Family Status Change (FSC)

1.	Click the **Benefits** link. Benefits
2.	Click the **Manage Automated Enrollment** link. Manage Automated Enrollment
3.	Click the **Events** link. Events
4.	Click the **Review BAS Activity** link. Review BAS Activity
5.	Click the **Add a new row (Alt+7)** button. +
6.	Enter the desired information into the **EmplID** field.
7.	Enter the desired information into the **Event Date** field. **Note:** For FSC events, most coverages will begin the first of the month following this date.
8.	Enter the desired information into the **BAS Action** field.
9.	Click the **Save** button. Save
10.	Click the **On-Demand Event Maintenance** link. On-Demand Event Maintenance
11.	Enter the desired information into the **EmplID** field.
12.	Click the **Search** button. Search
13.	Click the **Schedule/Prepare Activity** button. Schedule/Prepare Activity
14.	Click the **OK** button. OK
15.	Click the **Enrollment Statement** button. Enrollment Statement
16.	Click the **OK** button. OK
17.	Click the **PeopleTools** link. PeopleTools
18.	Click the **Process Scheduler** link. Process Scheduler

19.	Click the **Process Monitor** link. Process Monitor
20.	Click the **Refresh** button. Refresh
21.	Click an entry in the **Details** column. Details
22.	Click the **View Log/Trace** link. View Log/Trace
23.	Click the **PDF** link in the **Name** column. bas004_476.PDF
24.	Print the Enrollment Form.
25.	Click the **Benefits** link. Benefits
26.	Click the **Manage Automated Enrollment** link. Manage Automated Enrollment
27.	Click the **Events** link. Events
28.	Click the **On-Demand Event Maintenance** link. On-Demand Event Maintenance
29.	Enter the desired information into the **EmplID** field.
30.	Click the **Search** button. Search
31.	Click the **Election Entry** button. Election Entry
32.	Enter the desired information into the **Annual Pledge** field.
33.	Click the **Look up Option Code (Alt+5)** button.
34.	Click an entry in the **Option Code** column. 38
35.	Enter the desired information into the **Health Provider ID** field.
36.	Click the **Previously Seen** option if appropriate.
37.	Click the **Enroll All** button. Enroll All
38.	Enter the desired information into the **Health Provider ID** field.
39.	Click the **Previously Seen** option if appropriate.

40.	Click the **Look up Option Code (Alt+5)** button.
41.	Click an entry in the **Option Code** column. 18
42.	Click the **Enroll All** button. Enroll All
43.	Click the **Look up Option Code (Alt+5)** button.
44.	Click an entry in the **Option Code** column. 18
45.	Click the **Enroll All** button. Enroll All
46.	Click the **Look up Option Code (Alt+5)** button.
47.	Click an entry in the **Option Code** column. 2
48.	Click the **Look up Option Code (Alt+5)** button.
49.	Click an entry in the **Option Code** column. 2
50.	Click the **Look up Option Code (Alt+5)** button.
51.	Click an entry in the **Option Code** column. F
52.	Enter the desired information into the **Flat Amount** field.
53.	Click the **OK** button. OK
54.	Click the **OK** button. OK
55.	Click the **Election Entry** button. Validate/Finalize
56.	Click the **Special Requirements** link. Special Requirements
57.	Click the **Proof Received** option. Proof Received
58.	Click the **OK** button. OK
59.	Click the **OK** button. OK

60.	Click the **Validate/Finalize** button. Validate/Finalize
61.	Click the **OK** button. OK
62.	Click the **Confirmation Statement** button. Confirmation Statement
63.	Click the **OK** button. OK
64.	Click the **PeopleTools** link. PeopleTools
65.	Click the **Process Scheduler** link. Process Scheduler
66.	Click the **Process Monitor** link. Process Monitor
67.	Click the **Refresh** button. Refresh
68.	Click an entry in the **Details** column. Details
69.	Click the **View Log/Trace** link. View Log/Trace
70.	Click the **PDF** link in the **Name** column. bas005_478.PDF
71.	Print the Confirmation Statement.
72.	Click the **Close** button.
73.	**End of Procedure.**