






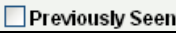




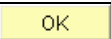
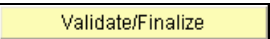
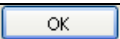

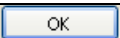

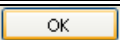

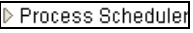





Miscellaneous (MSC) Events

1.	Click the Benefits link. 
2.	Click the Manage Automated Enrollment link. 
3.	Click the Events link. 
4.	Click the On-Demand Event Maintenance link. 
5.	Enter the desired information into the EmplID field.
6.	Click the Search button. 
7.	Click the Election Entry button. 
8.	For each plan, click the Look up Option Code (Alt+5) button. 
9.	Click the appropriate entry.
10.	Enter the desired information into the Health Provider ID field.
11.	Click the Previously Seen option if applicable. 
12.	Click the Enroll All button if applicable. 
13.	Enter the desired information into the Health Provider ID field as appropriate.
14.	Click the Previously Seen option if applicable. 
15.	For Short-Term Disability, click the Look up Option Code (Alt+5) button. 
16.	Click the appropriate entry.
17.	For Sick, click the Look up Option Code (Alt+5) button. 
18.	Click the appropriate entry.
19.	Click the OK button. 
20.	Click the Validate/Finalize button. 
21.	Click the SAVE button. 
22.	Click the Confirmation Statement button. 
23.	Click the SAVE button. 
24.	Click the Confirmation Statement button. 
25.	Click the SAVE button. 
26.	Click the PeopleTools link. 
27.	Click the Process Scheduler link. 
28.	Click the Process Monitor link. 

Quick Guide



29.	Click the appropriate entry in the Details column. Details
30.	Click the View Log/Trace link. View Log/Trace
31.	Click the PDF entry in the Name column.
32.	Print the form; distribute to employee and add to benefits file. 
33.	Click the Close button. 
34.	End of Procedure.