Checking Your Benefits

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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 **AII**. Click **DETAILS** for more info on each type of benefit, such as **DENTAL** Plan Documents.

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My Information	× 1	Contact the HR Department if you have any questions regarding this process or your benefits.			
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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.

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Enrollment Ure Change - Changes In Partnership Incomplete Daniel On Aug 32, 2019			
Instructions	with it on the right.		
•	- Prinstructions		
Supporting Information Medical	As you proceed through the benefit categories (Medical, Bental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assumt you with your selections.		
Dental	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.		
Vision Long Term Disability	After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plan Family) you will need to define those dependents. In most cases your dependent 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.		
Short Term Disability	NOTE: Sou must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.		
Confirm & Submit			
	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 <u>your personal information</u>.

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.