

Within MyHR, you can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. Your organization will define the steps to accomplish these objectives. This job aid covers generic events, so please contact your People Partner or People Experience Center if you have further questions.

## REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar qualified life event, you can change your benefits to better fit your needs.

From the Menu:

1. Click the **Benefits Hub** App.
2. Under Tasks and Reports, select Change Benefits.
3. Select a change reason.
4. Click the Calendar icon to enter the date of the Benefit event.
5. Attach required documents, if applicable.

**Change Benefits**

Change Reason: Add/Change Beneficiary

Benefit Event Date: 09/26/2024

Submit Elections By: 09/26/2024

**Benefits Offered**

- Basic Accidental Death and Dismemberment (AD&D)
- Basic Life
- Business Travel Accident
- Supplemental Accidental Death and Dismemberment (AD&D)
- Supplemental Employee Life

**Attachments**

Drop files here

Select files

**Instructions**

Please select a change reason to change your benefit elections due to a qualifying life event, change your beneficiary designations, or withdraw from the Employee Stock Purchase Plan (ESPP).

Most benefit changes due to a qualifying life event must be submitted within 30 days of the life event. Health Plan, Health Savings Account (HSA), and Flexible Spending Account (FSA) elections do not rollover from year to year, so you will need to make these elections again during Annual Enrollment for the following Plan Year.

To update your Employee Life, Employee AD&D, and Business Travel Accident beneficiaries, select the event type "Add/Change Beneficiary". If you had an earned vested benefit in the Assurant Pension Plan as of 2/28/2016, you may change your Pension beneficiary by selecting "Pension Beneficiaries". For more information about benefit changes and the Assurant Benefits Program, please visit myassurantbenefits.com.

6. Click **Submit**, then click **Done**. A task will route to your Inbox, if applicable.
7. Navigate to your **Inbox**.
8. Click the **Benefit Event** task.
9. Complete and continue through all required screens. Check the **I Agree** checkbox, if required, to provide an electronic signature, confirming your changes.
10. Click **Submit**.
11. Click **Done** to complete the task or **Print** to launch a printable version of the summary for your records.

## VIEW AND EDIT BENEFIT ELECTIONS

Employees can change benefit elections when a qualifying event occurs, such as a change in marital status, the birth or adoption of a child, or a beneficiary change.

From the Benefits app:

12. Click the Benefits Hub under apps
13. Click **Benefit Elections** in the drop-down
14. Review your benefit elections and costs.

Benefit Elections				
Brian Kaplan <span>Actions</span>				
Current Benefit Elections and Costs 9 items				
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage
Medical - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only	
Dental - Aetna PPO	11/16/2009	11/16/2009	EE - Employee Only	
Vision - Vision Service Plan VSP	01/01/2013	01/01/2013	EE - Employee Only	
Healthcare FSA - SHPS	01/01/2012	01/01/2012	\$1,000.00 Annual	
Basic Group Life - Liberty Mutual (Employee)	11/16/2009	11/16/2009	\$75,000	\$75,000.00
Voluntary Supplemental Life - Liberty Mutual (Employee)	01/01/2013	01/01/2013	\$300,000	\$300,000.00
Short Term Disability - Liberty Mutual (Employee)	11/16/2009	11/16/2009	75% of Salary	\$52,382.25
Long Term Disability - Liberty Mutual Enhanced (Employee)	11/16/2009	11/16/2009	60% of Salary	\$41,905.80
Employee Assistance Program - Liberty Mutual MyLibertyAssist®	01/01/2010	01/01/2010		


15. Select **Change Benefits**. Actions

16. Enter all required information, denoted by asterisks, and make any permitted changes.
17. Click **Submit**.

## EDIT DEPENDENTS

A dependent is someone, like a child or a spouse, who receives benefits under your plan.

From the Benefits app:

1. Click the **Dependents** button under Change.
2. Click the **Edit** button.
3. Click the **Edit**  icon. Asterisks denote required fields.
4. Click the **Add** button to add new information.
5. Click **Submit**.



Note: If you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. If you add an additional beneficiary, you may need to update your Benefit elections.


## VIEW DEPENDENTS' BENEFIT ELECTIONS

From the Benefits Hub app:

1. Click the **Dependents** button under Change.
2. Review your existing dependents and their benefit plan coverage.

## PRINT BENEFITS STATEMENT

From the Home page:

1. Click the **Profile** menu > **View Profile**.
2. Click the **Actions**  button.
3. Select **Benefits** > **View My Current Benefit Elections**.
4. Click the **View as Grid**
5. Click PDF to view and print.