## Life Event – Birth Event

### What do I do?

**PROCESS OVERVIEW**

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.

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 **I had a Baby** (Birth Life Event)
6. Enter **Change Status** and **Date**
7. **Upload your Birth Certificate**
8. Wait for approval from the Benefits Department
9. **Continue Later**
10. **Resume entering information** for the Birth Life Event
11. **Verify** Pay and Compensation
12. **Enter Benefit Enrollments/Dependent Information**
13. Complete the Birth Life Event

### SECTION I

**NAVIGATION**

Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*

**Where do I go?**

MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event > I had a Baby

**Step 1:** Click **MyBGSU**

![BGSU Website](http://www.bgsu.edu/)

**Step 2:** Enter **USERNAME** and **PASSWORD**

*Note: These will be your BGSU network credentials.*

**Step 2a:** Click **Login**

![Login Page](https://example.com/login)

9/8/17
Step 3: Click Employees

Step 4: Under Benefits Enrollment
- Click Family Status Change/Life Event
SECTION II
BIRTH LIFE EVENT

Step 1: Choose the I had a Baby Life Event

Step 2: Enter in the Date of the Birth

Step 3: Click OK
You will be directed to the Welcome page of the Birth 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 or gained legal custody/guardianship of a child
- [ ] I got Married
- [ ] I got Divorced

Other Life Events

- [ ] Change in Coverage - Employee, Spouse, Dependent
- [ ] Death of a Dependent

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]
SECTION III
EFFECTIVE BIRTH DATE

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 Birth Life Event.

Navigational buttons:

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

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

The Continue Later 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 Next to begin the Birth Event

Step 3: Verify the Effective Date of the Change.

Step 4: Click Submit

Birth Life Event

Birth Date

Select the Submit button to notify the Benefits department of this change.

Required Documentation: You must send a copy of the hospital birth record or birth certificate to the Benefits department before your new dependent can be covered, or designated as a beneficiary. After the required documentation is received, the Benefits department will notify you when your enrollment is open. Then you can add your new dependent(s) to your benefit plans.

Date of Birth: 02/22/2015

Submit
Step 5: A Submit Confirmation will show. Also, you will notice that in the Activity Guide when a step is completed it will turn green.

Step 6: Click OK

Step 7: The Birth Date page appears and shows the information that has been submitted to the Benefits Department.

Step 8: Click Next

SECTION IV DOCUMENT UPLOAD

Step 1: The Document Upload page allows you to attach your Birth Certificate or Birth Record and submit it to the Benefits Department.

Note: You MUST have a Birth Certificate.
Step 2: Click on

Add Attachment

Step 3: Enter a description of the Birth Certificate or Birth Record in the Subject field.

e.g. Fredrick Falcon’s Birth Certificate or Birth Record

Note: You MUST enter a description.

Step 4: Click

Add Attachment
Step 5: Click **Browse** to locate your Birth Certificate or Birth Record document on your computer.

Step 6: Once the Birth Certificate or Birth Record 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 Birth Certificate, you may now view the attachment if you wish.

Click **View Attachment**

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 Birth Certificate or Birth Record in order to complete your Life Event.

Step 9: Click **OK**
**Life Event – Birth Event**

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

If so desired, click on the **Add Note** button.

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

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

*E.g.*, **Explanation of Falcon’s Birth Certificate or Birth Record**
**Step 12:** Enter in note information in the Note Text field.

**Step 13:** Click **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.

Click **Continue Later**

To save your information.

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

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

Click **OK** to Save and Continue Later

OR

Click **Cancel** 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 Birth Certificate or Birth Record 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*

**Step 2**: Click

*Note: The Birth Event states that the Event is in Progress.

You will now be directed back to the Life Event*
The Document Upload page appears. You will notice that the Status has now changed for the Birth Certificate. It has been approved.

**Step 3:** [Next] to begin Phase 2 of the Live Event.
SECTION VI
PAY AND COMPENSATION

Due to your recent Birth, you are eligible to make changes to your W-4 Tax Information.

Step 1: Click on the Pay and Compensation link

Step 2: Click on the W-4 Tax Information link

- Review the Total number of Allowances you are claiming
- Make changes to the W-4 Tax Data if needed
- Certify the withholding year

Click Submit

Note: If no changes are needed, you still must click Submit.
Step 3: Verify Identity

- Enter your network Password
- This will verify that you have made the changes to your W-4 Tax Information
- Click Continue

Step 4: Submit Confirmation will appear

Step 5: Click OK

Step 6: Click Next

SECTION VII - BENEFIT ENROLLMENT

The Benefit Enrollment section will allow you to add your new Dependent to your existing benefit elections.

Step 1: Click Start My Enrollment
Step 2: Click [Select] To begin your enrollment

Birth Life Event

Benefits Enrollment

Freddie Falcon

Your recent family status change event allows you to modify your current benefit choices. You will have 30 days from the event date below to update your benefits enrollment and submit your new choices.

For each newly added dependent, you will be required to provide the birthdate and Social Security number, especially for your spouse. Before you continue, please make sure that you have this information available. You will be required to provide birth certificates and/or marriage certificate as proof of dependency to the Office of Human Resources within 30 days of the event date noted below. If you are electing to waive medical/dental coverage as a result of this family status change, you must provide proof of other coverage within 30 days of the event date noted below.

Please refer to the Office of Human Resources website for more information.

The Enrollment Summary will display which benefit options are open for edits. All of your benefits changes will be effective the date of the family status change event.

The blue Information icon below provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for you to make enrollment elections. To begin your enrollment process, click Select.

NOTE: Some events may be temporarily closed until you have completed enrollment for a prior event.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status Change</td>
<td>02/15/2015</td>
<td>Closed</td>
<td>Director</td>
</tr>
<tr>
<td>Birth/Adoption</td>
<td>02/22/2015</td>
<td>Open</td>
<td>Director</td>
</tr>
</tbody>
</table>

Once you click Select, it will take a few seconds for your benefits enrollment information to load.
Step 3: Current Benefit enrollment appears

- Review your current benefit enrollments
- Add your new dependent(s) to your plans, Click Edit
- The plan will open with your new options
Life Event – Birth Event

Step 4: Add/Update Dependents

- Dependents that are currently covered are in the box at the bottom of the page.
- At the bottom of the Plan page, click Add/Review Dependents.

Step 5: The Add/Review Dependent/Beneficiary page will appear

- You may edit your Dependent/Beneficiary information if needed.

![Add/Review Dependents](image)

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.

Step 6: Click Add a dependent or beneficiary

To add the new baby to your benefits.

![Add a dependent or beneficiary](image)
Life Event – Birth Event

Step 7: Dependent/Beneficiary Personal Information

- Enter Personal Information
- Status Information
- Address and Telephone
- Click Save

Note: Any field that has an * is a required field. Data MUST be entered.

Step 8: Personal Information Save Confirmation

You will receive a Save Confirmation once your new dependent information has been saved.

Click OK

Birth Life Event

Personal Information
Save Confirmation

✓ The Save was successful.

Click OK
Step 9: Add/Review Dependent/Beneficiary page will appear
Your new dependent will now show on your summary page.
Click Return to Event Selection

Step 10: Enroll new dependent into your benefit elections

1. Place a checkbox in the Enroll box to add this dependent to the benefit plan.

2. You will need to do this for each plan you would like to add your dependents too.

Step 9: Click Continue
Step 11: Review new elections for plan

1. Verify your new coverage choices
2. Your new Cost will show per pay period
3. Covered Dependents for this plan only

Once you have reviewed your new information for this plan

Click **OK**
Step 12: Benefit Enrollment page

You will be returned to the Benefit Enrollment page where you will see the change that was made to the plan you just changed.

- Add new dependent(s) to other plans.
- Repeat Steps 10-11 until you have completed adding the dependent to your current elections.
**Step 12:** Click at the bottom of the Benefit Enrollment page after you have added your dependent to your plans.
Step 13: Message

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

Step 14: 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 15: Submit Confirmation

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

Click OK

Step 16: Open Benefit Events

The Open Benefits Event page will now indicate that your Birth Life Event has been submitted to the Benefits Department.

Click Next
Congratulations! You have completed your Birth Life Event.

Click Complete to end the event.