










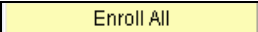


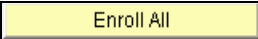





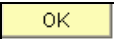
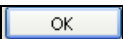
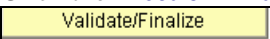
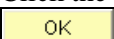
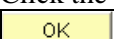

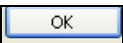
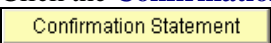
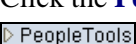
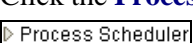
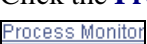
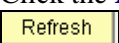

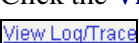
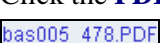




## Family Status Change (FSC)

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

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

40.	Click the <b>Look up Option Code (Alt+5)</b> button. 
41.	Click an entry in the <b>Option Code</b> column. 
42.	Click the <b>Enroll All</b> button. 
43.	Click the <b>Look up Option Code (Alt+5)</b> button. 
44.	Click an entry in the <b>Option Code</b> column. 
45.	Click the <b>Enroll All</b> button. 
46.	Click the <b>Look up Option Code (Alt+5)</b> button. 
47.	Click an entry in the <b>Option Code</b> column. 
48.	Click the <b>Look up Option Code (Alt+5)</b> button. 
49.	Click an entry in the <b>Option Code</b> column. 
50.	Click the <b>Look up Option Code (Alt+5)</b> button. 
51.	Click an entry in the <b>Option Code</b> column. 
52.	Enter the desired information into the <b>Flat Amount</b> field.
53.	Click the <b>OK</b> button. 
54.	Click the <b>OK</b> button. 
55.	Click the <b>Election Entry</b> button. 
56.	Click the <b>Special Requirements</b> link. <a href="#">Special Requirements</a>
57.	Click the <b>Proof Received</b> option. <input type="checkbox"/> <b>Proof Received</b>
58.	Click the <b>OK</b> button. 
59.	Click the <b>OK</b> button. 

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