

CORRECT BENEFIT ENROLLMENT

THIS GUIDE IS FOR: BENEFIT PARTNERS

This guide explains how to make corrections to active employee benefit enrollment. This includes Health, Dental, Vision, Basic Life, Supplemental Life, Dependent Life, Disability, FSA Medical Reimbursement, FSA Dependent DayCare and Health Savings Account.

1. Navigate to **Search** bar – search by employee name or employee ID#.
2. Choose **Actions** → **Benefits** → **View Benefit Coverage History**. Review all to determine what is correct and what is missing.
3. Choose the **related actions** (three dots) option by the employee's name.
4. Hover on **Benefits** and select **Change Benefits**.
5. In the **Change Reason** filed, select **Administrative Correction**.
6. Input **Event Date** using correct coverage beginning date.
7. Select **Submit**.
8. In the dialog box that opens, select **Open**.
9. On the page that followed, choose **Let's Get Started**.
10. Make applicable changes to correct enrollment as needed.
11. Select **Review and Sign**.
12. Select the box beside **I Accept**.
13. Select **Submit**.
14. Select **Done**.