

Benefits Summary

1.	<p>Click the Employee Self Service link.</p> <p>▶ Self Service</p>
2.	<p>Click the Benefits link.</p> <p>▶ Benefits</p>
3.	<p>Click the Benefits Summary link.</p> <p>Benefits Summary</p>
4.	<p>The Summary page displays your coverage level and participation in each benefit to which you are eligible.</p> <p>The date is today's date by default. To view coverage for a different date, enter a new date in the Date field and click Go.</p>
5.	<p>Each active Type of Benefit listed provides a link to another page displaying more details. Click Medical in the Type of Benefit column.</p> <p>Medical</p>
6.	<p>If the Plan Provider name is an active link, click to go the provider's web site.</p> <p>To view your dependents' information, click their name in the Name column.</p> <p>Daughter Test</p>
7.	<p>Any updates to a dependent's information must be reported to your University Human Resources office immediately.</p> <p>Click the Return to View Health Care plan link when finished reviewing.</p> <p>Return to View Health Care plan</p>
8.	<p>Click the Find a Health Care Provider link to find a new Primary Care Physician. Report your new PCP directly to Anthem.</p> <p>Find a Health Care Provider</p>
9.	<p>Click the Return to Employee Benefit Summary link.</p> <p>Return to Employee Benefit Summary</p>
10.	<p>Click Life in the Type of Benefit column.</p> <p>Life</p>
11.	<p>The Life page summarizes the current plan in which you are enrolled.</p> <p>This page also displays a list of the covered beneficiaries and their associated allocation percent or amount. Click the Edit button to change the allocation if desired.</p> <p>Beneficiaries must be designated separately for each of the following plans:</p> <ul style="list-style-type: none"> -Life -Supplemental Life -AD and D -Supplemental AD and D <p>Edit</p>

12.	<p>Use the Change Current Beneficiaries and Allocations page to add new beneficiaries and modify the primary and contingent allocation percents.</p> <p>Enter the desired information into the New Primary Allocation field.</p>
13.	<p>Enter the desired information into the New Contingent Allocation field.</p>
14.	<p>Click the Update Totals button.</p> 
15.	<p>Click the Save button.</p> 
16.	<p>Click the OK button.</p> 
17.	<p>Click the Return to Life Insurance Main 2x link.</p> 
18.	<p>Click the Return to Employee Benefit Summary link.</p> 
19.	<p>Click 403b in the Type of Benefit column.</p> 
20.	<p>Click the Fund Allocations link.</p> 
21.	<p>Contact your University Human Resources Office if you wish to make any changes to your Fund Allocations.</p> <p>Click the Return to View All Savings Plans link.</p> 
22.	<p>Click the Return to Employee Benefit Summary link.</p> 
23.	<p>Click Flex Spending Health - U.S. in the Type of Benefit column.</p> 
24.	<p>Click the Benefits Summary link.</p> 
25.	<p>End of Procedure.</p>