
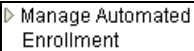





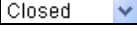
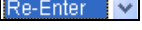

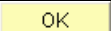

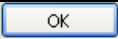





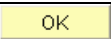
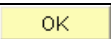
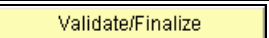


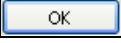
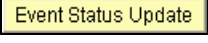
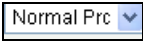



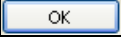


## Evidence of Insurability Life Proof Received

1.	Click the <b>Benefits</b> link. 
2.	Click the <b>Manage Automated Enrollment</b> link. 
3.	Note: You may need to create a manual (BEN) event if the effective date (New Hire) has already passed.  During Open Enrollment, since the effective date may be 4-6 weeks from the day the employee elected coverage, you may be able to Re-enter the employee's selection with Proof Received. This exercise follows this situation.
4.	Click the <b>Events</b> link. 
5.	Click the <b>On-Demand Event Maintenance</b> link. 
6.	Enter the desired information into the <b>EmplID</b> field
7.	Click the <b>Search</b> button. 
8.	Click the <b>Event Status Update</b> button. 
9.	Click the <b>Closed</b> list item for any currently Open event if necessary. 
10.	Click the <b>Open</b> list item for the event that needs to be Re-entered. 
11.	Click the <b>Re-Enter</b> list item. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>OK</b> button. 
14.	Click the <b>Reprocess</b> button. 
15.	Click the <b>SAVE</b> button. 
16.	Click the <b>Election Entry</b> button. 
17.	Click the <b>Find</b> link. 
18.	Enter the desired information into the field. Enter a valid value e.g. "21".
19.	Click the <b>OK</b> button. 
20.	Enter the desired information into the <b>Option Code</b> field.
21.	Click the <b>Special Requirements</b> link. 
22.	Click the <b>Proof Received</b> option. 
23.	Click the <b>OK</b> button. 
24.	Click the <b>OK</b> button. 
25.	Click the <b>Validate/Finalize</b> button. 

# Quick Guide



26.	Click the <b>SAVE</b> button. 
27.	Click the <b>Confirmation Statement</b> button. 
28.	Click the <b>SAVE</b> button. 
29.	Click the <b>Event Status Update</b> button. 
30.	<p>For all events effective after the reprocessed event, click the <b>Assign Pgm</b> list item to reprocess all subsequent events.</p> <p><b>NOTE:</b> The Out of Sequence box is checked because the earlier event was reprocessed.</p> 
31.	Click the <b>OK</b> button. 
32.	Click the <b>OK</b> button. 
33.	Click the <b>Reprocess</b> button. 
34.	Click the <b>SAVE</b> button. 
35.	<b>End of Procedure.</b>