Making Changes to Benefits

- Once you get your *my*USI login information, login to **https://my.USI.edu**
- Find the **Benefitfocus** App within your Screaming Eagle Apps and click it – highlighted in yellow
- If you do not see Benefitfocus, click view all next to tools.
- Once you click it, it will take you to the **Benefits Platform**
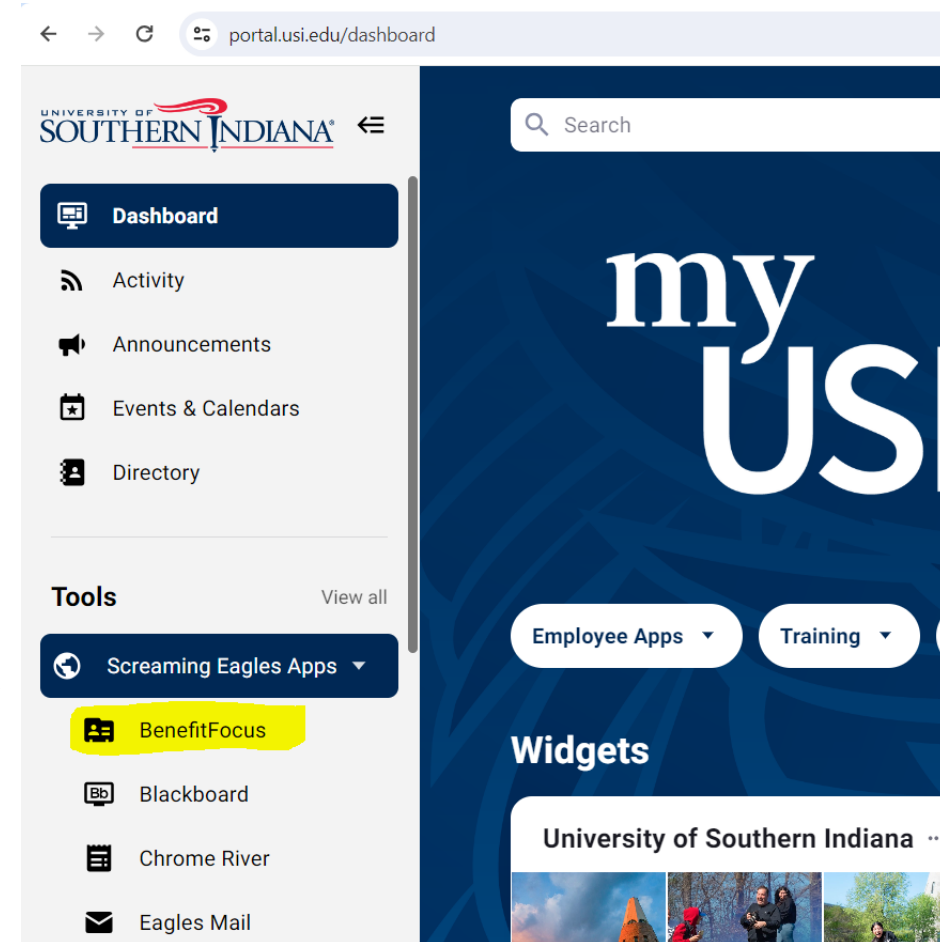
Making Changes to Benefits

Once in the platform, click on "Edit your benefits" to start your change process.

The next screen will ask if you have recently experienced a life event. If you have, check yes.

Making Changes to Benefits

Employees can make changes to benefits due to a life Qualifying Life Event (QLE) within 30 days of the event.

Select the event, in the case below it is birth, then enter the date of the event.

Did you recently experience a life event?

You are making a change to benefit elections. Why are you making this change? If your Qualifying Life Event was more than 30 days ago, please contact USI Benefits directly.

Select a Life Event

The life event you select will help determine which benefits can be edited.

○ New life event (ex. Marriage, birth, death, loss of other coverage, etc.)

Select reason for change *	Enter the date of this life event *
Birth	08/01/2024

Making Changes to Benefits

The next screen will ask for your dependent information.

Click **"Add Dependent"** and enter the dependent information, then click next.

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✕

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Add Dependent

Next   Previous

Making Changes to Benefits

Once dependent information is entered, then enroll in the desired benefits by clicking **"Edit coverage".**

Test Baby
Child

Please go to specific editable benefit if you wish to cover this dependent.

You may want to update these benefits

Update your Medical coverage
You have declined this benefit. **⚲ Recommended >**

- If the name of the newborn is different from the employee, OR the employee's marital status is single, you are required to have a birth certificate on file for this event. When either of these apply, please provide the county and state of the birth certificate.

Edit coverage

Making Changes to Benefits

Once desired covered is elected, select **"Save changes"**.

Click **"Continue"** and save or print the summary.

You have benefits that are in a pending status or require further documentation.

- Documentation is required for one or more changes to take effect. You'll be able to upload the appropriate documentation once you return to the homepage.
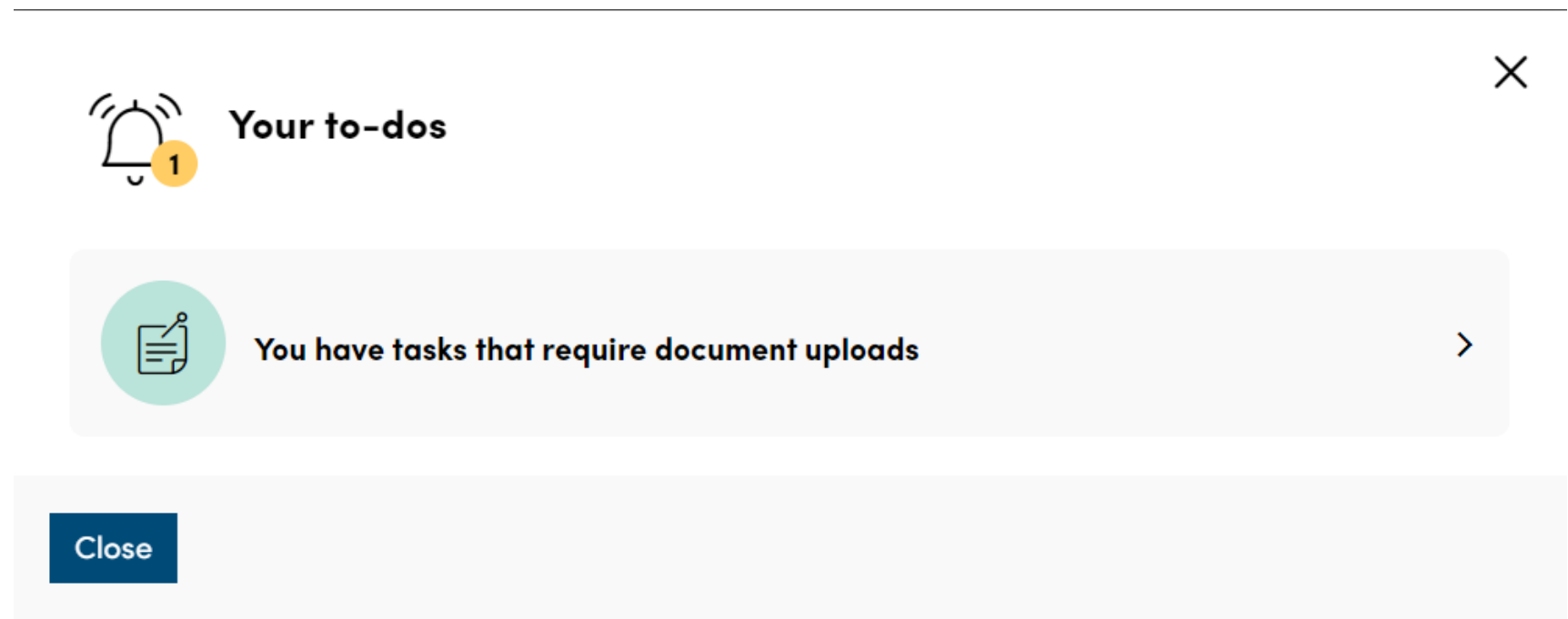
Success! You have updated these benefits.

Medical
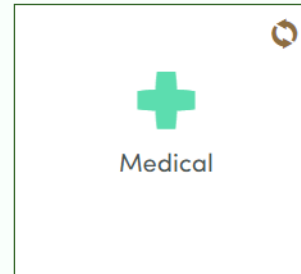
Continue

Making Changes to Benefits

Once back at the home screen, click on the **"To Do"** Items to upload the required documents, like birth certificate or marriage license.

Making Changes to Benefits

Click **"add document",** you may need to add the document more than once.

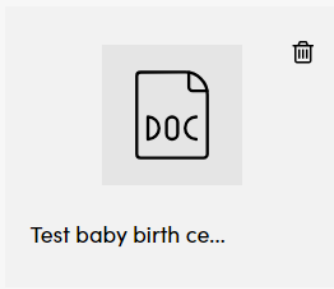Upload the document, name it and click **"save document"**

Making Changes to Benefits

Upload the document again to verify the relationship.

Click **"add document",** you may need to add the document more than once.

Upload the document, name it and click **"save document"**

Making Changes to Benefits

The change will remain pending until the benefits team reviews the document and approves it.

Please allow 5 business days for approval.

Please allow 10 business days for the change to show in any provider portals.