Life Event – Marriage Event

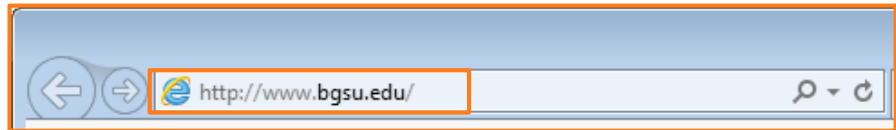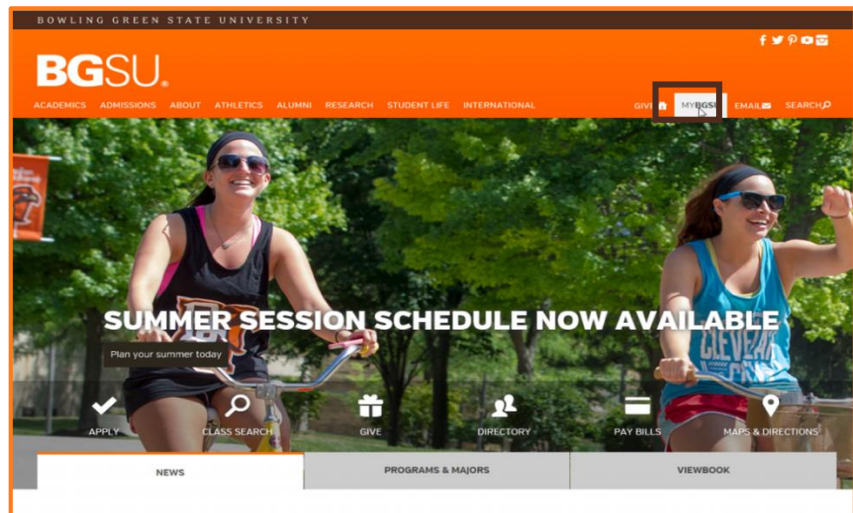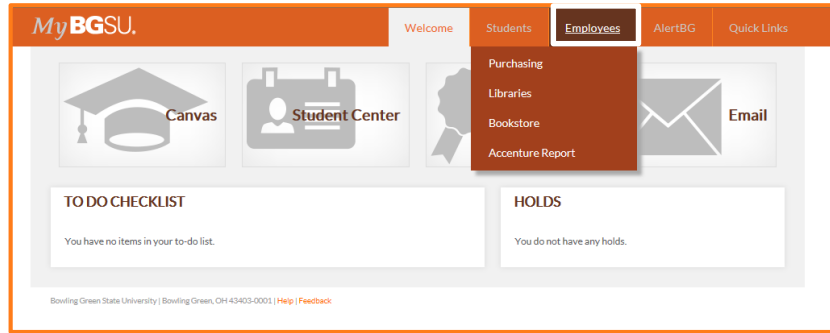|	
What do I do? **PROCESS OVERVIEW**	The purpose of this reference guide is to assist you in modifying your dependents on your benefits. This document is set up according to the steps needed to be performed in order to complete a Family Status Change. 1. Begin at the bgsu.edu home page 2. Click **MyBGSU** 3. Enter **Username and Password** 4. Navigate: Employees > Benefits Enrollment > Family Status Change/Life Event 5. Choose **I got Married** (Marriage Life Event) 6. Enter **Marital Status** and **Date** 7. Upload your Marriage Certificate 8. Wait for approval from the Benefits Department 9. Continue Later 10. Resume entering information for the Marriage Life Event 11. Verify Personal Information 12. Verify Pay and Compensation 13. Enter Benefit Enrollments/Dependent Information 14. Complete the Marriage Life Event
SECTION I **NAVIGATION** Begin the process at the bgsu.edu home page. *Note: Please use Internet Explorer*	http://www.bgsu.edu/
Where do I go?	MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event > I got Married
Step 1: Click **MyBGSU**	
Step 2: Enter **USERNAME** and **PASSWORD** *Note: These will be your BGSU network credentials.* **Step 2a**: Click **Login**	

Step 3: Click **Employees**	
Step 4: Under Benefits Enrollment • Click **Family Status Change/Life Event**	

SECTION II **MARRIAGE LIFE EVENT** **Step 1:** Choose the **I got Married** Life Event	
Step 2: Enter in the **Date** of the Marriage **Step 3 :** Click **OK** You will be directed to the Welcome page of the Marriage Life Event.	

SECTION III

EFFECTIVE DATE/

MARITAL STATUS CHANGE

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 Marriage 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.
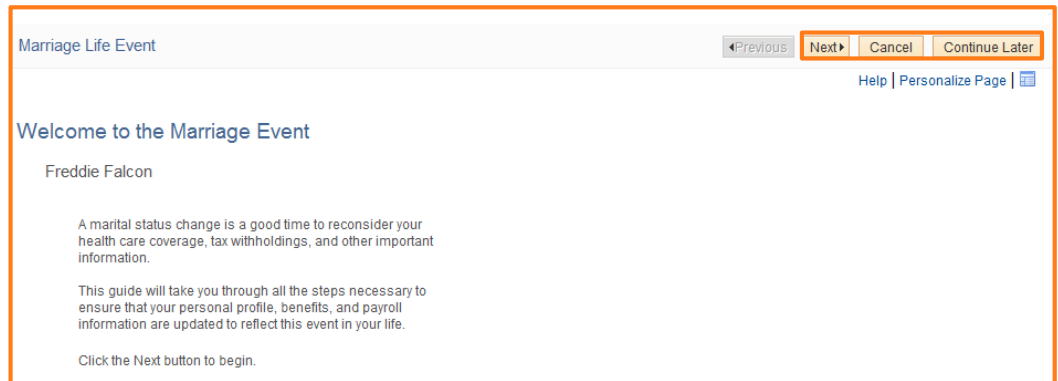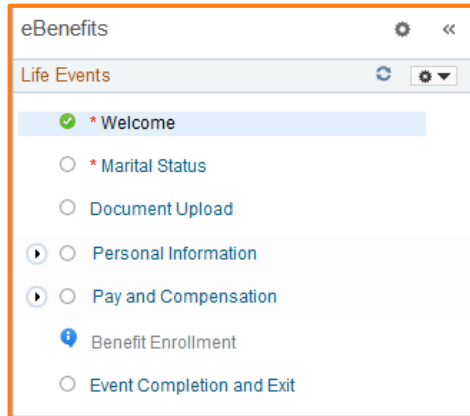
Step 2: Click **Next▸** to begin the Marriage Event
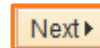
Step 3: Verify the Effective Date of the Change.

Step 4: Click on the drop down to change your Marital Status to **Married**

Step 5: Click **Submit**

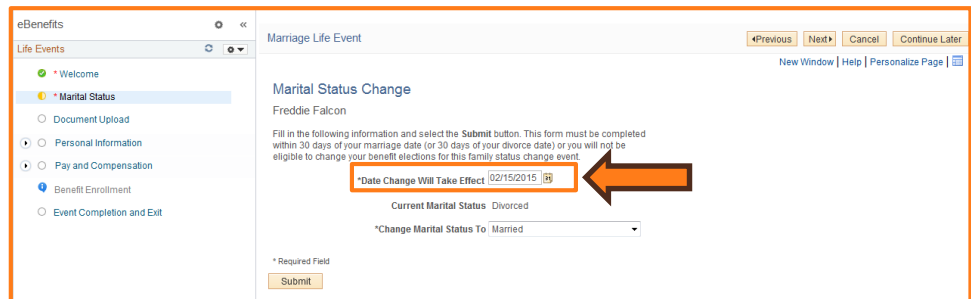|	
Step 6: A Submit Confirmation will show. Also, you will notice that in the Activity Guide when a step is completed it will turn **green**. **Step 7:** Click [OK]	
Step 8: **The Marital Status Change p**age appears and shows the information that has been submitted to the Benefits Department. **Step 9:** Click [Next▶]	
SECTION IV **DOCUMENT UPLOAD** **Step 1:** The Document Upload page allows for you to attach your Marriage Certificate and submit it to the Benefits Department. *Note: You MUST have a Marriage Certificate. A Marriage license will not be accepted.*	
Step 2: Click on [Add Attachment]	

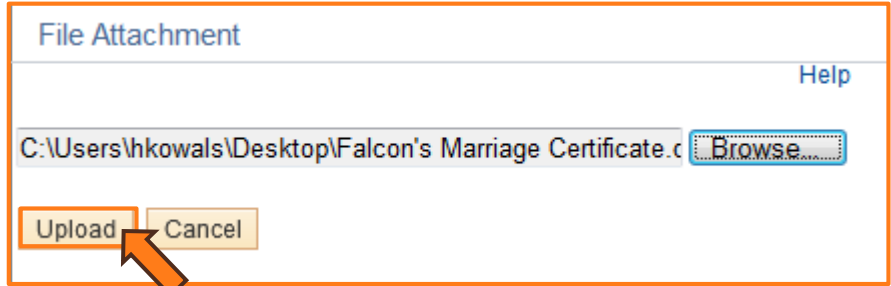|	
Step 3: Enter a description of the Marriage Certificate in the **Subject** field. e.g. Freddie Falcon's Marriage Certificate *Note: You MUST enter a description.*	Marriage Life Event **Document Definition - New Attachment** ▼ Instructions You have chosen to enter a new attachment. ▼ Selection Criteria **Description** Marriage Certificate ***Subject** Freddie Falcon's Marriage Certificate **Attachment** [Add Attachment] [Save] **Go To** Life Events - Document Upload
Step 4: Click [Add Attachment]	Marriage Life Event **Document Definition - New Attachment** ▼ Instructions You have chosen to enter a new attachment. ▼ Selection Criteria **Description** Marriage Certificate ***Subject** Freddie Falcon's Marriage Certificate **Attachment** [Add Attachment] [Save] **Go To** Life Events - Document Upload
Step 5: Click **Browse** to locate your Marriage Certificate document on your computer.	**File Attachment** Help [Browse...] [Upload] [Cancel]

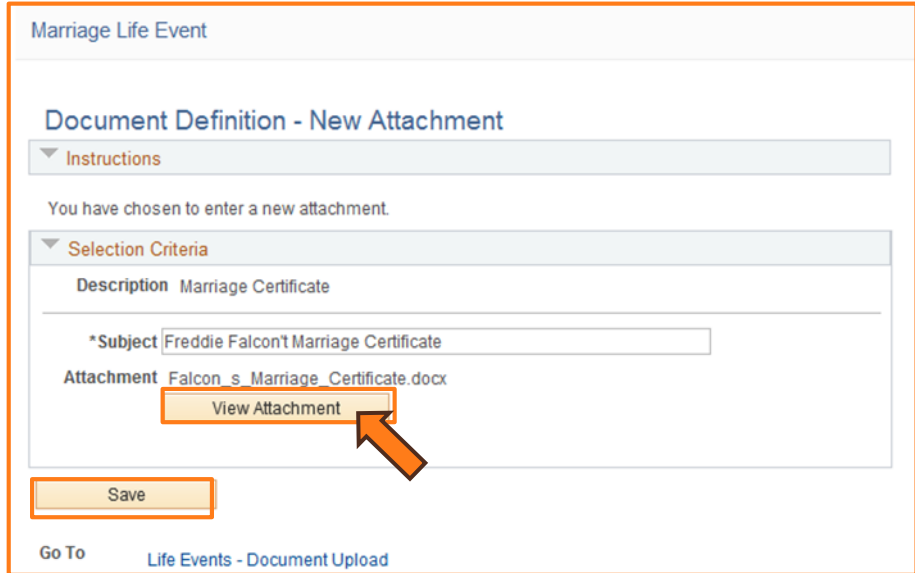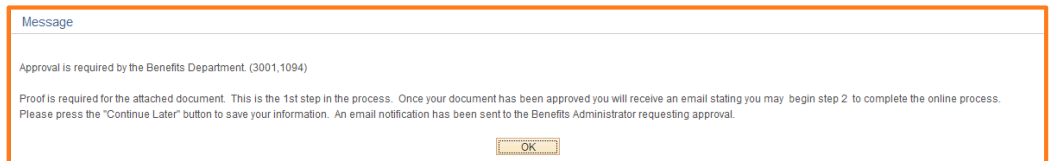|	
Step 6: Once the Marriage Certificate has been located, Click on the [Upload] button. *Note: If the wrong file is attached, you may click [Cancel] and start over with the Document Upload Activity.*	**File Attachment** Help C:\Users\hkowals\Desktop\Falcon's Marriage Certificate.c [Browse...] [Upload] [Cancel]

Step 7: Once you have uploaded the Marriage 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]
	Marriage Life Event
	
	Document Definition - New Attachment
	▼ Instructions
	You have chosen to enter a new attachment.
	▼ Selection Criteria
	  Description Marriage Certificate
	
	  *Subject Freddie Falcon't Marriage Certificate
	  Attachment Falcon_s_Marriage_Certificate.docx
	  [View Attachment]
	
	[Save]
	
	Go To Life Events - Document Upload

Step 8: You will receive a message stating the Benefits Department must approve your Marriage Certificate in order to complete your Life Event. **Step 9:** Click [OK]	Message Approval is required by the Benefits Department. (3001,1094) Proof is required for the attached document. This is the 1st step in the process. Once your document has been approved you will receive an email stating you may begin step 2 to complete the online process. Please press the "Continue Later" button to save your information. An email notification has been sent to the Benefits Administrator requesting approval. [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**.	**Marriage Life Event** ‹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 Marriage Certificate Add Attachment Add Note Attachments Personalize | Find | 🖾 | 🖩 First ① 1 of 1 ① Last | Select	Sequence	Created	Author	Entry ID	Subject	Status
---	---	---	---	---	---	---
☐	1	02/24/2015 3:49PM	Freddie Falcon	Marriage Certificate	Freddie Falcon't Marriage Certificate	Needs Approval	 Select All Deselect All Delete
Step 11: Enter a description of the note in the **Subject** field. **e.g. Explanation of Falcon's Marriage Certificate** *Note: You MUST enter a description if you are adding a note.*	**Marriage Life Event** **Document Definition - New Note** ▼ Instructions You have chosen to enter a new note. ▼ Selection Criteria **Description** Marriage Certificate ***Subject** Explanation of Falcon's Marriage Certificate ***Note Text** 🗗✔ Save Go To Life Events - Document Upload

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

Step 13: Click

Save

Marriage Life Event

Document Definition - New Note

▼ Instructions

You have chosen to enter a new note.

▼ Selection Criteria

Description Marriage Certificate

*Subject Explanation of Falcon's Marriage Certificate

*Note Text This document has been amended from the original and has been notorized. The birthdate was incorrect. Please let me know if you need any additional information.

Save

Go To   Life Events - Document Upload

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 (1st) 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.

Marriage Life Event

◄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

Marriage Certificate

Add Attachment   Add Note

Attachments   Personalize | Find | | First ◄ 1-8 of 8 ► Last

Select	Sequence	Created	Author	Entry ID	Subject	Status
☐	1	03/04/2015 2:19PM	Freddie Falcon	Marriage Certificate	Freddie Falcon's Marriage Certificate	Needs Approval
☐	2	03/04/2015 2:19PM	Freddie Falcon	Marriage Certificate	Explanation of Falcon's Marriage Certificate	Submitted

Select All Deselect All
Delete

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.

Message from webpage

Are you sure you want to exit and continue this Life Event later? Select Cancel to go back, or OK to continue.

OK   Cancel

SECTION V **APPROVAL FROM** **BENEFITS DEPARTMENT** You have received an email from the Benefits Department stating that your Marriage 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. **MyBGSU > Employees > Benefits Enrollment > Family Status Change > Life Event** • **Follow Section 1: Steps 1-4**	Favorites ▾ | Main Menu ▾ > Self Service ▾ > Benefits ▾ > Life Events **BGSU.** All ▾ Search ≫ Advanced Search **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 ...(event in progress) ○ I got Divorced **Other Life Events** ○ Change in Coverage - Employee, Spouse, Dependent ○ Death of a Dependent [Continue my Life Event]
Step 2: Click [Continue my Life Event] *Note: The Marriage Event states that the Event is in Progress.* *You will now be directed back to the Life Event*	Favorites ▾ | Main Menu ▾ > Self Service ▾ > Benefits ▾ > Life Events **BGSU.** All ▾ Search ≫ Advanced Search **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 ...(event in progress) ○ I got Divorced **Other Life Events** ○ Change in Coverage - Employee, Spouse, Dependent ○ Death of a Dependent [Continue my Life Event]
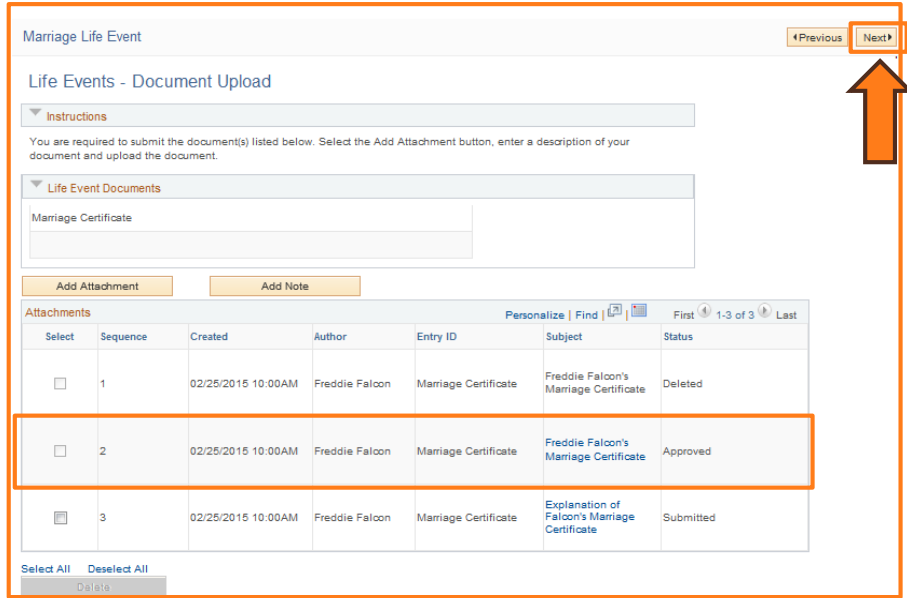
The Document Upload page appears. You will notice that the Status has now changed for the Marriage Certificate it has been approved.

Step 3: [Next ▶] to complete Phase 2 of the Live Event.
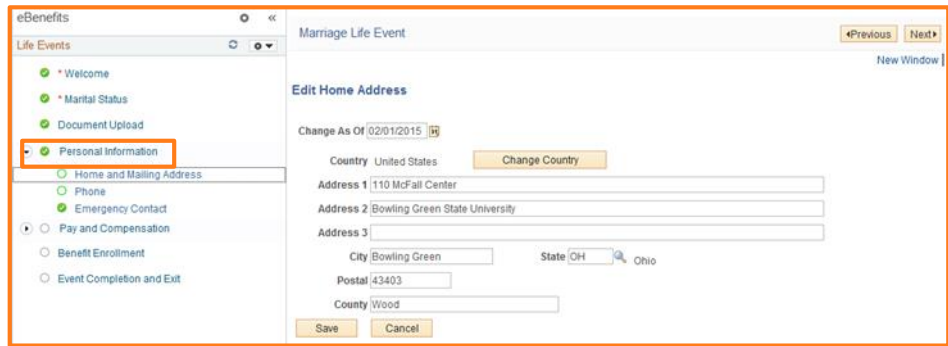

SECTION VI
PERSONAL INFORMATION

Your personal information will be available to modify if changes are needed. You are able to modify:
- Home and Mailing Address
- Phone
- Emergency Contacts

Step 1: Click the **Personal Information** link

Step 2: Review the Addresses you have on file.

- **If YES change is needed,** choose the proper address and Click 🖉 to make the necessary changes.

- **If NO** change, proceed to **Step 6**

Step 3: Enter the **Change As Date**

Step 4: Proceed in making the necessary changes to your new address.

Step 5: Click [Save]
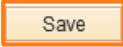
> **Marriage Life Event**
>
> **Edit Mailing Address**
>
> Change As Of 02/25/2015 🗓
>
> Country United States | Change Country
> Address 1 110 Mcfall Center
> Address 2 Bowling Green State University
> Address 3
> City Bowling Green   State OH 🔍 Ohio
> Postal 43403
> County Wood
>
> Save   Cancel
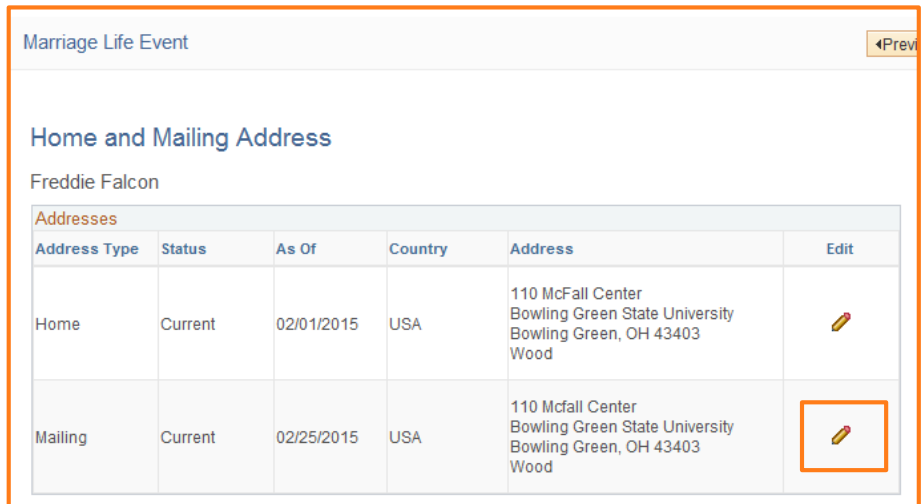
Step 6: Click **Phone** link

- Review the Phone that is listed

- Click [Add Phone Number] if a new phone number needs to be added.

- Click 🗑 to delete old phone numbers

- Click [Save]

> eBenefits ⚙ «
> Life Events ↻ ⚙▾
> ✓ * Welcome
> ✓ * Marital Status
> ✓ Document Upload
> ⊙ ✓ Personal Information
>   ✓ Home and Mailing Address
>   ○ Phone
>   ✓ Emergency Contact
> ▶ ○ Pay and Compensation
> ○ Benefit Enrollment
> ○ Event Completion and Exit
>
> Marriage Life Event
>
> **Phone Numbers**
> **Freddie Falcon**
> Enter your phone numbers below.
>
> | Phone Type | *Telephone | Extension | Preferred | Delete |
> |---|---|---|---|---|
> | Business | 419/372-7744 | | ☑ | 🗑 |
>
> Add Phone Number
> Save
> * Required Field

Step 7: Click **Emergency Contact**

- Review the Emergency Contact listed

- Click ✏ to make the necessary changes.

- Click [Add Emergency Contact] to add a new emergency contact.

- Click 🗑 to delete old phone numbers

- Click [Save]

Step 8: Click [Next ▶]
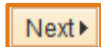
> Marriage Life Event   ◀Previou
>   N
>
> **Emergency Contacts**
> **Freddie Falcon**
>
> | Contact Name | Relationship to Employee | Primary Contact | Edit | Delete |
> |---|---|---|---|---|
> | Mable Flowers | Other | ☑ | ✏ | 🗑 |
>
> Add Emergency Contact
> Save

SECTION VII
PAY AND COMPENSATION

Due to your recent Marriage, 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

Marriage Life Event

W-4 Tax Information

Freddie Falcon   Social Security Number XXX-XX-0284

Bowling Green State University

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

110 McFall Center
Bowling Green State University
Bowling Green OH 43403

Mailing Address

103 Hayes Hall
Bowling Green State University
Bowling Green OH 43403

W-4 Tax Data

Enter total number of Allowances you are claiming   5

Enter Additional Amount, if any, you want withheld from each paycheck [   ]

Indicate Marital Status   ○ Single   ● Married

☐ Check here and select Single status if married but withholding at single rate.
  Note: If married, but legally separated, or spouse is a nonresident alien, select "Single" status.

☐ Check here if your last name differs from that shown on your social security card.
  You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year 2015 and I certify that I meet

BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld
   because I had NO tax liability.

2. This year I expect a refund of ALL Federal income tax withheld
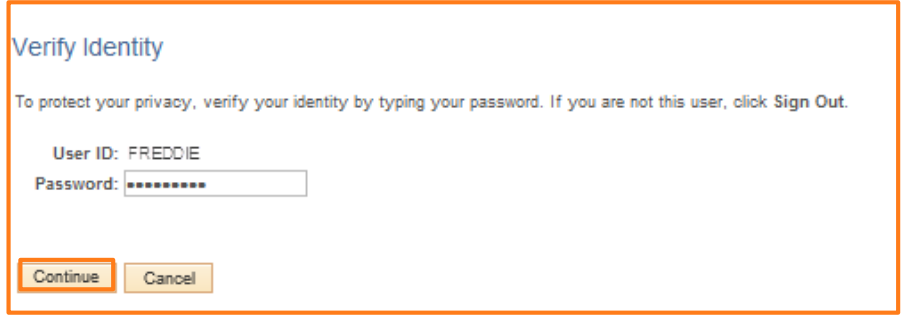   because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
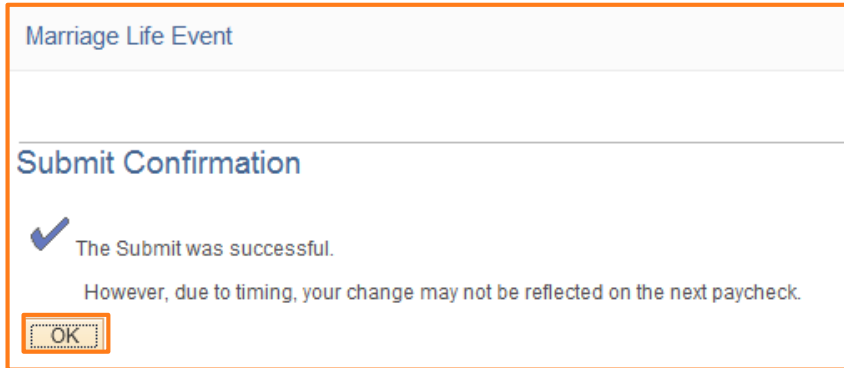
[Submit]

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**

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: FREDDIE
Password: ●●●●●●●●●

Continue   Cancel

Step 4: Submit Confirmation
will appear

Step 5: Click OK

Step 6: Click Next▶

Marriage Life Event

Submit Confirmation

✔ The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.
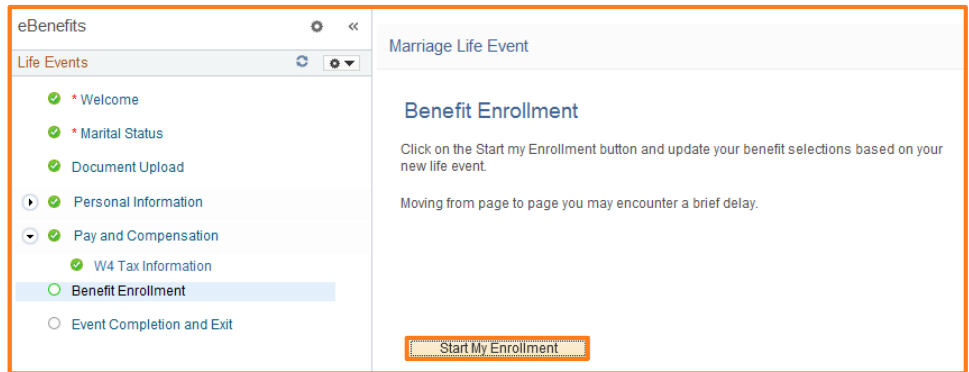
OK
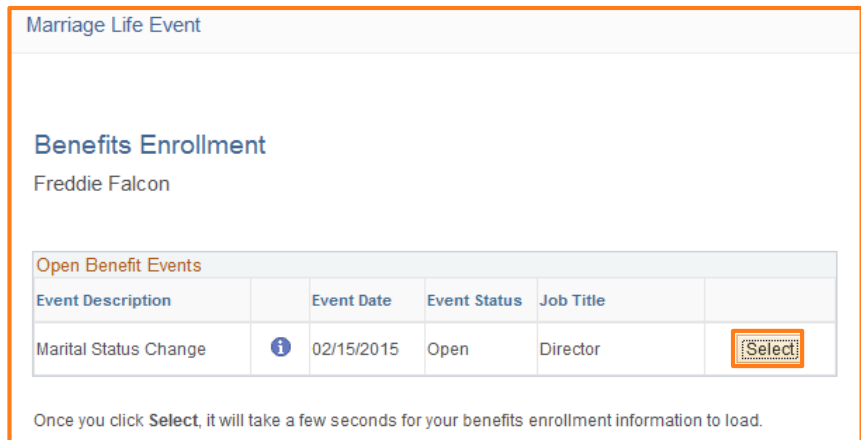
SECTION VIII

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

eBenefits   ⚙ «

Life Events   ↻ ⚙▼

- ✅ * Welcome
- ✅ * Marital Status
- ✅ Document Upload
- ▶ ✅ Personal Information
- ▼ ✅ Pay and Compensation
    - ✅ W4 Tax Information
- ⭕ Benefit Enrollment
- ⭕ Event Completion and Exit

Marriage Life Event

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

Marriage Life Event

Benefits Enrollment

Freddie Falcon

Open Benefit Events					
Event Description		**Event Date**	**Event Status**	**Job Title**	
Marital Status Change	ⓘ	02/15/2015	Open	Director	Select

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


Marriage Life Event

Benefits Enrollment

Marital Status Change

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 to update your benefits enrollment and submit your new choices.
The Enrollment Summary will display which benefit options are open for edits.
All of your benefit changes will be effective the date of the family status change event.

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	
Medical	Before Tax	After Tax	[Edit]
Current: Medical Plan A:Empl Only			
New: Medical Plan A:Empl Only	91.72		
Dental	Before Tax	After Tax	[Edit]
Current: Dental:Empl Only			
New: Dental:Empl Only	6.84		
Vision	Before Tax	After Tax	[Edit]
Current: Vision:Empl Only			
New: Vision:Empl Only		7.90	
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: No Coverage			
New: No Coverage			
Flex Spending Dependent Care	Before Tax	After Tax	[Edit]
Current: No Coverage			
New: No Coverage			
Health Savings Account	Before Tax	After Tax	[Edit]
Current: No Coverage			
New: No Coverage			
Retirement Plans	Before Tax	After Tax	[Edit]
Current: ARP OPERS Nationwide			
New: ARP OPERS Nationwide			

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**

[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.

Step 4: Add/Update Dependents

- 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.

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.

Older Adult Child Certification 26-28 years of age
Other Insurance Information Certification
Primary Coverage Certification
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
☐		

> Add/Review Dependents

> Continue   Cancel

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 beneficiary**

Marriage Life Event

Add/Review Dependent/Beneficiary

Freddie Falcon

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.

No Dependents on Record

> Add a dependent or beneficiary

Return to Event Selection

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.*	**Marriage Life Event** **Dependent/Beneficiary Personal Information** Freddie Falcon Select Save once you have edited your Dependent/Beneficiary's personal information. The changes will go into effect on Feb 15, 2015. Certain information may not be editable since changes would confilct with existing information. Please contact your Benefits Administrator to assist with changes to such information. **Personal Information** *First Name Freida Middle Name *Last Name Falcon Name Prefix Name Suffix Date of Birth 02/25/1966 *Gender Female SSN 290-99-9999 (Social Security Number) *Relationship to Employee Spouse **Status Information** *Marital Status Married Student No Disabled No Smoker Non Smoker Date of Death **Address and Telephone** ☑ Same Address as Employee Country United States Address 110 McFall Center Bowling Green State University Bowling Green, OH 43403 Wood ☑ Same Phone as Employee Phone 419/372-7744 Business Save Return to Dependent/Beneficiary Summary
Step 8: Enroll new dependent into your benefit elections • Place a checkmark in the **Enroll** box to add this dependent to the benefit plan. **Step 9:** Click Continue	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
---	---	---
☑	Freida Falcon	Spouse	 Add/Review Dependents Continue Cancel

Step 10: Review new elections for plan

- Verify your new coverage
- Your new Cost will show
- Covered Dependents for this plan

Once you have reviewed your new information for this plan,

Click **OK**

Marriage Life Event

Benefits Enrollment
Medical

Freddie Falcon

ℹ **Important**: Your enrollment <u>will not</u> 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 + Spouse 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 $273.34

Your Covered Dependents

Primary Care Provider Details

Name	Relationship
Freida Falcon	Spouse

Notes

Once submitted, this choice will take effect on 02/15/2015. Deductions for this choice, if applicable, will start with the pay period which includes 02/15/2015.

[OK]   [Cancel]

Click OK to store your choices.
Click Edit to go back and change your choices.

Step 11: 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 8-10 until you have completed adding the dependent to your current elections.

Marriage Life Event

Benefits Enrollment
Marital Status Change

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 to update your benefits enrollment and submit your new choices.
The Enrollment Summary will display which benefit options are open for edits.
All of your benefit changes will be effective the date of the family status change event.

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

Enrollment Summary

	Before Tax	After Tax	
Medical	Before Tax	After Tax	[Edit]
Current: Medical Plan A:Empl Only			
New: Medical Plan A:Empl+Spous	273.34		
Dental	Before Tax	After Tax	[Edit]
Current: Dental:Empl Only			
New: Dental:Empl Only	6.84		
Vision	Before Tax	After Tax	[Edit]
Current: Vision:Empl Only			
New: Vision:Empl Only		7.90	

Step 12: Click [Submit] at the bottom of the **Benefit Enrollment** page.

Marriage Life Event

Benefits Enrollment
Marital Status Change

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 to update your benefits enrollment and submit your new choices.
The Enrollment Summary will display which benefit options are open for edits.
All of your benefit changes will be effective the date of the family status change event.

ℹ️ 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	
Medical				Edit
Current:	Medical Plan A:Empl Only			
New:	Medical Plan A:Empl+Spouse		273.34	
Dental		Before Tax	After Tax	Edit
Current:	Dental:Empl Only			
New:	Dental:Empl Only		6.54	
Vision		Before Tax	After Tax	Edit
Current:	Vision:Empl Only			
New:	Vision:Empl Only		7.90	
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:	No Coverage			
New:	No Coverage			
Flex Spending Dependent Care		Before Tax	After Tax	Edit
Current:	No Coverage			
New:	No Coverage			
Health Savings Account		Before Tax	After Tax	Edit
Current:	No Coverage			
New:	No Coverage			
Retirement Plans		Before Tax	After Tax	Edit
Current:	ARP OPERS Nationwide			
New:	ARP OPERS Nationwide			

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

Election Summary

Cost Summary	Total	Before Tax	After Tax
Costs	288.08	280.18	7.90
Your Costs	288.08	280.18	7.90

[Submit]

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

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

Step 13: Message

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

Click [OK]

Message

Reminder (20000,433)

Reminder: You are not finished with the enrollment process. Please continue on to the next page. You must check the employee agreement box and click the submit button on the next page or your enrollment will not be submitted to Human Resources.

[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

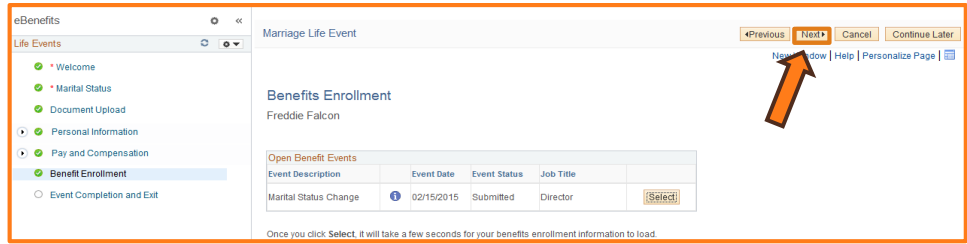After submitting your new benefit elections, you will receive a Submit Confirmation.

Click [OK]

Step 16: Open Benefit Events

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

Click Next▶

SECTION IX

EVENT COMPLETION

AND EXIT

Congratulations! You have completed your Marriage Life Event.

Click Complete to end the event.