

# REQUEST BENEFIT CHANGES ONLINE FOLLOWING QUALIFYING LIFE EVENTS

If you or a dependent have experienced a Qualifying Life Event in the past 30 days, you may be eligible to change your current benefit elections. Follow the steps below to login, request coverage changes & document your event(s).

## LOGIN

**Go to the website:**

<https://steele.benselect.com/MSDWayne>

**Enter your school issued email address:**

Your Username/Employee ID is your school issued email address

**Enter PIN:**

Last 4 digits of your SSN, then last 2 digits of your birth year - 6 digits total

## PROCESS THE EVENT

**Click "Change my benefits due to a qualifying life event."**

**Next, read the helpful processing tips below.**

Dependents must be added to the system before coverage can be requested. If your life event isn't listed, your dependents may not be entered in the system.

**To enroll dependents that are not in the system:**

- You may have to process two or more separate events.
- First, process an event for birth or marriage to add a dependent to the system. (Entering correct birth and/or marriage dates).
- If the birth or marriage occurred more than 30 days ago, this step alone will not unlock enrollment.
- To add another dependent, navigate back to the "Home" tab, re-clicking "Change my benefits...", then repeat life event steps indicating "I have a new child" or "I got married."
- If enrollment has not been enabled after entering all dependents into the system, process your family's recent life event that will trigger enrollment.

**Select the appropriate life event from the list.**

**Click the orange "Next" button.**

**What would you like to do?**

- Change my beneficiary
- Update my personal information (address, phone, e-mail, etc.)
- Change my benefits due to a qualifying life event
- Review forms that I signed
- Find a document or form
- Change my PIN

Home You & Your Family My Benefits Sign & Submit

### Life Events

In general, you may only enroll for benefits at specific times of the year designated by your Human Resources Department. However, certain changes in your life may require you to update your benefit elections or employee information on file.

Please choose any of the following that apply:

Life Event

Please choose any of the following that apply:

- I changed my name, address, phone number, or e-mail address.
- I divorced my spouse.
- I have a new child (birth, adoption, or registered custody).
- My spouse or one of my dependents died recently.
- I wish to change the beneficiary of one or more of my benefits.
- My spouse has changed employment status.
- I am my eligible dependent's account holder or gained similar coverage.
- I request a change to my benefits due to a court order.

Next

# DOCUMENTING LIFE EVENT CHANGES

## PROCESS THE EVENT CONTINUED

### Enter required data fields for the life event.

SSN is a required field for all dependents, except dependents that have recently been born or adopted. Employees have 6 months from their child's date of birth or adoption to provide the dependent's SSN.

### Click the orange "Next" button.

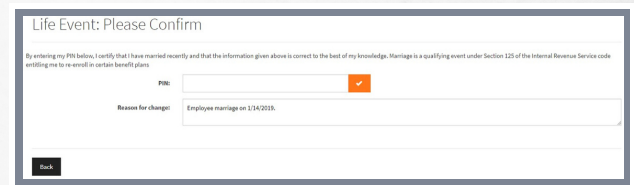
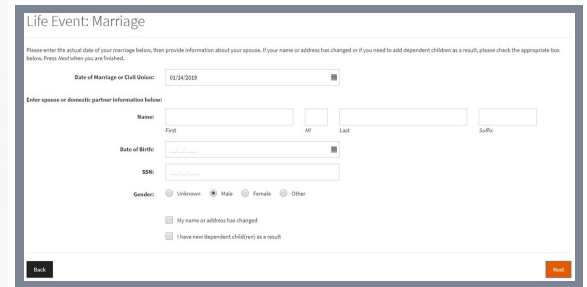
### Enter your 6 digit PIN to confirm electronically.

Last 4 of your SSN, then last 2 of your birth year.

### Click the orange "check mark" button.

If you need to process additional life events, but are directed to the "Sign & Submit" page:

- Click the "Home" tab.
- Next, click "Change my benefits..."
- Then, select another life event.
- Repeat these steps to process another life event.



## REQUEST OR DECLINE COVERAGE CHANGES

### Select the plans you want to change.

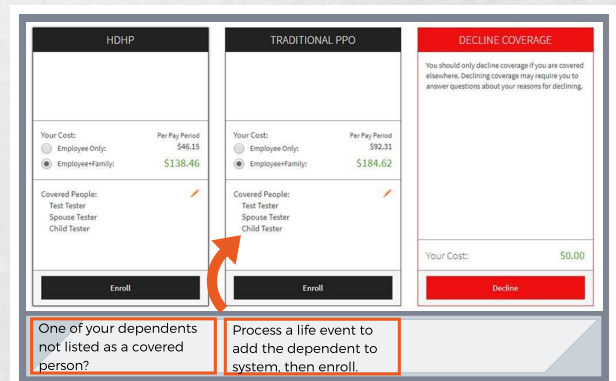
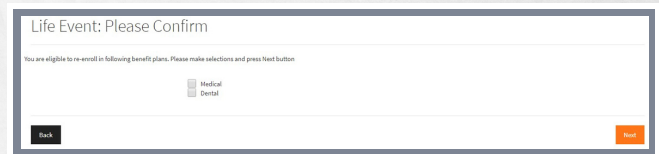
If declining changes to your existing election, do not select the plan.

### Click the orange "Next" button.

### If changes are needed, follow enrollment instructions for each plan.

#### Select plans and covered dependents.

- If a dependent's name is not shown on your enrollment screen, another life event may need processed (to add the dependent to the system) before he/she can be enrolled.
- Repeat process to add additional dependents.
- Review helpful processing tips on **page 1** for detail.



### Click the "Enroll" or "Decline" button for each plan.

### Click the orange "Next" button.



## REVIEW ELECTIONS

### Review coverage requests to confirm accuracy.

If elections need modified, click "Back" and "Unlock" to review and edit. Using "Next" to return to your coverage summary page to review updates.

Plan	Description	Postal Cost	Pre-tax Cost	Employee Paid
Medical	Value			
Dental	Value			
Vision	Value			
Medical/DA	Value			
Health Savings Account	Value			
Life/AD&S/DA	Value			
Accidental Death	Value			

## SUBMIT OFFICIAL DOCUMENTS

### Official documents supporting a life event **MUST** be submitted timely to prevent coverage disruption.

Send/deliver copies of official documents supporting the event to Shandy Brickler in the MSD Wayne Township Benefits Department **within 30 days of the event to prevent coverage disruptions.** (Birth or marriage cert., divorce decree, proof of coverage loss, etc.).

## FINALIZE ELECTIONS

### Return to the "Sign and Submit" tab, click "Next."

### Re-enter your 6 digit PIN to confirm your benefit requests.

Last 4 of your SSN, then last 2 of your birth year.

### Coverage changes will **NOT** be approved without a final PIN signature and submission of official event documentation.

## QUESTIONS?

SHANDY BRICKLER

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