## Life Event – Death of a Covered Dependent

### 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 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

### 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 Death of a Covered Dependent

#### Step 1: Click MyBGSU

![MyBGSU Image](http://www.bgsu.edu/)

#### Step 2: Enter USERNAME and PASSWORD

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

#### Step 2a: Click Login

![Login Image]
Step 3: Click Employees

Step 4: Under Benefits Enrollment
- Click Family Status Change/Life Event
SECTION II
DEATH OF A COVERED DEPENDENT LIFE EVENT

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

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

Step 3: Click OK

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

Step 2: Click on Add Attachment

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
## Life Event – Death of a Covered Dependent

<table>
<thead>
<tr>
<th>Step 5:</th>
<th>Click <strong>Browse</strong> to locate your Death Certificate document on your computer.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="File Attachment" /></td>
</tr>
<tr>
<td></td>
<td>Help</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Upload Cancel" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 6:</th>
<th>Once the Death Certificate has been located, click on the <strong>Upload</strong> button.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="File Attachment" /></td>
</tr>
<tr>
<td></td>
<td>Note: If the wrong file is attached, you may click <strong>Cancel</strong> and start over with the Document Upload Activity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 7:</th>
<th>Once you have uploaded the Death Certificate, you may now view the attachment if you wish.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Death of a Dependent" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="View Attachment" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Save" /></td>
</tr>
<tr>
<td></td>
<td>If you do not want to review the attached document then click <strong>Save</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Go To" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 8:</th>
<th>You will receive a message stating the Benefits Department must approve your Death Certificate in order to complete your Life Event.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Message" /></td>
</tr>
</tbody>
</table>

| Step 9: | Click **OK**                                                                               |

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4/9/15
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 Frieda’s Death Certificate

Step 12: Enter 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 To save your information.

You will be notified by email when your documentation has been approved by the Benefits Department.
Life Event – Death of a Covered Dependent

**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 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
**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.

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.
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

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

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**Death of a Dependent**

**Benefits Enrollment**

**Medical**

- Freddie Falcon

**Enroll**

- Contributions below are based on period medical contributions for employee, spouse and dependents through age 25 are on a prior basis. Actual contributions for employee, same sex domestic partner, same sex spouse and older adult child (25-35), have not yet been calculated. Field the Enroll box if you are removing this dependent from current coverage.

- Enroll box next to the dependent you are removing from the plan.

- Click **Continue** to continue to the next page of the enrollment summary.

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**Enroll Your Dependents**

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

For more information regarding who is eligible to be your covered dependents under the healthcare plan please see the **Covered Family Member Information**. It includes a list of dependents, their eligibility and the required documents for adding them for coverage.

You will be required to provide the limitation 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, make sure that you have this information available.

To add dependents and same sex domestic partner or same sex spouse to the plan for which they are eligible, all required documents must be completed and returned 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 may be required to complete are available below. You will also be required to provide proof of dependents 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**

  - **Name**
  - **Relationship**

  - [ ] Fredde Falcon

  - Spouse

  **Add/Remove Dependents**

  - **Continue**

  - **Cancel**

  **Click** **Continue** to stop your choices 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 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 OK.

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 Submit.
### Life Event – Death of a Covered Dependent

<table>
<thead>
<tr>
<th>Step 11: Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Submitted, you will receive a message stating you are not finished yet. Click <strong>OK</strong></td>
</tr>
</tbody>
</table>

#### 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 **Next**.
SECTION VII
EVENT COMPLETION AND EXIT

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

Click Complete to end the event.