1. Visit the One Campus Portal at one.purdue.edu, select “Benefits Enrollment (Active) – Benefitfocus (Fac & Staff)” or, if applicable, the “Benefits Enrollment (Inactive) – Benefitfocus (Retirees/LTD/COBRA)” button.

*Tip: To narrow your options, type “Benefitfocus” in the top search box.

2. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details.

To enter your beneficiary information, click on the “To Enroll, Make a Change, and View Your Benefits CLICK HERE” gold button located at the top right of your screen.
3. On the next screen, click on the gold “Get Started” box.

4. You will then be prompted to review your dependent information. Once you’ve reviewed the information, click “Next”. 
5. After you’ve reviewed your dependent information, you will be directed to the “Shop for Benefits” page. Scroll down to “Update your Voluntary Life Coverage”. Click “Edit coverage”.

6. From this page, you can update your coverage level by clicking the bullet next to the amount you wish to elect, then choose “Select Plan” or choose to “Decline Coverage”.

**NOTE:** If you elect to increase your coverage level, you will be asked to complete the Evidence of Insurability (EOI) process before it can be approved.
7. Upon clicking “Select plan”, if you increased the Term Life Insurance amount, you will see a notice regarding the Evidence of Insurability (EOI) process, once you’ve read the information, click “Next”.

8. Next, you will be directed back to the enrollment summary page. Scroll down to “Update your Voluntary Life coverage” and verify the updated information is accurate; click “Save Changes” at the bottom.
9. After saving, you will be directed back to the “Manage Your Benefits” page.