Employee Change Non-QLE Benefits

The procedure to make mid-year changes to benefits that do not require a qualifying life event. Employees are able to change some benefits at any time during the year. These benefits include, HSA, parking, transit, etc. If your company offers benefits that may be changed mid-year, those benefits will be listed and accessible to you when you request to change your benefits.

Notes

Reminder: Employees do not have access to support.

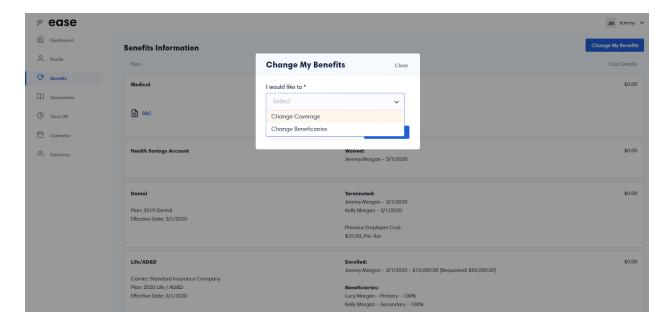
Purpose: While this solution is from the employee's point of view and contains images from an employee login, do not copy the material or the browser address. Use this information to (a) provide assistance to an employee or (b) download and provide .pdf version (see FILE ATTACHMENT below) and/or if available, YouTube link (see VIDEO below) to an employee so they may use them.

Instructions

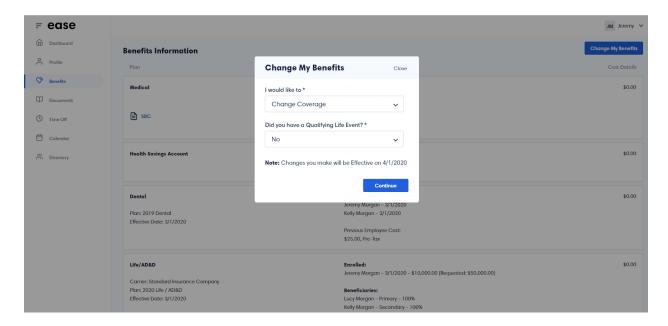
The following Plan Types do not require a QLE: 401K, Roth 401K, 401K Contribution, 403b, 529, Benefit 1, Benefit 2, Cost, Discount Program, Financial Well-Being, Fitness, Health Savings Account (HSA), Identity Theft, Identity Theft Assist, Legal, Parking, Pet, Phone, Pre-paid Legal, Retirement, Simple IRA/408p, Transit, Travel Assistance, and Vacation Buy Back.

If the benefit requires a qualifying life event, see Employee Add Qualifying Life Event.

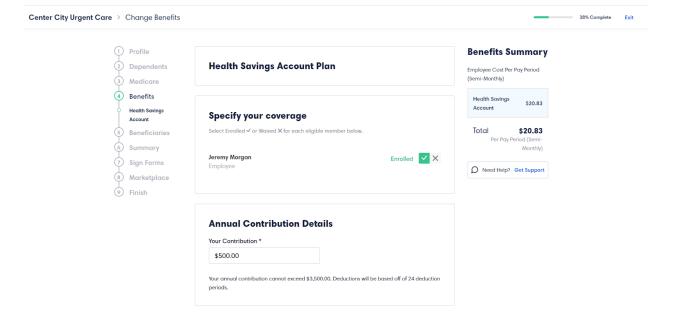
From Dashboard > Benefits



- Click Change My Benefits.
- 2. From I would like to, choose Change Coverage.



- 3. For Did you have a qualifying event?, choose No.
- 4. Note date that changes you make will take effect.
- 5. Click Continue.



- 6. From left navigation, choose **Benefits**.
- 7. Note those listed in left navigation.
 - These are the benefits available which you can change at any time during the year.
- 8. Make changes and click **Continue** until you have completed all changes.
- 9. If benefit being changed requires **Beneficiary**, review/update as needed.
- 10. Sign Forms and Finish.
 - o For more information about enrollment, see Employee Enrollment Experience.