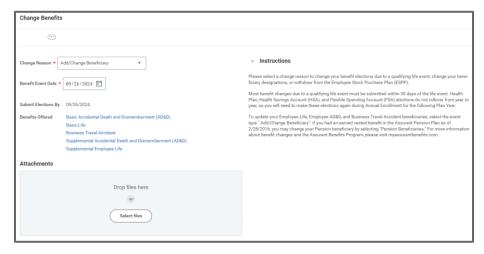
Within MyHR, you can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. Your organization will define the steps to accomplish these objectives. This job aid covers generic events, so please contact your People Partner or People Experience Center if you have further questions.

REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar qualified life event, you can change your benefits to better fit your needs.

From the Menu:

- 1. Click the **Benefits Hub** App.
- 2. Under Tasks and Reports, select Change Benefits.
- 3. Select a change reason.
- 4. Click the Calendar icon to enter the date of the Benefit event.
- 5. Attach required documents, if applicable.



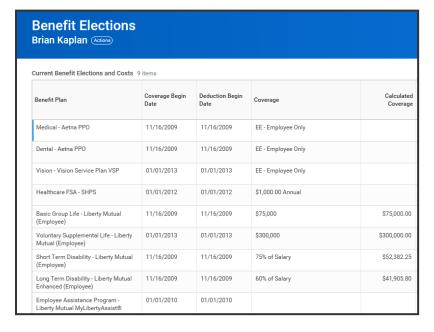
- **6.** Click **Submit**, then click **Done**. A task will route to your Inbox, if applicable.
- 7. Navigate to your **Inbox**.
- 8. Click the **Benefit Event** task.
- Complete and continue through all required screens. Check the I
 Agree checkbox, if required, to provide an electronic signature,
 confirming your changes.
- 10. Click Submit.
- **11.** Click **Done** to complete the task or **Print** to launch a printable version of the summary for your records.

VIEW AND EDIT BENEFIT ELECTIONS

Employees can change benefit elections when a qualifying event occurs, such as a change in marital status, the birth or adoption of a child, or a beneficiary change.

From the Benefits app:

- 12. Click the Benefits Hub under apps
- 13. Click Benefit Elections in the drop-down
- **14.** Review your benefit elections and costs.



- **16.** Enter all required information, denoted by asterisks, and make any permitted changes.
- 17. Click Submit.

EDIT DEPENDENTS

A dependent is someone, like a child or a spouse, who receives benefits under your plan.

From the Benefits app:

- 1. Click the **Dependents** button under Change.
- 2. Click the **Edit** button.
- 3. Click the **Edit** / icon. Asterisks denote required fields.
- 4. Click the **Add** button to add new information.
- 5. Click Submit.



Note: If you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. If you add an additional beneficiary, you may need to update your Benefit elections.

VIEW DEPENDENTS' BENEFIT ELECTIONS

From the Benefits Hub app:

- 1. Click the **Dependents** button under Change.
- 2. Review your existing dependents and their benefit plan coverage.

15. Select Change Benefits.



PRINT BENEFITS STATEMENT

From the Home page:

- 1. Click the **Profile** menu > **View Profile**.
- 2. Click the **Actions** Actions button.
- 3. Select Benefits > View My Current Benefit Elections.
- 4. Click the View as Grid
- **5.** Click PDF to view and print.