Waive			
New: Waive			
Long-Term Disability	Before Tax	After Tax	
Current: LTD: 60.00% of Salary			
New: LTD: 60.00% of Salary		0.00	
Flex Spending Health - U.S.	Before Tax	After Tax	Edit
Current: Waive			
New: Waive	0.00		
Flex Spending Dependent Care	Before Tax	After Tax	Edit
Current: Waive			
New: Waive	0.00		
Health Savings Account	Before Tax	After Tax	Edit
Current: No Coverage			
New: No Coverage			

This table summarizes estimated pay period costs for your new benefit choices.

Election Summary			
Cost Summary	Total	Before Tax	After Tax
Costs	301.88	286.06	15.82
Your Costs	301.88	286.06	15.82

Submit I Have No Changes

Click **Submit** to send your final choices to the Benefits Department.

Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

i Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department at the end of the enrollment process.

Life Event – Death of a Covered Dependent

Step 4: Add/Update Dependents

- Dependents that are enrolled in the plan will have a in the **Enroll** box next to their name.
- Uncheck** the **Enroll** box next to the dependent you are removing from the plan.

Note: By removing the checkmark you are removing this dependent from current coverage.

- Click

Death of a Dependent

Benefits Enrollment

Medical

Freddie Falcon

Contributions below are listed per pay period. Medical contributions for employee, spouse and dependents through age 26 are on a pre-tax basis. Medical contributions for employee, same-sex domestic partner, same-sex spouse and older adult children are a combination of pre-tax and after-tax. The employer portion for same-sex domestic partner and same-sex spouse is taxable.

If you are electing to cover a same-sex domestic partner, same-sex spouse and/or older adult child (27-28), we recommend you contact your tax advisor.

Important Your current coverage is: Medical Plan A with Employee + Spouse coverage. You will continue with this coverage if you do not make a choice.

Your enrollment on this page may affect your choices for the following type(s) of coverage:

Health Savings Account

Complete your enrollment on this page before enrolling in the benefit plans listed above.

Select an Option

Here Are Your Available Options With Your Costs:
(Your share + Full benefit cost - BGSU's share)

[Overview of all Plans](#)

Select one of the following plans:

Medical Plan A

Plan A is a PPO that will pay many in network services at 85% after your deductible has been met. You may choose out of network providers; however your covered expenses will have a 60% co-insurance after a higher deductible has been met.

Coverage Level	Your Costs	Tax Class
Employee Only	\$91.72	Before-Tax
Employee + Spouse	\$273.34	Before-Tax
Employee + Dependents	\$159.35	Before-Tax
Employee+Dpndnt+Adult Child	\$404.98	Before/After Tax
Employee + Adult Child	\$337.35	Before/After Tax
Employee+Family	\$318.37	Before-Tax
Employee+Family+Adult Child	\$564.00	Before/After Tax
Employee+Spouse+Adult Child	\$518.97	Before/After Tax
Employee + Domestic Partner	\$273.34	Before/After Tax
Family (with Domestic Partner)	\$318.37	Before/After Tax
Employee+Domestic Partner+AC	\$518.97	Before/After Tax
Employee+DP Family+Adult Child	\$564.00	Before/After Tax
Employee + Same-Sex Spouse	\$273.34	Before-Tax
Family (with Same-Sex Spouse)	\$318.37	Before-Tax
Employee+SS Spouse+Adult Child	\$518.97	Before/After Tax
Family(SS Spouse)+Adult Child	\$564.00	Before/After Tax

Waive

Enroll Your Dependents

The following list below displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click the [Add/Review Dependents](#) button below to determine why they are not eligible. You may also use this button to add new dependents to your list.

For more information regarding who is eligible to be your covered dependents under the health care plans please review [Dependent Eligibility Information](#). It includes definition of dependents, their eligibility and the required documents for adding them for coverage.

You will be required to provide the birthdate and social security number for each covered member of your family, especially your spouse, same-sex domestic partner or same-sex spouse. Before you continue, please make sure that you have this information available.

To add dependents and same-sex domestic partner or same-sex spouse to the plans for which they are eligible will require completing and returning all required documents to the Office of Human Resources within 30 days of the event date in order for these dependents to be covered.

Required Documents

If you are adding eligible dependents for the first time, all of the documents that you may be required to complete are available below. You will also be required to provide proof of dependency such as birth certificate or adoption finalization papers or marriage certificate.

[Same-Sex Domestic partner Affidavit](#)

You may enroll any of the following individuals for coverage under this plan by [checking the Enroll](#) box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>	Frieda Falcon	Spouse

Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

Life Event – Death of a Covered Dependent

Step 5: Changes to your plan will appear.

- Notice that your coverage has now changed.

(In this example, Freddie only covered his spouse. Since the spouse is now deceased, Freddie has no dependents to cover. His medical coverage is now only for himself.)

Step 6: Repeat steps 3-4 until coverage has changed for each plan.

Step 7: Click 

Death of a Dependent

Benefits Enrollment

Medical

Freddie Falcon



Important: Your enrollment will not be complete until you submit your choices to the Benefits Department at the end of the enrollment process.

Your Choice

You have chosen Medical Plan A with Employee Only coverage.

In order for Medical Mutual to apply appropriate benefits to treatment and services provided to me and or my dependent, I consent to any medical professional, clinic, or other medical or medically related facility, government agency or other provider of care to provide Medical Mutual information including copies of medical records (if needed) concerning care of treatment, information relating to mental illness or use of drugs or alcohol. I understand that this health care coverage I am enrolling in contains coordination of benefits, workers' compensation and subrogation provisions and I acknowledge Medical Mutual's right on behalf of BGSU to enforce these provisions.

Your Estimated per-pay-period Cost

Your Cost \$91.72

Notes

Once submitted, this choice will take effect on 03/01/2015. Deductions for this choice, if applicable, will start with the pay period which includes 03/01/2015.

OK

Cancel

Click **OK** to store your choices.

Click **Edit** to go back and change your choices.

Step 8: Benefit Enrollment page

- The changes that you made to your plan will now appear on the Benefit Enrollment Summary page.

Step 9: Repeat Steps 3-8 for all plans you are removing your dependent.

- Once your dependent has been removed from all plans, review the changes on your Benefit Enrollment page.

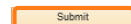
Step 10: Click 

Death of a Dependent

	Before Tax	After Tax	
Current: Waive			
New: Waive			
Dependent Life	Before Tax	After Tax	Edit
Current: Waive			
New: Waive			
Long-Term Disability	Before Tax	After Tax	
Current: LTD: 60.00% of Salary		0.00	
New: LTD: 60.00% of Salary			
Flex Spending Health - U.S.	Before Tax	After Tax	Edit
Current: Waive			
New: Waive	0.00		
Flex Spending Dependent Care	Before Tax	After Tax	Edit
Current: Waive			
New: Waive	0.00		
Health Savings Account	Before Tax	After Tax	Edit
Current: No Coverage			
New: No Coverage			

This table summarizes estimated pay period costs for your new benefit choices.

Election Summary			
Cost Summary	Total	Before Tax	After Tax
Costs	106.46	98.56	7.90
Your Costs	106.46	98.56	7.90



Click **Submit** to send your final choices to the Benefits Department.

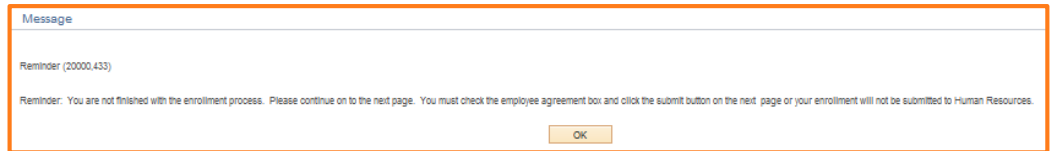
Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department at the end of the enrollment process.

Life Event – Death of a Covered Dependent

Step 11: Message

Once Submitted, you will receive a message stating you are not finished yet

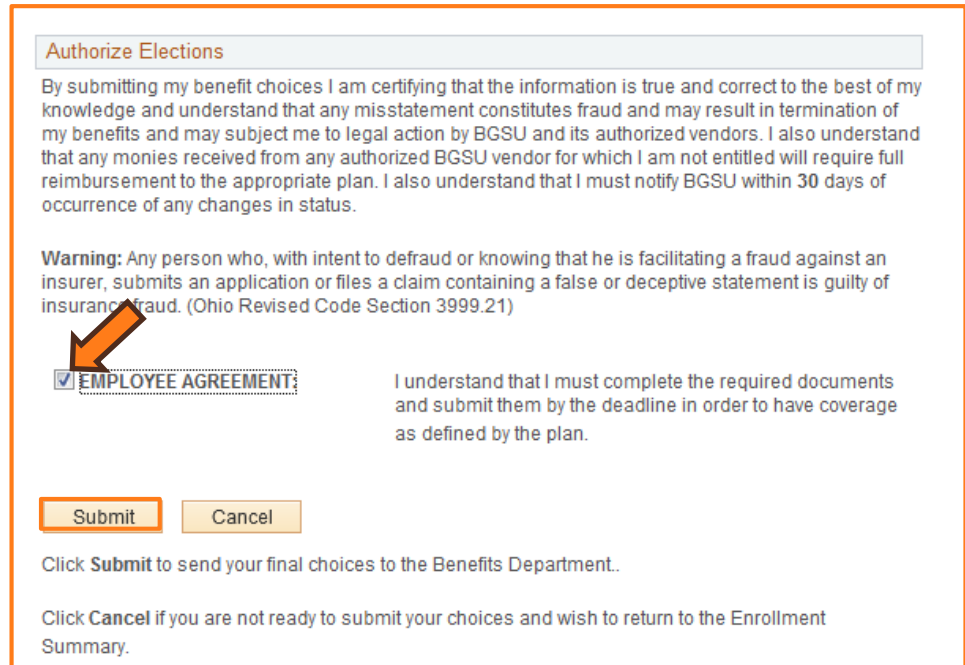
Click **OK**



Step 12: Authorize Elections/Benefit Enrollment page

The Benefit Enrollment page returns with a section for **Authorizing Elections**

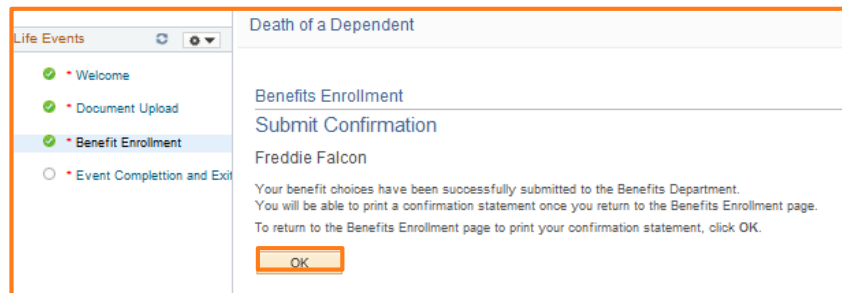
- Check off the **Employee Agreement** box
- Click **Submit**



Step 13: Submit Confirmation

After submitting your new benefit elections, you will receive a Submit Confirmation.

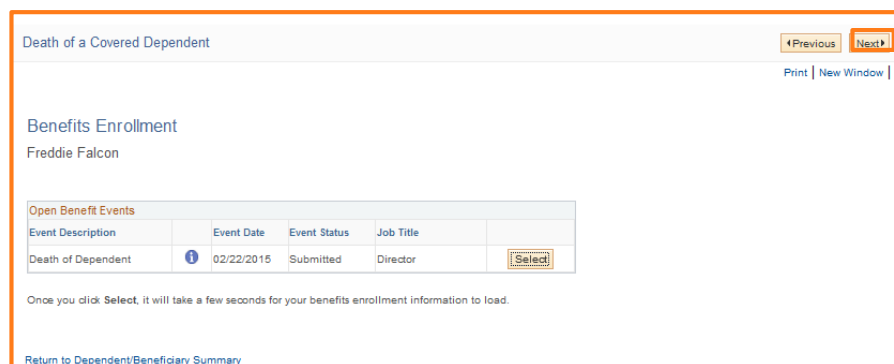
Click **OK**



Step 14: Open Benefit Events

The **Open Benefits Event** page will now indicate that your Death of a Covered Dependent Life Event has been submitted to the Benefits Department.


Click



Life Event – Death of a Covered Dependent

SECTION VII EVENT COMPLETION AND EXIT

You have completed your Death of a Covered Dependent Life Event.

Click  to end the event.

