**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 Change in Coverage – Employee, Spouse, Dependent
6. Enter Change Status and Date
7. Upload your Loss of Other Coverage or Has Coverage Elsewhere Document (or any other supporting document)
8. Wait for approval from the Benefits Department
9. Continue Later
10. Resume entering information for the Change in Coverage
11. Verify Pay and Compensation
12. Enter Benefit Enrollments/Dependent Information
13. Complete the Change in Coverage 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 > Change in Coverage - Employee, Spouse, Dependent

**Step 1:** Click MyBGSU
**Life Event – Change in Coverage – Employee, Spouse, Dependent**

<table>
<thead>
<tr>
<th>Step 2: Enter <strong>USERNAME</strong> and <strong>PASSWORD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> These will be your BGSU network credentials.</td>
</tr>
</tbody>
</table>

**Step 2a:** Click Login

<table>
<thead>
<tr>
<th>Step 3: Click Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="MyBGSU Interface" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4: Under Benefits Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Click <strong>Family Status Change/Life Event</strong></td>
</tr>
</tbody>
</table>

![MyBGSU Interface](image)
SECTION II
CHANGE IN COVERAGE
LIFE EVENT

Step 1: Choose the Change in Coverage – Employee, Spouse, Dependent Life Event

Step 2: Enter in the Date the change in Coverage occurred.

Step 3: Click OK
You will be directed to the Welcome page for the Change in Coverage Life Event.
SECTION III
CHANGE IN COVERAGE 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 Change in Coverage 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 Change in Coverage Life Event.
SECTION IV
DOCUMENT UPLOAD

Step 1: The Document Upload page allows you to attach your Proof of Loss or Addition of other coverage statement or any other supporting document and submit it to the Benefits Department.

Note: You MUST provide proof of loss or addition of coverage.

Step 2: Click on

[Add Attachment]

Step 3: Enter a description of the Change in Coverage in the Subject field.

e.g. Proof of Change in other coverage

Note: You MUST enter a description.

Step 4: Click

[Add Attachment]

Step 5: Click Browse to locate your proof of Change in Coverage document on your computer.
Step 6: Once the document 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 proof of Change in Coverage, you may now view the attachment if you wish.

Click **View Attachment**

After reviewing the attached document

Click **Save**

---

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

Step 9: Click **OK**
**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**.

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

E.g. **Change in Coverage - Falcon**

**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.

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 Change in Coverage proof 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

**Step 2:** Click

*Note: Change in Coverage 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 Change in Coverage. It has been approved.

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

SECTION VI PAY AND COMPENSATION

Due to your recent Change in Coverage, 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
Life Event – Change in Coverage – Employee, Spouse, Dependent

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: A Submit Confirmation will appear stating the changes were successfully submitted

Click OK

Step 5: A copy of your new W-4 will appear.

Click Next
SECTION VII
BENEFIT ENROLLMENT

The Benefit Enrollment section will allow you to make changes to your existing benefit elections.

Step 1: Click

![Start My Enrollment button](image)

Step 2: Click

To begin your enrollment

![Benefits Enrollment screen](image)
Step 3: Current Benefit enrollment appears

- Review your current benefit enrollments
- To make changes to your plans, Click Edit
- The plan will open with your new options
Step 4: Add/Update Dependents

- Review your current options

- To add your eligible dependent(s) to your plan, mark ☑ in the Enroll box next to their name.

- When finished updating your selection, click Continue.
Step 5: Changes to your plan will appear.

- Notice that your coverage now reflects your change.

(In this example, Freddie only covered himself. His spouse lost coverage and now he is adding Frieda to his plan. His medical coverage is now for Employee + Spouse.)

Step 6: Repeat steps 3-4 until you have updated your plans.

Step 7: Click OK
Life Event – Change in Coverage – Employee, Spouse, Dependent

Step 8: Review all changes to current options.

Step 9: Click Submit

Step 10: Message

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

Click OK
Step 11: 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 12: Submit Confirmation

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

Click OK
**Step 13: Open Benefit Events**

The **Open Benefits Event** page will now indicate that your Change in Coverage Event has been submitted to the Benefits Department.

Click **Next**

---

**SECTION VIII**

**EVENT COMPLETION AND EXIT**

You have completed the Change in Coverage Life Event.

Click **Complete** to end the event.