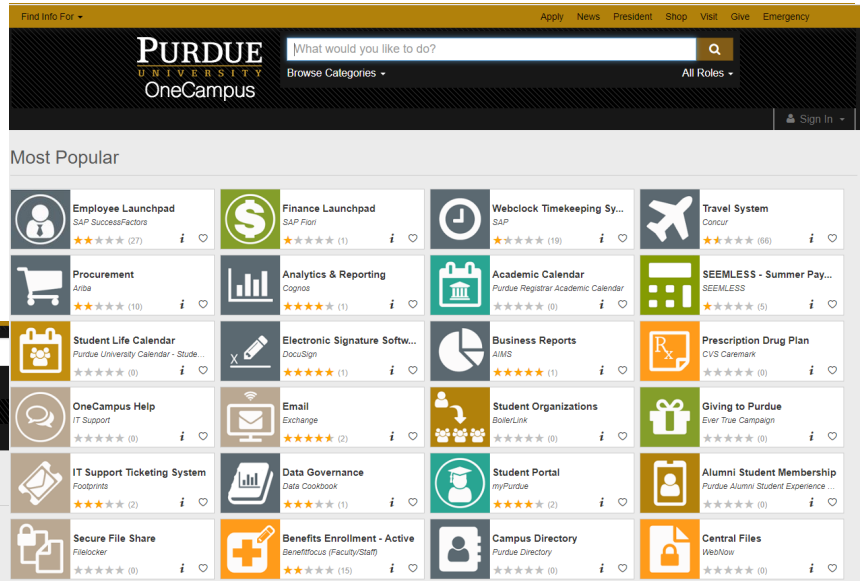
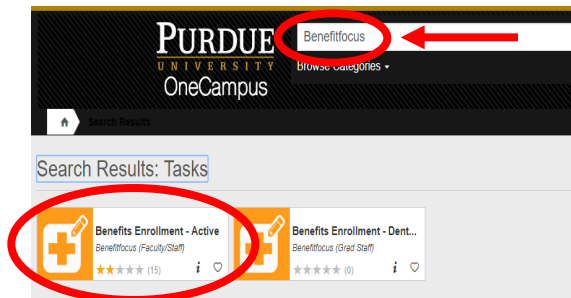


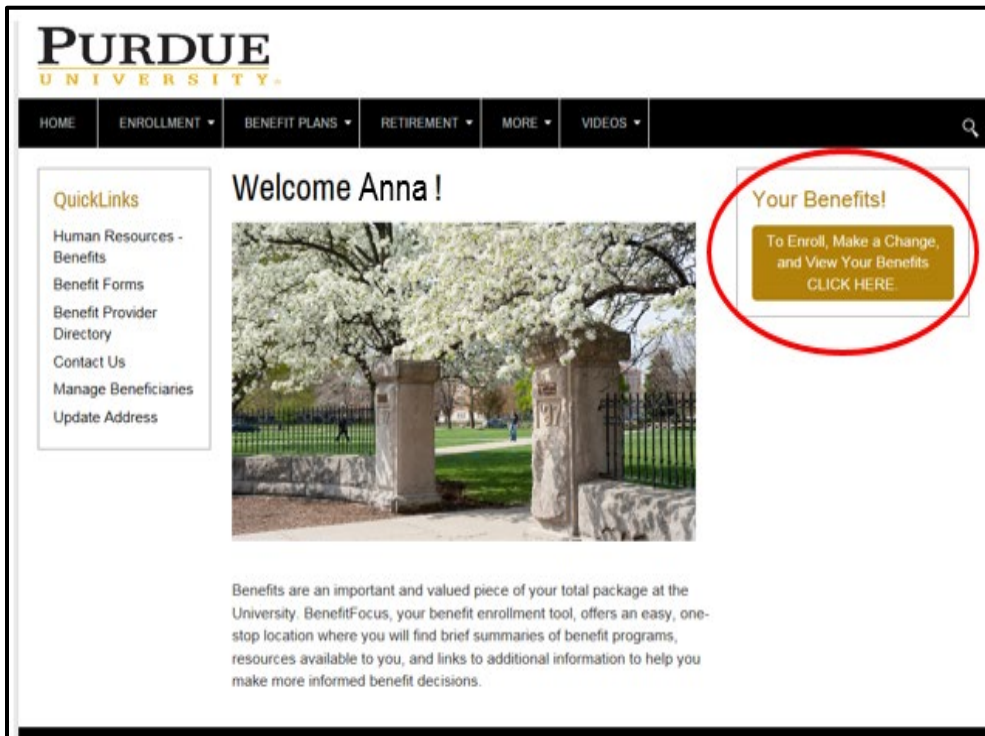
BenefitFocus Detailed Life Event (Change in Family Status) Instructions

1. Visit the One Campus Portal at one.purdue.edu, select “**Benefits Enrollment (Active) – Benefitfocus (Faculty/Staff)**” or, if applicable, the

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



2. You will be directed to log in with your Purdue career account and Boilerkey.



3. 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 at any time throughout the year.

To begin the Life Event process, click on the “To Enroll, Make a Change, and View Your Benefits CLICK HERE” gold button located at the top right of your screen.

4. On the “Manage Your Benefits” page, select “Life Change” from the menu on the left.

PURDUE UNIVERSITY Anna Boller

Home
Dependents
Questionnaire

MANAGE ACCOUNT
Login Information
My Documents
View HSA Contribution
Life Change
QUICK LINKS
Learning Center
High Contrast Mode

Manage Your Benefits

Anna-Caroline, to make the best of your benefit offerings, please remember:

1. This enrollment site will help you compare your benefit plan options and costs, manage your beneficiary information, and submit required documents.
2. If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits **within 31 days** of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.
3. You can make changes at any time without a qualifying life event to the following: Health Savings Account (HSA) contributions, Term Life Insurance coverage level and your beneficiary information (Term Life, AD&D, and Critical Illness plans).
4. When you enroll an eligible dependent, you must be able to provide a date of birth and Social Security Number. The Affordable Care Act (aka Health Care Reform) requires employers to send dependent social security numbers (SSN) to the IRS, along with their medical election. If your dependent does not have a SSN to enter, you may disregard this message.
5. For general assistance, please contact Purdue Benefits via 765-494-2222 or hr@purdue.edu. If you have questions or concerns and need to share more personal details, please log in at www.purdue.edu/hrhelp using your Purdue career account to send a more secure message. (HR Help is a secure Web system that safeguards messages sent between the employee and Human Resources. It protects privacy at a higher level than ordinary email.)

[Get started >](#)

Important Messages for You

You have new benefits being offered to you:

You may elect Open Enrollment benefits.

5. Next, under “Select Reason for Change” indicate your reason from the drop down menu, then enter the date the event occurred. Click “Next”.

NOTE: The date of the event must occur in the past within the previous 31 days; cannot be a future dated event.

PURDUE UNIVERSITY Anna Boller

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change *

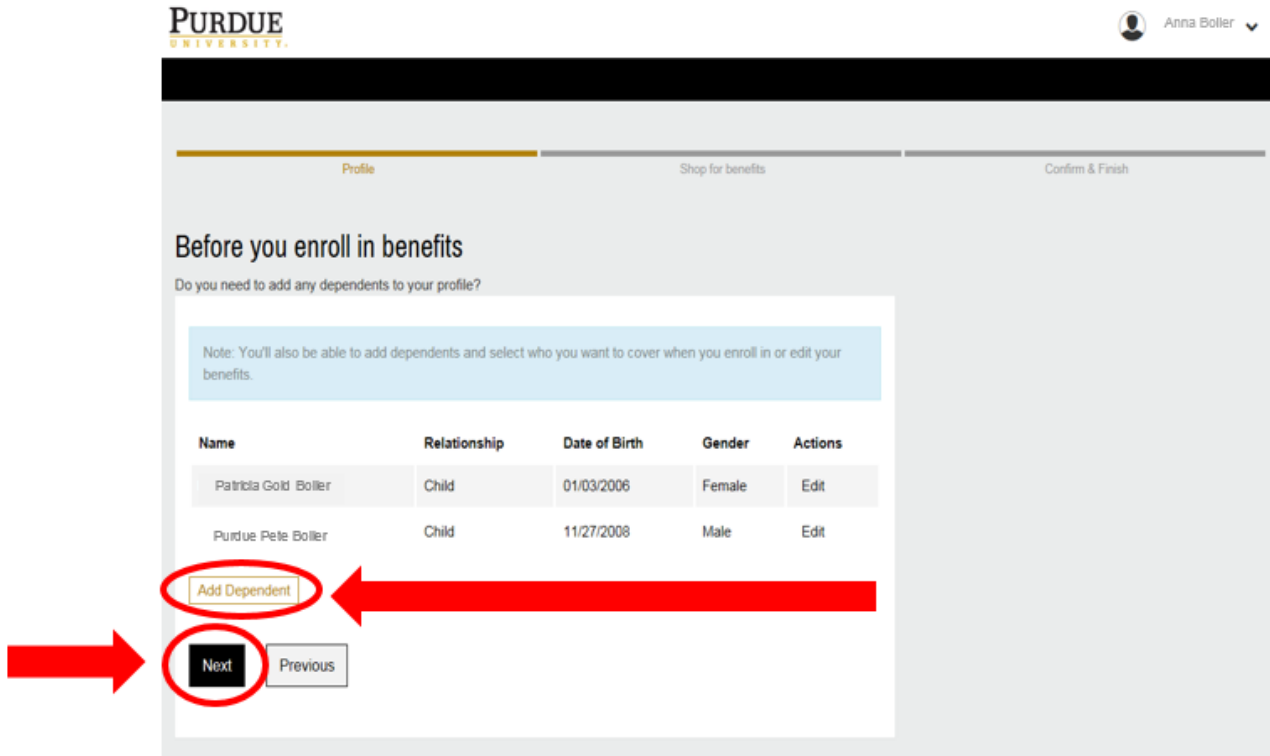
--- please select ---

Life event not listed?

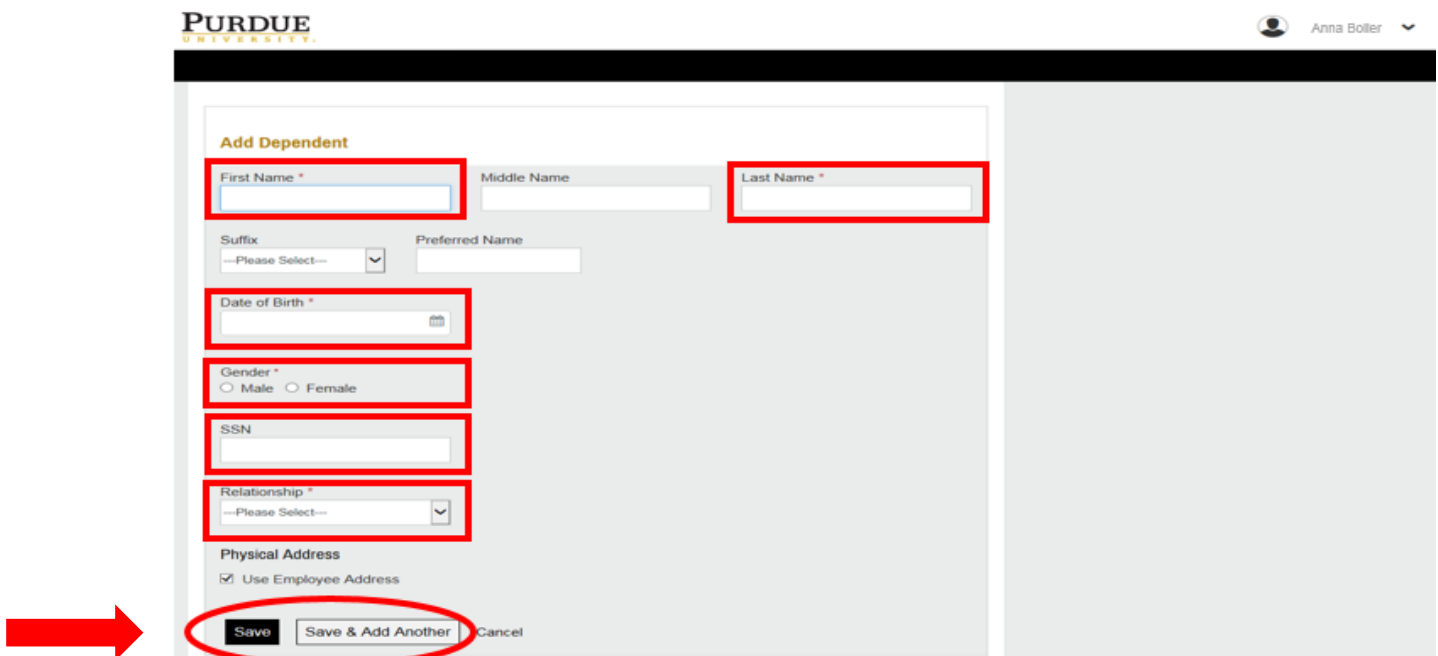
Enter the date of this life event *

[Next](#) [Cancel](#)

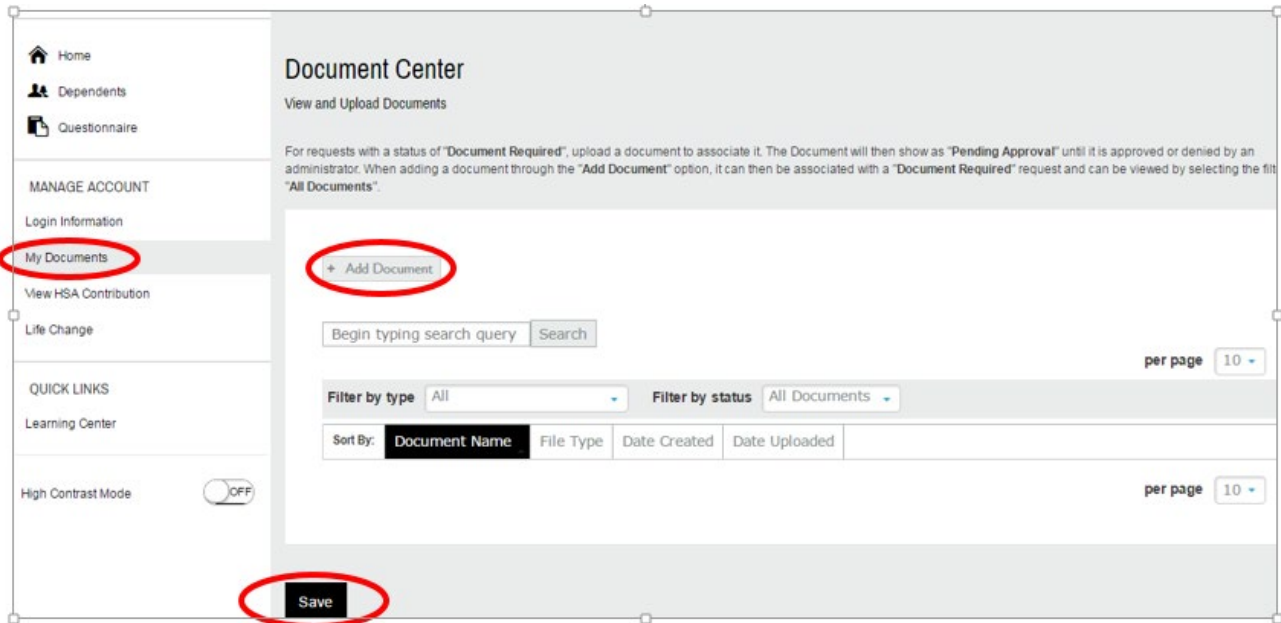
6. You will then be prompted to add your dependent information, if adding a dependent, by clicking “Add Dependents” or choose “Next” if you do not need to add any dependents. If you select “Add Dependents”, you will be prompted to enter their details on the next screen.



7. When adding dependents, required fields include: first and last name, date of birth, and relationship. In addition to this information, to remain compliant with health care reform, it is recommended to include their social security number (SSN). Once you have entered this information, click “Save” to return to the list of dependents. Click “Save & Add Another” to add another dependent or click “Next” to move forward



NOTE: Adding dependents requires an additional step of submitting documentation to confirm eligibility. You will be asked to upload documents later in the process. You may also upload electronically through the My Documents menu option on the “Manage Your Benefits” page or submit a paper copy to Human Resources - Benefits.

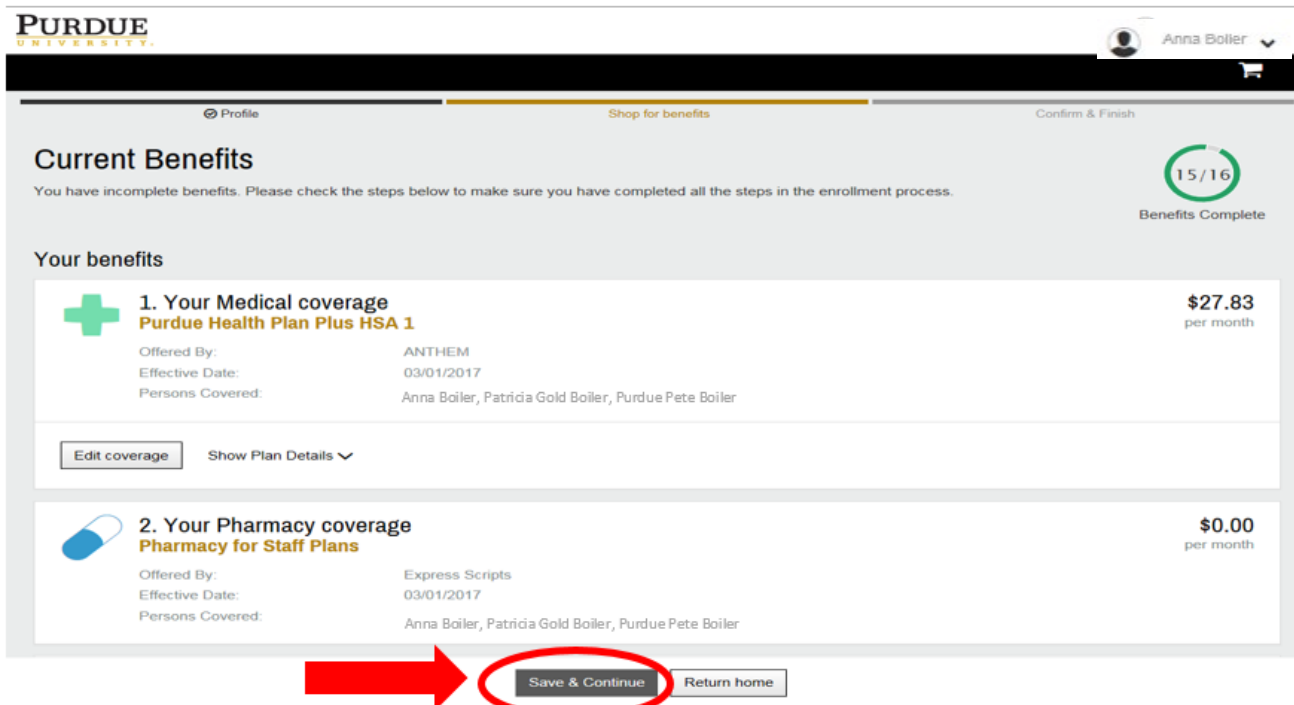


8. After you’ve entered your dependent information, you will move on to “Shop for Benefits”. You will review each benefit offering and make an election – click the gold “Begin Enrollment” or white “Decline coverage” button options for each benefit. The tool will also show your current benefit elections, unless you are a new employee enrolling for the first time and do not have elections to display. At the bottom of the page, once you’ve completed all of your elections, click “Save & Continue”.

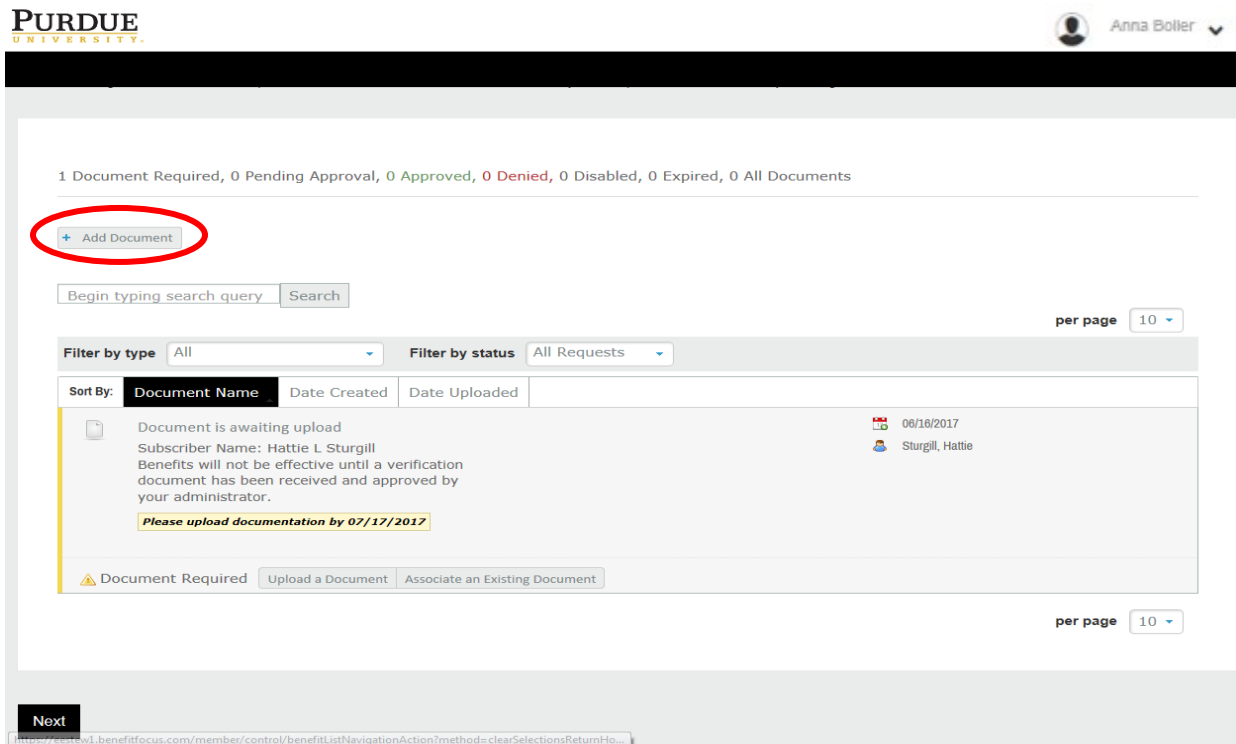
9. Button Example:

7. Choose your Dependent Care FSA coverage

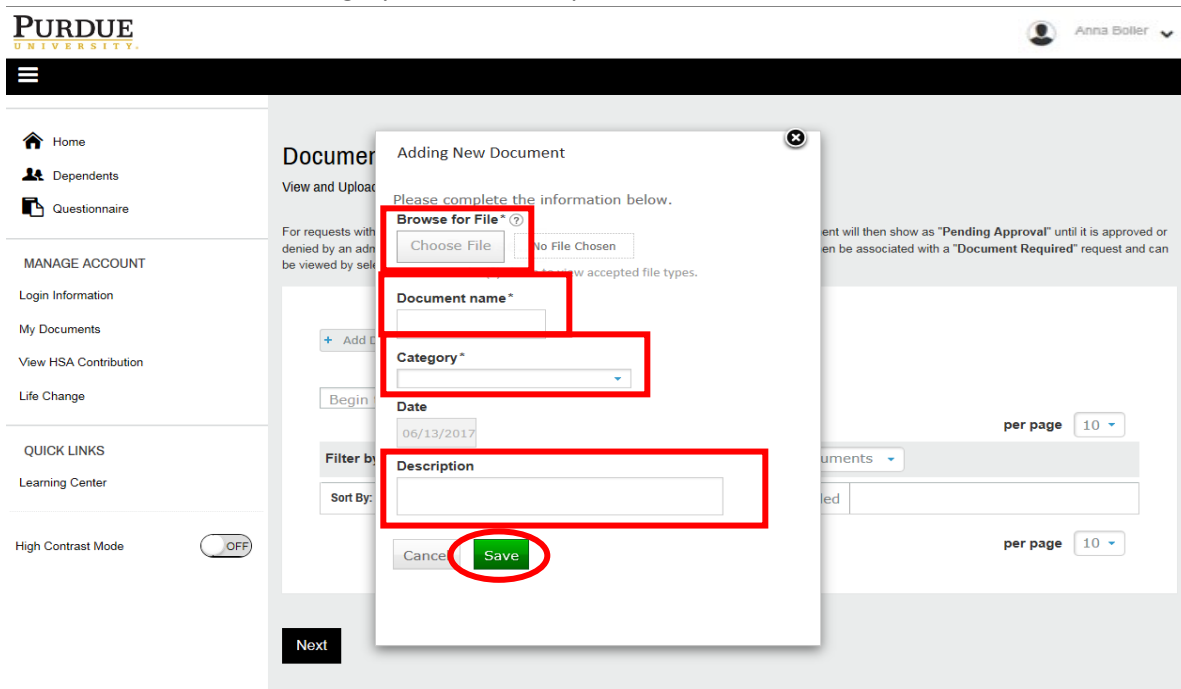
Begin enrollment Decline coverage



10. You will then be prompted to upload your life event and dependent documentation. Begin this step by clicking on “Add Document”.



11. You will then be prompted to upload a file (your saved document). Select “Choose File”, provide the “Document Name”, “Category” and a “Description”, if needed. Then select “Save”.



12. The date the document was uploaded will pre-populate in the right column. From here, you will be able to see that your document uploaded correctly; click “Next”.

PURDUE UNIVERSITY

1 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents

+ Add Document

Begin typing search query Search

per page 10

Filter by type All Filter by status All Requests

Sort By: Document Name Date Created Date Uploaded

Document is awaiting upload
Subscriber Name: Hattie L. Sturgill
Benefits will not be effective until a verification document has been received and approved by your administrator.
Please upload documentation by 07/17/2017

06/16/2017
Sturgill, Hattie

Document Required Upload a Document Associate an Existing Document

per page 10

Next

13. Once you’ve uploaded your documentation, you will be redirected to the main screen and you should see a green banner per below. This will also include your confirmation number as well.

PURDUE UNIVERSITY

Home

Pro

Benefits

Dependents

Questionnaire

MANAGE ACCOUNT

Login Information

My Documents

View HSA Contribution

Life Change

QUICK LINKS

Learning Center

High Contrast Mode OFF

✓ Congratulations, Hattie! You have successfully completed your enrollment process.
Your confirmation number is: 14196391883-f002b0. Please review and print your Benefit Detail Report for your records.

Manage Your Benefits
Anna-Caroline, to make the best of your benefit offerings, please remember:

1. This enrollment site offers interactive tools to help you compare your medical plan options and costs, manage your beneficiary information, and submit required documents. Please take advantage of all this enrollment site has to offer, so you can make the best benefit decisions for you and your family.
2. You may update your beneficiary information or make changes to your Health Savings Account (if eligible) at anytime without a qualified life event.
3. When you enroll a family member, you must be able to provide a date of birth and Social Security Number (if dependent is 6 months or older). Documentation is required for any newly added eligible dependents in order to enroll them in coverage.
4. If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits within 30 days of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.
5. If you have questions or need assistance with enrollment, please contact Purdue Benefits at xxx-xxx-xxxx.

Edit your benefits >