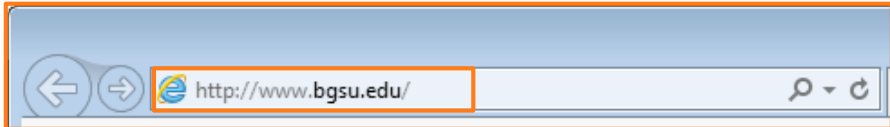
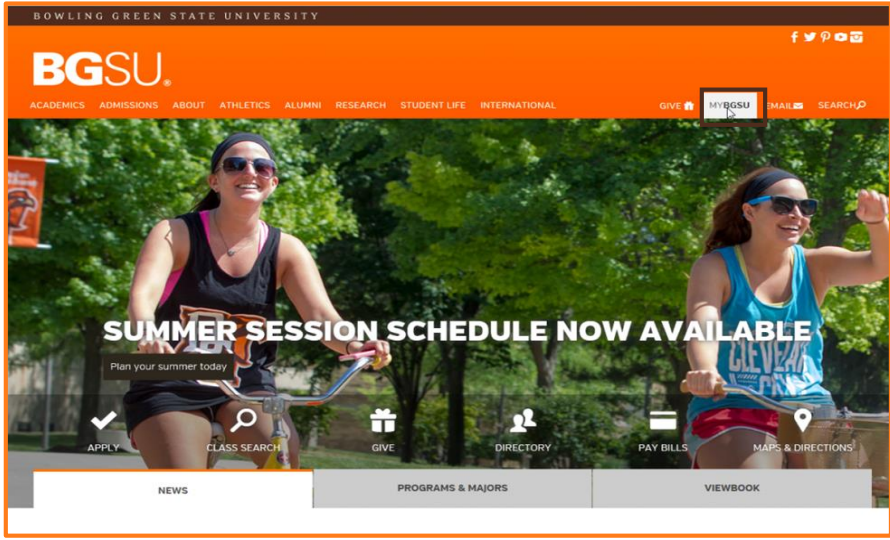
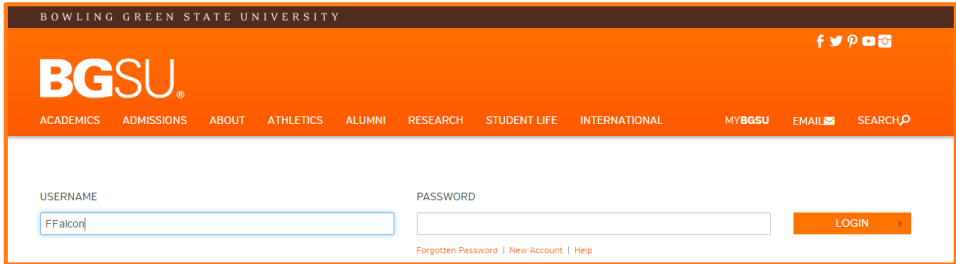
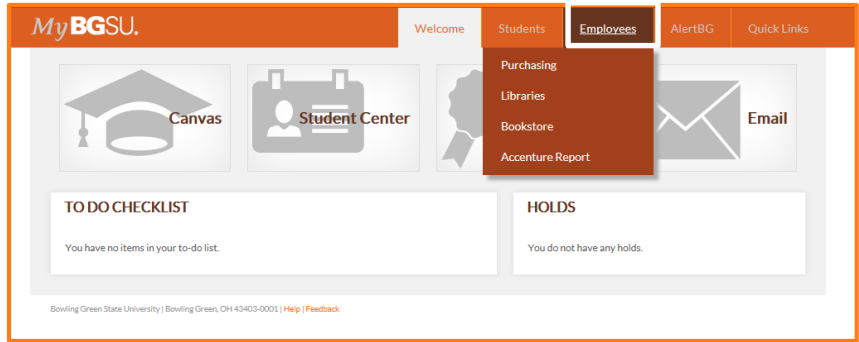


Life Event – Adoption Event

<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 I Adopted or gained legal custody of a child (Adoption Life Event) 6. Enter Change Status and Date 7. Upload your Adoption Certificate 8. Wait for approval from the Benefits Department 9. Continue Later 10. Resume entering information for the Adoption Life Event 11. Verify Pay and Compensation 12. Enter Benefit Enrollments/Dependent Information 13. Complete the Adoption 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 > I Adopted or gained legal custody of a child</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>	

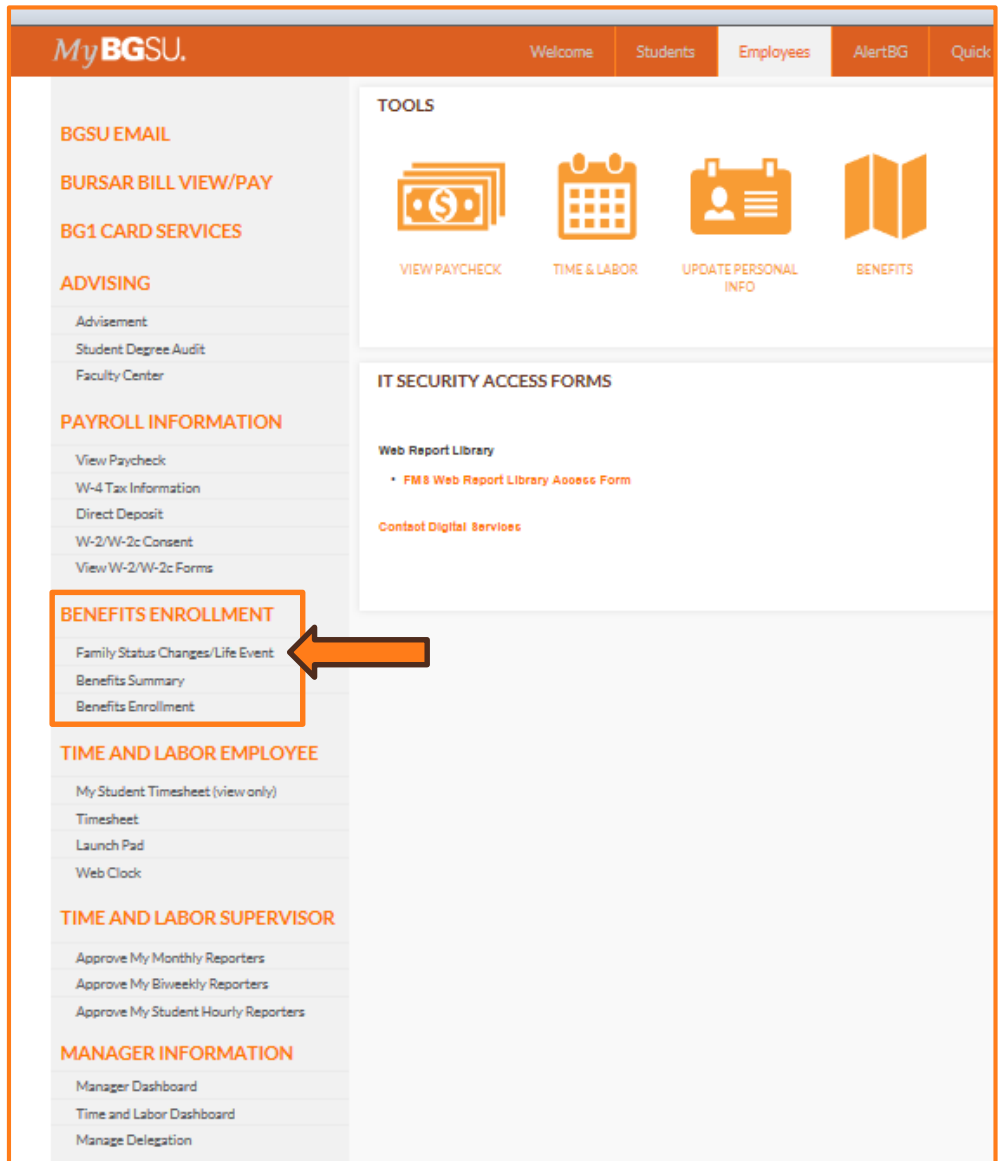
Life Event – Adoption Event

Step 3: Click Employees



Step 4: Under Benefits Enrollment

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



Life Event – Adoption Event

SECTION II ADOPTION LIFE EVENT

Step 1: Choose the **I Adopted or gained legal custody of a child** 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

Step 2: Enter in the **Date** of the Adoption

Step 3 : Click

You will be directed to the Welcome page of the Adoption 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 📅

Life Event – Adoption Event

SECTION III

EFFECTIVE ADOPTION DATE

Step 1: The Welcome page will appear.

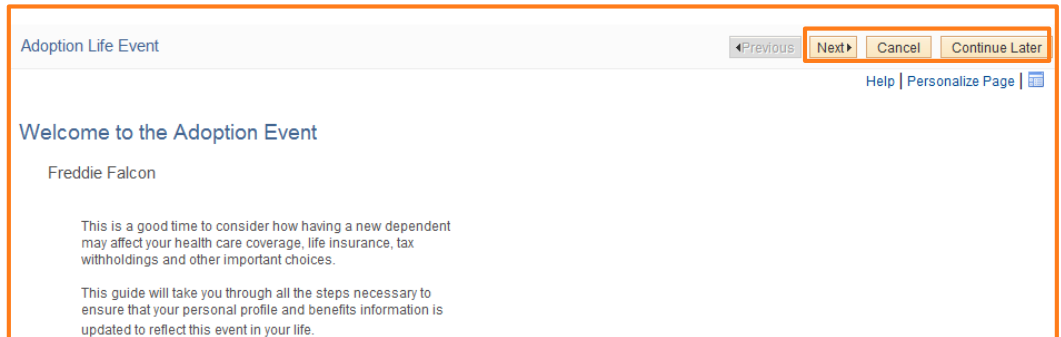
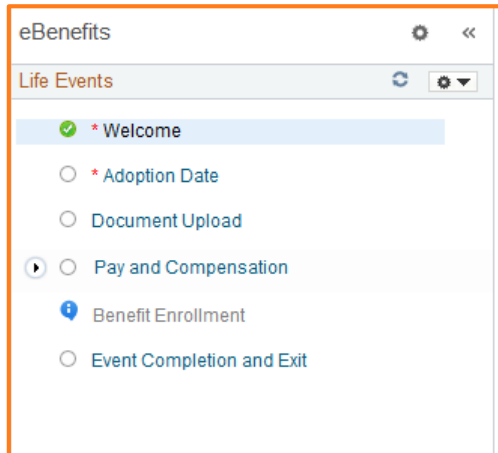
The **Activity Guide**, (located on the left side of the event) – will guide you through each step that is needed in order to complete the Adoption Life Event.

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 Adoption Event



Step 3: Verify the Effective Date the child was placed in your home.

Step 4: Click **Submit**

Adoption Life Event

Adoption Date

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

Required Documentation: You are required to send legal documentation to the Benefits Department showing the date your new dependent was placed in your home for adoption. 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 child was placed in your home

for adoption:

Submit

Life Event – Adoption Event

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



The screenshot shows the eBenefits interface. On the left, a list of 'Life Events' includes 'Welcome', 'Adoption Date' (highlighted in blue), 'Document Upload', 'Pay and Compensation', 'Benefit Enrollment', and 'Event Completion and Exit'. On the right, the 'Adoption Life Event' page is displayed, showing 'Birth Date' and a 'Submit Confirmation' message with a checkmark and the text 'The Submit was successful.' An 'OK' button is visible at the bottom right of the confirmation message.

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

Step 8: Click



The screenshot shows the 'Adoption Life Event' page with the 'Adoption Date' section. It includes instructions: 'Select the Submit button to notify the Benefits department of this change.' Below this, it states: 'Required Documentation: You are required to send legal documentation to the Benefits Department showing the date your new dependent was placed in your home for adoption. 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.' A text field is labeled 'Date child was placed in your home for adoption:' with the value '02/22/2015' entered.

SECTION IV DOCUMENT UPLOAD

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

Note: You **MUST** have an Adoption Certificate.

The screenshot shows the 'Adoption Life Event' page with the 'Life Events - Document Upload' section. It includes 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.' Below this, there is a 'Life Event Documents' section with a table containing one row: 'Adoption Certificate'. At the bottom, there are 'Add Attachment' and 'Add Note' buttons. Navigation buttons for 'Previous' and 'New' are also visible.

Life Event – Adoption Event

Step 2: Click on

Add Attachment

Adoption Life Event

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Adoption Certificate

*Subject

Attachment

Add Attachment

Save

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

e.g. **Fredrick's Adoption Certificate**

Note: You MUST enter a description.

Adoption Life Event

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Adoption Certificate

*Subject Fredrick's Adoption Certificate

Attachment

Add Attachment

Save

Step 4: Click

Add Attachment

Adoption Life Event

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Adoption Certificate

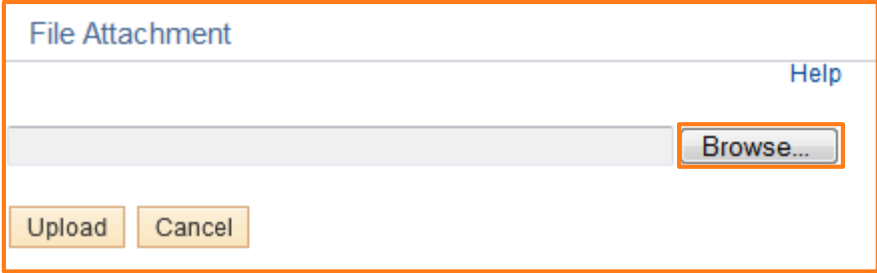
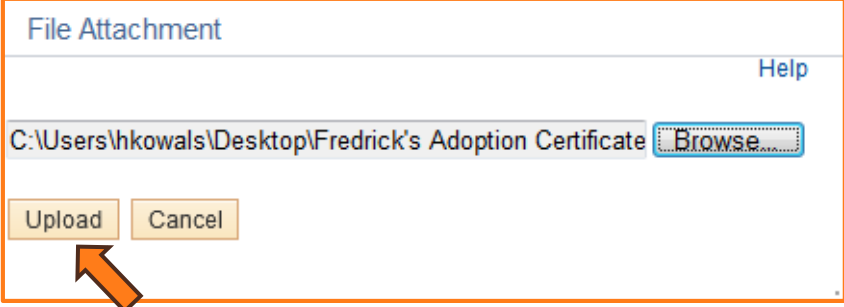
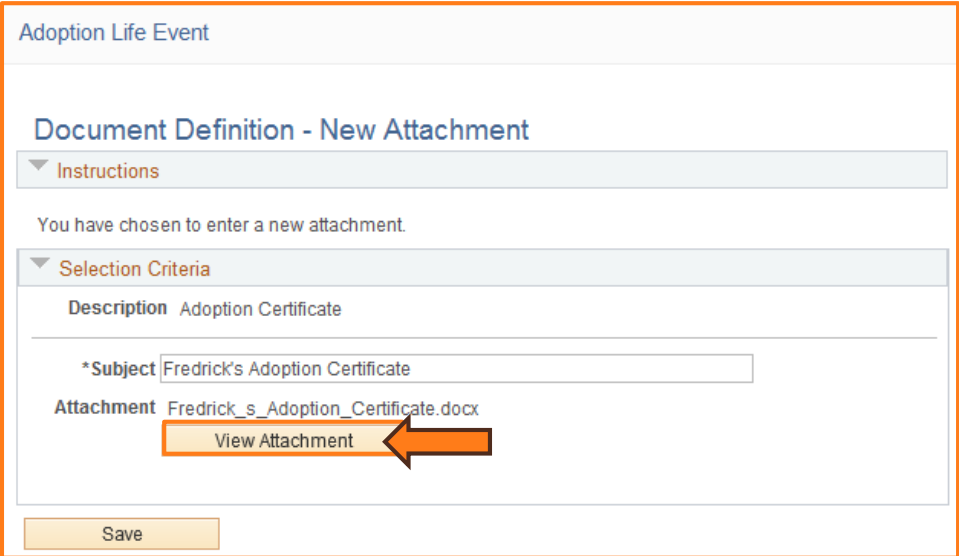
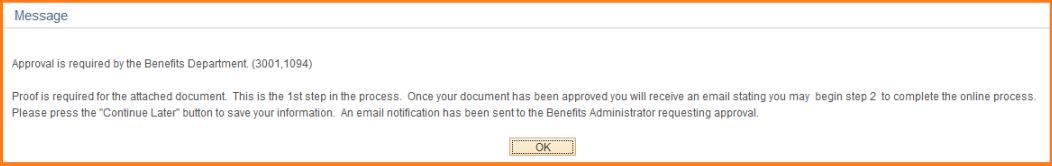
*Subject Fredrick's Adoption Certificate

Attachment

Add Attachment

Save

Life Event – Adoption Event

<p>Step 5: Click Browse to locate your Adoption Certificate document on your computer.</p>	
<p>Step 6: Once the Adoption Certificate has been located, Click on the Upload button.</p> <p><i>Note: If the wrong file is attached, you may click Cancel and start over with the Document Upload Activity.</i></p>	
<p>Step 7: Once you have uploaded the Adoption Certificate, you may now view the attachment if you wish.</p> <p>Click View Attachment</p> <p>IF</p> <p>If you do not want to review the attached document then</p> <p>Click Save</p>	
<p>Step 8: You will receive a message stating the Benefits Department must approve your Adoption Certificate in order to complete your Life Event.</p> <p>Step 9: Click OK</p>	

Life Event – Adoption Event

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**.

Adoption Life Event

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

Adoption Certificate

Add Attachment **Add Note**

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	02/26/2015 12:24PM	Freddie Falcon	Adoption Certificate	Fredrick's Adoption Certificate	Needs Approval

Select All Deselect All

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

e.g. **Explanation of Fredrick's Adoption Certificate**

Adoption Life Event

Document Definition - New Note

Instructions

You have chosen to enter a new note.

Selection Criteria

Description Adoption Certificate

***Subject** Explanation of Fredrick's Adoption Certificate

*Note Text

Save

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

Step 13: Click **Save**

Adoption Life Event

Document Definition - New Note

Instructions

You have chosen to enter a new note.

Selection Criteria

Description Adoption Certificate

*Subject Explanation of Fredrick's Adoption Certificate

***Note Text** This is a legal copy of the original Adoption Certificate. Please let me know if you have any concerns.

Save

Life Event – Adoption Event

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.

Adoption Life Event

<Previous Next Cancel Continue Later

New Window | Help | Personalize

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

Adoption Certificate

Add Attachment Add Note

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	02/26/2015 12:24PM	Freddie Falcon	Adoption Certificate	Fredrick's Adoption Certificate	Needs Approval
<input type="checkbox"/>	2	02/26/2015 12:24PM	Freddie Falcon	Adoption Certificate	Explanation of Fredrick's Adoption Certificate	Submitted

Select All Deselect All

Delete

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.

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 Adoption 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 or gained legal custody/guardianship of a child ...(event in progress)
- I got Married
- I got Divorced

Other Life Events

- Change in Coverage - Employee, Spouse, Dependent
- Death of a Dependents

Continue my Life Event

Life Event – Adoption Event

Step 2: Click

[Continue my Life Event](#)

Note: The Adoption 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 or gained legal custody/guardianship of a child ...(event in progress)
- I got Married
- 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 Adoption Certificate. It has been approved.

Step 3: Click [Next](#) to begin Phase 2 of the Live Event.

Adoption Life Event

[Previous](#) [Next](#) [Cancel](#)

[New Window](#) [Help](#) [Per](#)

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

Adoption Certificate

[Add Attachment](#)

[Add Note](#)

Attachments

Personalize | Find | 

First 1-2 of 2 Last

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	02/26/2015 12:24PM	Freddie Falcon	Adoption Certificate	Fredrick's Adoption Certificate	Approved
<input type="checkbox"/>	2	02/26/2015 12:24PM	Freddie Falcon	Adoption Certificate	Explanation of Fredrick's Adoption Certificate	Submitted

Life Event – Adoption Event

SECTION VI PAY AND COMPENSATION

Due to your recent Adoption, 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

*Note: If no changes are needed, you still must click **Submit***

Adoption 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

110 McFall Center
Bowling Green State University
Bowling Green OH 43403

W-4 Tax Data

Enter total number of Allowances you are claiming

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 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.

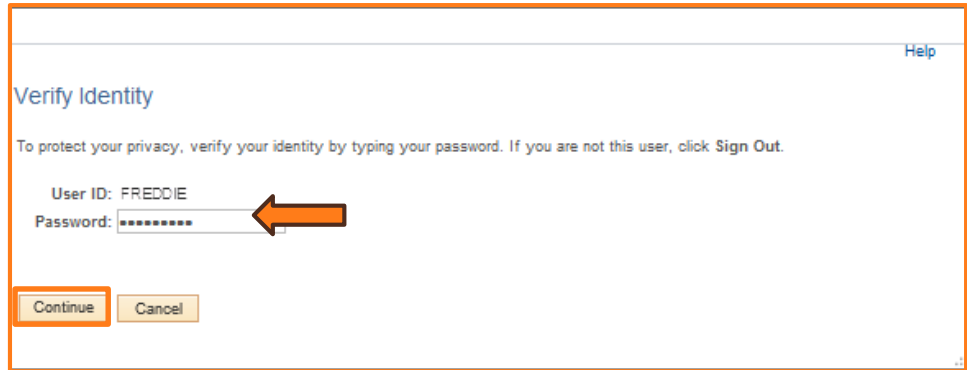
Check this box if you meet both conditions to claim exempt status.

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.

Life Event – Adoption Event

Step 3: Verify Identity

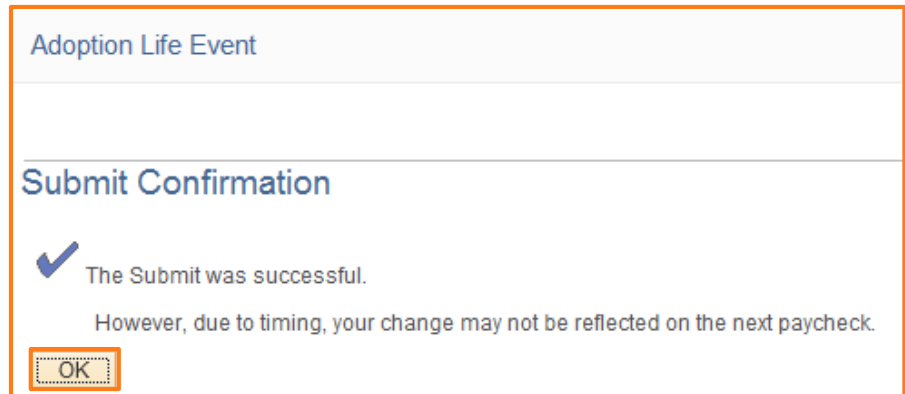
- Enter your network **Password**
- This will verify that you have made the changes to your W-4 Tax Information
- Click 



Step 4: Submit Confirmation will appear

Step 5: Click 

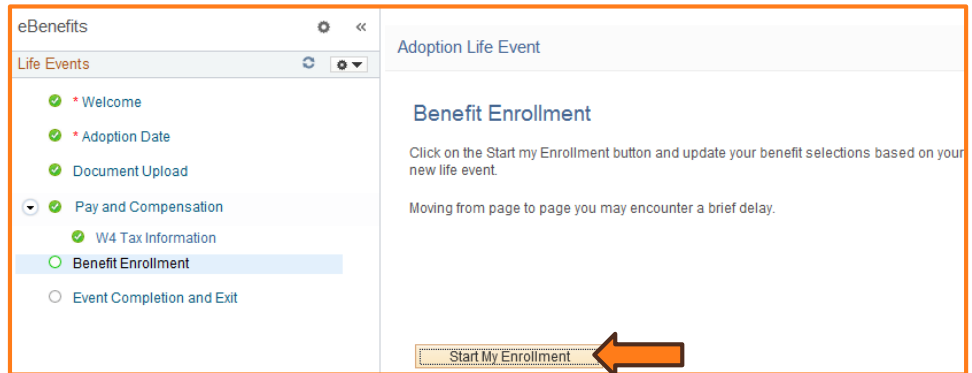
Step 6: Click 



SECTION VII BENEFIT ENROLLMENT

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

Step 1: Click 



Life Event – Adoption Event

Step 2: Click 
To begin your enrollment

Adoption 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.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
Marital Status Change		02/15/2015	Closed	Director
Birth/Adoption		02/22/2015	Open	Director



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

Life Event – Adoption Event

Step 3: Current Benefit enrollment appears

- Review your current benefit enrollments
- Add your **new** dependent(s) to your plans, **Click**
- The plan will open with your new options

Adoption Life Event

Benefits Enrollment
Birth/Adoption
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.

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			<input type="button" value="Edit"/>
Current: Medical Plan A:Empl+Spous			
New: Medical Plan A:Empl+Spous	273.34		
Dental			<input type="button" value="Edit"/>
Current: Dental:Empl+Spous			
New: Dental:Empl+Spous	12.72		
Vision			<input type="button" value="Edit"/>
Current: Vision:Empl + 1			
New: Vision:Empl + 1		15.82	
Life and AD and D			
Current: Basic Life: 1.5 X Salary			
New: Basic Life: 1.5 X Salary : \$125,000		0.00	
Supplemental Life			
Current: Waive			
New: Waive			
Dependent Life			<input type="button" value="Edit"/>
Current: Waive			
New: Waive			
Long-Term Disability			
Current: LTD: 60.00% of Salary			
New: LTD: 60.00% of Salary		0.00	
Flex Spending Health - U.S.			<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			
Flex Spending Dependent Care			<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			
Health Savings Account			<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			
Retirement Plans			<input type="button" value="Edit"/>
Current: ARP OPERS Nationwide			
New: ARP OPERS Nationwide			

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

Election Summary	Total	Before Tax	After Tax
Cost Summary			
Costs	301.88	286.06	15.82
Your Costs	301.88	286.06	16.82

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.

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 – Adoption Event

Step 4: Add/Update Dependents

- Dependents that are currently covered will appear with a **check mark in the Enroll box.**
- 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
<input checked="" type="checkbox"/>	Freida Falcon	Spouse

Add/Review Dependents



Step 6: Click

Add/Review Dependents

To add the new baby to your benefits.

Adoption Life Event

◀Previous Next▶ Cancel Co

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.

Dependent Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Freida Falcon	Spouse	02/25/1966	Married	02/15/2015	No	No	Yes	Yes
Mable Flowers	Child	04/24/1994	Single		Yes	No	No	Yes

Add a dependent or beneficiary

[Return to Event Selection](#)



Life Event – Adoption Event

Step 7: Dependent/Beneficiary Personal Information

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

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

Adoption Life Event

Dependent/Beneficiary Personal Information

Freddie Falcon
Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Feb 22, 2015.

Personal Information

*First Name
Middle Name
*Last Name
Name Prefix
Name Suffix
Date of Birth
*Gender
SSN (Social Security Number)
*Relationship to Employee

Status Information

*Marital Status As of
Student As of
Disabled As of
Smoker As of

Address and Telephone

Same Address as Employee

Country
Address

Same Phone as Employee

Phone

Step 8: Personal Information Save Confirmation

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

Click

Adoption Life Event

Personal Information

Save Confirmation

The Save was successful.

Life Event – Adoption Event

Step 9: Add/Review Dependent/Beneficiary page will appear

Your new dependent will now show on your summary page.

Click 

Adoption Life Event ◀Previous **Next▶** Cancel Conf

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.

Dependent Information									
Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary	
Freida Falcon	Spouse	02/25/1966	Married	02/15/2015	No	No	Yes	Yes	
Mable Flowers	Child	04/24/1994	Single		Yes	No	No	Yes	
Fredrick Falcon	Child	02/22/2015	Single		No	No	Yes	Yes	

[Return to Event Selection](#)

Step 10: Enroll new dependent into your benefit elections

- Place a checkbox in the **Enroll** box to add this dependent to the benefit plan.
- You will need to do this for each plan you would like to add your dependents too.

Step 9: Click 

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
<input checked="" type="checkbox"/>	Freida Falcon	Spouse
<input checked="" type="checkbox"/>	Frederick Falcon	Child

Life Event – Adoption Event

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

Adoption Life Event

Benefits Enrollment

Medical

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.

Your Choice

You have chosen Medical Plan A with Employee+Family 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 \$318.37

Your Covered Dependents

Primary Care Provider Details

Name	Relationship
Freida Falcon	Spouse
Frederick Falcon	Child

Notes

Once submitted, this choice will take effect on 02/22/2015. Deductions for this choice, if applicable, will start with the pay period which includes 02/22/2015.

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

Life Event – Adoption Event

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 9-12 until you have completed adding the dependent to your current elections.

Adoption Life Event

[Benefits Enrollment](#)

[Birth/Adoption](#)

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			<input type="button" value="Edit"/>
Current: Medical Plan A:Empl+Spous			
New: Medical Plan A:Emp+Family	318.37		
Dental			<input type="button" value="Edit"/>
Current: Dental:Empl+Spous			
New: Dental:Empl+Spous	12.72		
Vision			<input type="button" value="Edit"/>
Current: Vision:Empl + 1			
New: Vision:Empl + 1		15.82	
Life and AD and D			
Current: Basic Life: 1.5 X Salary			
New: Basic Life: 1.5 X Salary : \$125,000		0.00	
Supplemental Life			
Current: Waive			
New: Waive			
Dependent Life			<input type="button" value="Edit"/>

Life Event – Adoption Event

Step 12: Click

Submit at the bottom of the **Benefit Enrollment** page after you have added your dependent to your plans.









Adoption Life Event

Benefits Enrollment
Birth/Adoption
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 edit. All of your benefit changes will be effective the date of the family status change event.


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			
Current: Medical Plan A-Emp+Spous			
New: Medical Plan A-Emp+Family	318.37		
Dental			
Current: Dental-Emp+Spous			
New: Dental-Emp+Spous	12.72		
Vision			
Current: Vision-Emp + 1			
New: Vision-Emp + 1		15.82	
Life and AD and D			
Current: Basic Life: 1.5 X Salary			
New: Basic Life: 1.5 X Salary - \$125,000 Supplemental Life		0.00	
Current: Waive			
New: Waive			
Dependent Life			
Current: Waive			
New: Waive			
Long-Term Disability			
Current: LTD: 60.00% of Salary			
New: LTD: 60.00% of Salary		0.00	
Flex Spending Health - U.S.			
Current: No Coverage			
New: No Coverage			
Flex Spending Dependent Care			
Current: No Coverage			
New: No Coverage			
Health Savings Account			
Current: No Coverage			
New: No Coverage			
Retirement Plans			
Current: ARP OPERS Nationwide			
New: ARP OPERS Nationwide			

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

Cost Summary	Total	Before Tax	After Tax
Costs	348.91	331.09	15.82
Your Costs	348.91	331.09	15.82



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.

Step 13: Message


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

Click 

Message

Reminder (2000,433)


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.



Life Event – Adoption Event

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 

Authorize Elections

By submitting my benefit choices I am certifying that the information is true and correct to the best of my knowledge and understand that any misstatement constitutes fraud and may result in termination of my benefits and may subject me to legal action by BGSU and its authorized vendors. I also understand that any monies received from any authorized BGSU vendor for which I am not entitled will require full reimbursement to the appropriate plan. I also understand that I must notify BGSU within 30 days of occurrence of any changes in status.

Warning: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. (Ohio Revised Code Section 3999.21)

EMPLOYEE AGREEMENT

I understand that I must complete the required documents and submit them by the deadline in order to have coverage as defined by the plan.

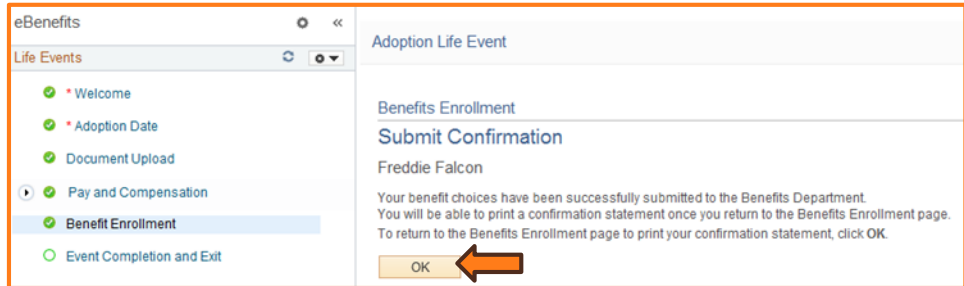
Click **Submit** to send your final choices to the Benefits Department.

Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Step 15: Submit Confirmation

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

Click 



eBenefits Adoption Life Event

Life Events

- Welcome
- Adoption Date
- Document Upload
- Pay and Compensation
- **Benefit Enrollment**
- Event Completion and Exit

Benefits Enrollment

Submit Confirmation

Freddie Falcon

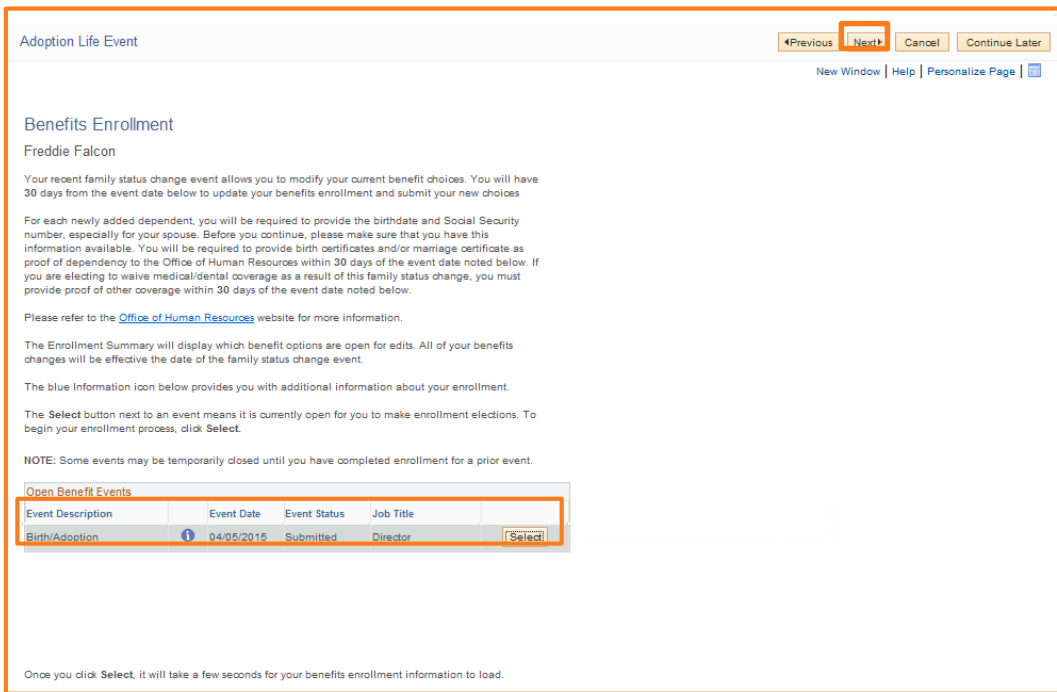
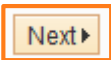
Your benefit choices have been successfully submitted to the Benefits Department. You will be able to print a confirmation statement once you return to the Benefits Enrollment page. To return to the Benefits Enrollment page to print your confirmation statement, click OK.

Life Event – Adoption Event

Step 16: Open Benefit Events

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

Click



Adoption 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.

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Birth/Adoption	04/05/2015	Submitted	Director	Select

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

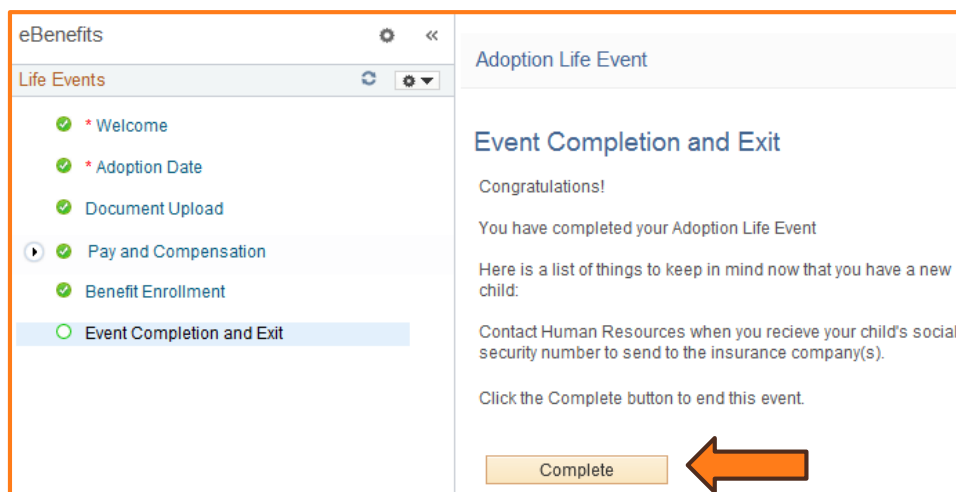
SECTION VIII EVENT COMPLETION AND EXIT

Congratulations! You have completed your Adoption Life Event.

Click



to end the event.



eBenefits

Life Events

- ✓ * Welcome
- ✓ * Adoption Date
- ✓ Document Upload
- ▶ ✓ Pay and Compensation
- ✓ Benefit Enrollment
- Event Completion and Exit

Adoption Life Event

Event Completion and Exit

Congratulations!

You have completed your Adoption Life Event

Here is a list of things to keep in mind now that you have a new child:

Contact Human Resources when you receive your child's social security number to send to the insurance company(s).

Click the Complete button to end this event.

Complete