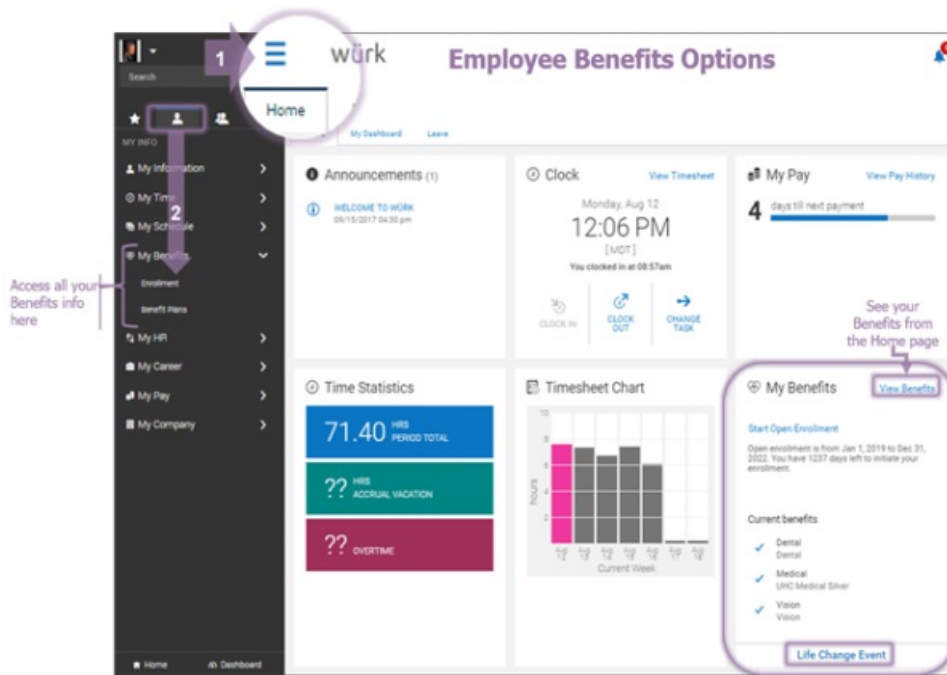


Checking Your Benefits

Last Modified on 09/14/2021 12:21 pm EDT

The My Benefits area (if your company provides benefits through WURK) lets you check your current benefits at a glance and add life change events.

START HERE

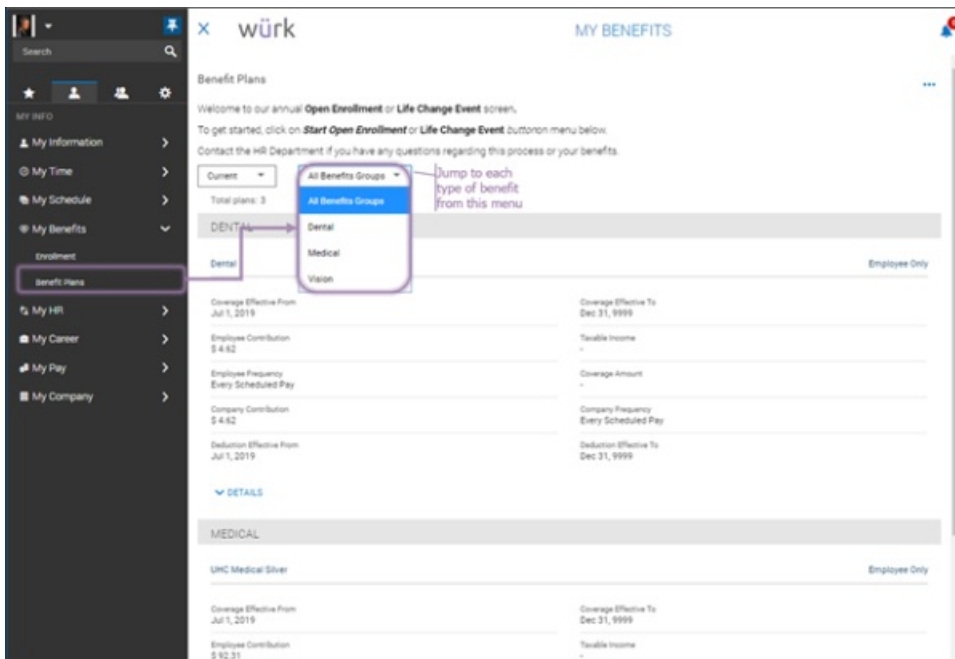


1. To see your benefits, tap **View Benefits**.
2. To submit a life change that affects your benefits, tap **Life Change Event**.

When you are enrolling in new benefits or adding a Life Change event, you may see an **Enrollment** tab that will show you a progress bar.

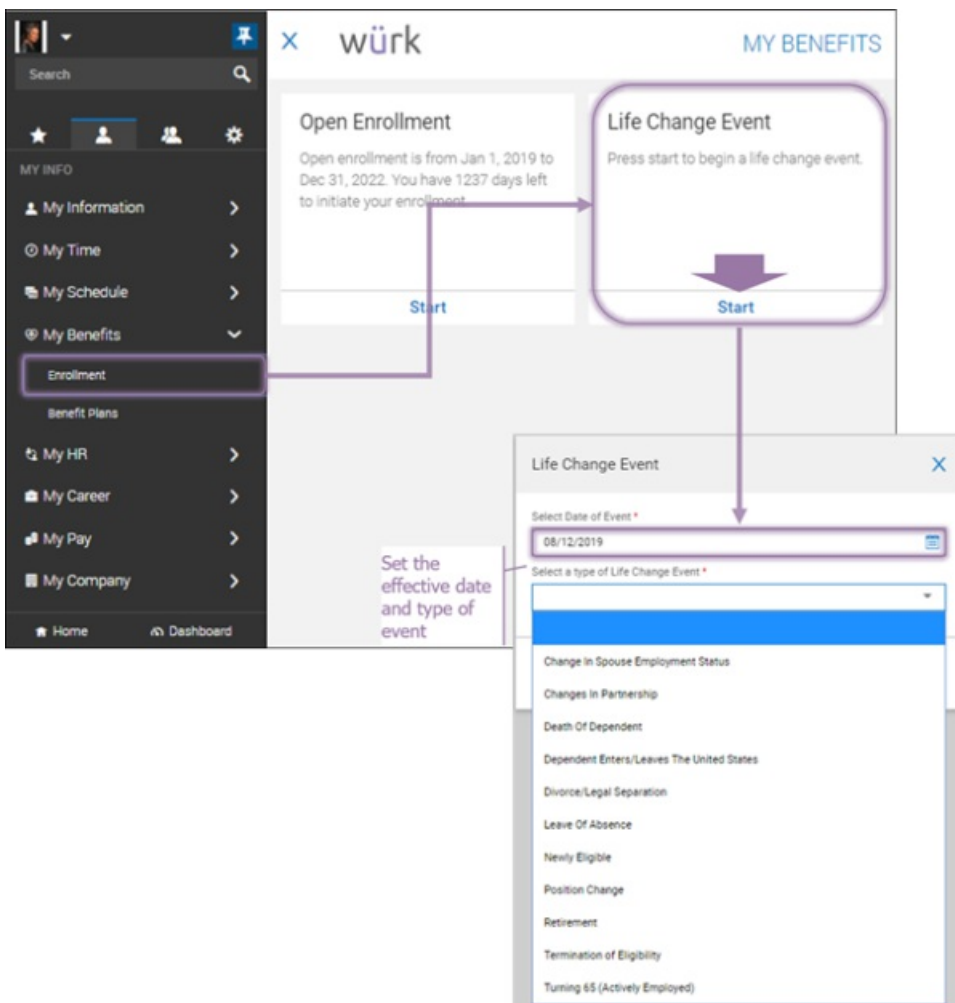
Seeing Your Current, Past, Future, and Waived Benefits

3. Click **My Info>My Benefits>Benefit Plans**. You can scroll or jump to each section of your benefits. You can switch from **Current** to **Future**, **Past**, **Waived**, and **All**. Click **DETAILS** for more info on each type of benefit, such as **DENTAL** Plan Documents.



Submitting a Life Change Event

4. Click **My Info>My Benefits>Enrollment** on the Main Menu and click **Start** on Life Change Event. Begin by setting the effective date and type of event.



5. Once you click **SAVE**, you will advance to a wizard where you fill out the details for the Life Change. Blue tabs

on the left guide you through the process. You can click each section or **Continue** to proceed through the form. The example below shows a Change in Partnership.

würk MY BENEFITS

Enrollment

Life Change - Changes in Partnership

Incomplete 0% Started On Aug 12, 2019

Click an item to work with it on the right.

Instructions

As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to complete plan pricing and features to assist you with your selections.

Once you have decided on a plan, click on the "select" checkbox next to the plan. Note that you do have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab.

After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to define those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent(s) contact, SSN and birthday information available as you complete this section.

NOTE: You must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.

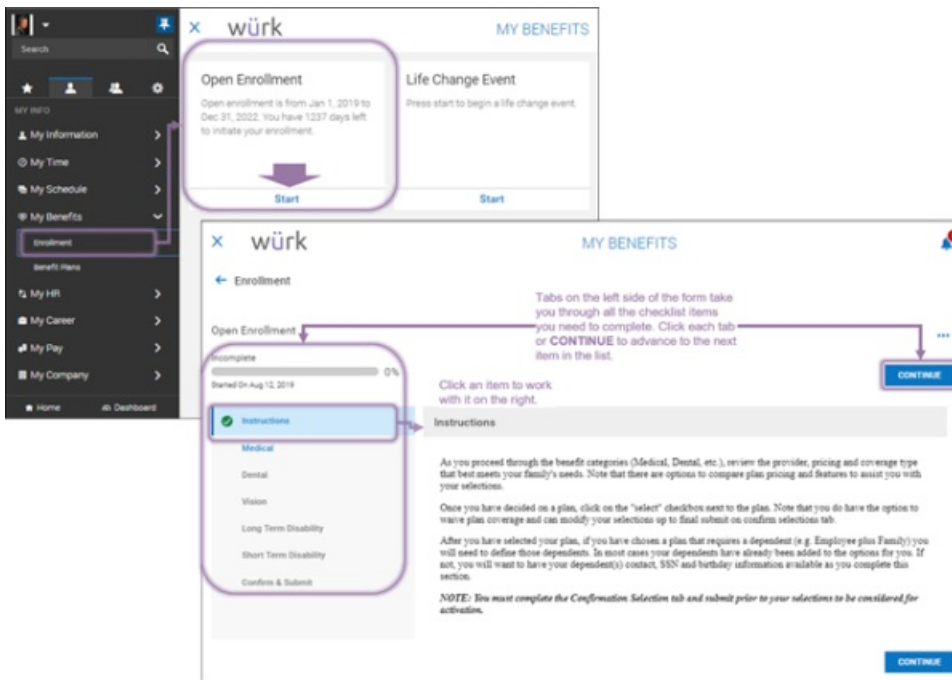
CONTINUE

You can **Save** your work and **Continue** later if you need more time. For some types of Life Change events, you may need to select a spouse, partner, or dependent. Click **Select Your Spouse** or **Select Your Children** to include them in the change. When completing the final section, **Confirm & Submit**, then you may be prompted to enter your password as an e-signature. If you do not see your beneficiaries, you may need to first add them to [your personal information](#).

6. Once all is complete (including **Confirm & Submit**), the **Submit** button becomes available. Click this to submit your Life Change for review. Once the change is approved, it will apply to your benefits.

Electing Benefits During Open Enrollment

7. Use links from the My Benefits widget on your home page or click **My Info>My Benefits>Enrollment** on the Main Menu and click **Start** in **Open Enrollment**. This launches a wizard where you advance through a series of forms to complete the enrollment process. You can continue completing these forms later if you need more time.



8. When completing the final section, **Confirm & Submit**, you may be prompted to enter your password as an e-signature. Once all is complete (including **Confirm & Submit**), the Submit button becomes available. Click this to submit your benefits elections. Once your elections are applied, they will affect your paycheck as deductions.
