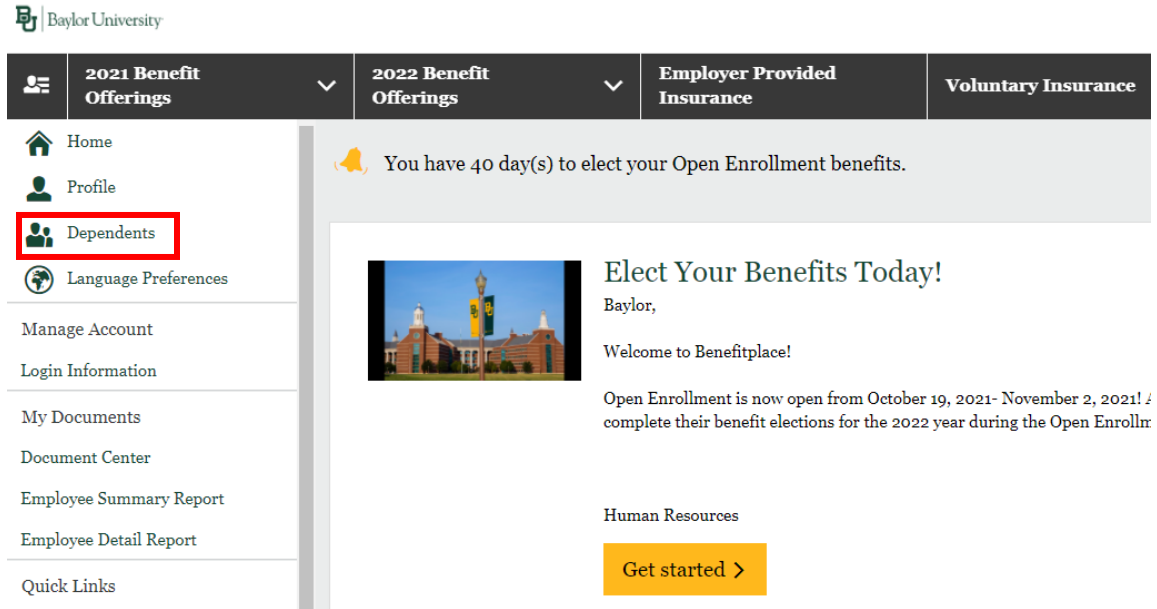


## I. Adding Dependents

There are multiple ways to add dependents to your benefits in Benefitfocus. We recommend that you add your dependents on the home page before you start enrolling that way you can easily add them to your coverage when completing enrollment.

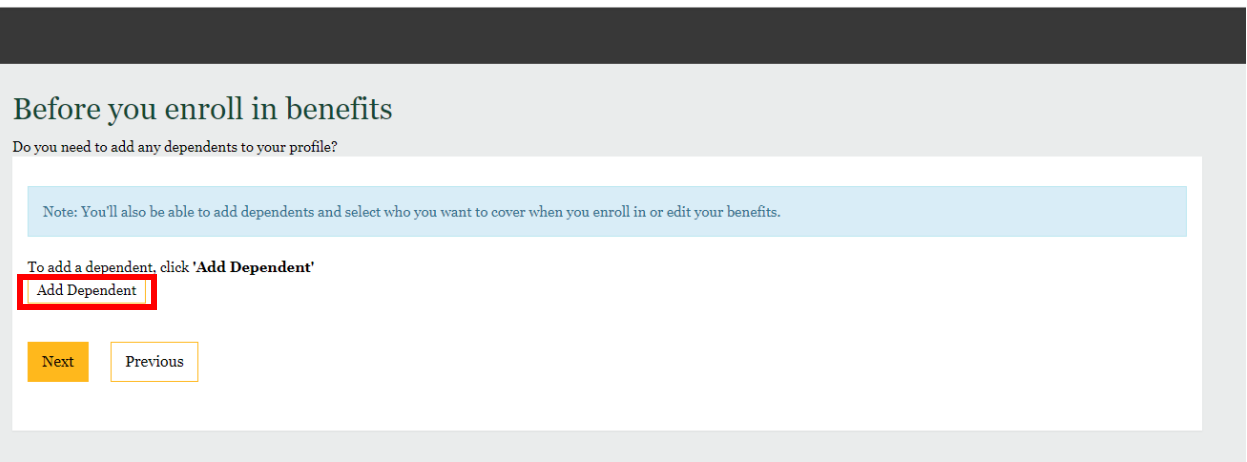
1. The first way to add dependents is found on the tool bar on the left-hand side of the home page
  - a. Click the tab labeled **Dependents**.



The screenshot shows the Benefitfocus home page. On the left, there is a navigation menu with the following items: Home, Profile, **Dependents** (highlighted with a red box), Language Preferences, Manage Account, Login Information, My Documents, Document Center, Employee Summary Report, Employee Detail Report, and Quick Links. At the top, there are tabs for '2021 Benefit Offerings', '2022 Benefit Offerings', 'Employer Provided Insurance', and 'Voluntary Insurance'. A notification banner at the top right states: 'You have 40 day(s) to elect your Open Enrollment benefits.' Below this, there is a section titled 'Elect Your Benefits Today!' with a 'Get started >' button.

- b. Next, click the **Add Dependent** button.

### Benefitfocus®



The screenshot shows a screen titled 'Before you enroll in benefits'. It asks 'Do you need to add any dependents to your profile?'. A note states: 'Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.' Below the note, it says 'To add a dependent, click 'Add Dependent''. The 'Add Dependent' button is highlighted with a red box. At the bottom, there are 'Next' and 'Previous' buttons.

- c. Enter the dependents demographic information in the required fields (*marked with an \**)
  - i. Make sure to provide the social security number of each of your dependents. A social security number is required for all dependents older than 6 months of age.
  - ii. If you have a disabled child you will need to provide the proper documentation in the document center.
- d. Click **Save & Add Another** to add another dependent or click **Save** to return to the main screen if you are finished and ready to enroll.

### Benefitfocus

To add a dependent, click 'Add Dependent'

#### Add Dependent

First Name *	Middle Name	Last Name *
<input type="text" value="Baylor"/>	<input type="text"/>	<input type="text" value="Bear"/>

Suffix	Preferred Name
<input type="text" value="--Please Select--"/>	<input type="text"/>

Date of Birth \*

Gender \*  Male  Female

SSN \*

SSN is required for dependents 6 months and older. If your dependent is less than 6 months old, you may leave this field blank. However, you will be required to provide this information when the dependent reaches 6 months old.

Relationship \*

#### Physical Address

Use Employee Address

2. You can also add dependents when you enroll in your benefits.
  - a. After clicking **Get Started** to begin your open enrollment benefits, Benefitfocus will prompt you to add dependents. The process is the same as above.



3. And finally, add dependents when selecting your plan coverage by clicking **Add Dependent** in the upper right-hand corner of the screen.


**Choose your Medical plan.**




Baylor University offers two types of medical coverage. The plan options are the Preferred Provider Organization (PPO) Blue Choice Plan and the High Deductible Health Plan (HDHP) + Health Savings Account (HSA).

**Who do you want to cover on this plan?** Add Dependent

Bruiser Bear     Marigold Bear     Baylor Bear

Compare plans & estimate your cost  

 **Personalize your estimated cost**  
Your estimated annual cost is based on the details below. Personalize for a more accurate cost estimation.

Costs based on Group Average Claims Data       Tax Savings  Add Contribution 

<b>HSA</b> <input type="checkbox"/> Compare	<b>BCBS HDHP</b>	<b>\$225.60</b> <i>Ten Times a Year Cost</i>
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## II. Adding Beneficiaries

When enrolling in Life Insurance and Voluntary Life Insurance you will be prompted to add beneficiaries.

1. The first section that requires you to select a beneficiary is **Employer Provided Life and Accidental Death and Dismemberment Under Life Coverage.**

**Benefitfocus** Baylor University Rachel Kelly

PROFILE SHOP FOR BENEFITS CONFIRM & FINISH

### Choose your Life plan.

As an employee, you will be provided with life insurance at no cost. Employees also receive AD&D at no additional cost.

**Employer Provided Life and Accidental Death & Dismemberment** **\$0.00**  
Bi-Weekly Cost

Coverage amount: **\$50,000.00**

Currently Selected

**Please Note:**  
This benefit cannot be declined.

- a. After you enroll in Employer Provided Life and Accidental Death and Dismemberment, the system will prompt you to select a beneficiary type, begin by selecting **Person**.
  - i. The dependents you've added in *Section I : Adding Dependents* will automatically populate in the system.
  - ii. If you wish to enter someone other than your dependents click **Enter New Beneficiary**.

### Life: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary

Dependents Eligible To Be Used As Beneficiaries

Use	Name	Relationship	Date of Birth
<input type="radio"/>	Marigold Bear	Spouse	11/03/1970
<input type="radio"/>	Baylor Bear	Child	09/15/2021

- iii. You will be prompted to fill out your beneficiary information.
  1. Ensure to define the **relationship** and enter a **phone number**.

Life: Beneficiary information

Enter the beneficiary information.

First Name *	Middle Name	Last Name *	Suffix
Baylor		Bear	---Please Select---
Relationship *	Social Security Number	Date of Birth	
Child	125-46-8731	09/15/2019	
Address 1 *	Address 2	City *	State / Province *
700 S University Parks		Waco	TX
ZIP / Postal code *	Country *	Phone Number *	
76706	---Please Select---	2548977896	

Next Previous Cancel

- b. Next you will need to designate the **beneficiary type** and **allocation %**.
  1. Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living
  2. Make sure that the allocation % of the beneficiaries you have selected equals 100%

Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>	Baylor Bear	Child	09/15/2019	125-46-8731	Primary	100	Edit

Add Beneficiary

Please Note:  
Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.

Next Previous Cancel

- c. If you want to add an additional beneficiary, click **Add Beneficiary**, and repeat this process

Use	Name	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Baylor Bear	Child	09/15/2019

**Add Beneficiary**

- d. Once you have entered all your beneficiaries, click **Next** to continue your enrollment

### Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %
<input checked="" type="checkbox"/>	Baylor Bear	Child	09/15/2019	125-46-8731	Primary	100

**Add Beneficiary**

Please Note: Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.

**Next** Previous Cancel

2. You will need to follow this same process for Voluntary life and Voluntary AD&D.
- a. The beneficiaries you used for Employer Provided Life and AD&D will auto populate
- i. If you wish to use a preexisting beneficiary, select **Use**. Or, if you wish to add another, click **Add Beneficiary** and repeat the same process listed above in step 1.

### Voluntary Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type
<input type="checkbox"/>	Baylor Bear	Child	09/15/2019	125-46-8731	--- Please Select ---

**Add Beneficiary**

Please Note: Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.

**Next** Previous Cancel

### **III. Assistance**

If you have any questions regarding adding a dependent or beneficiary, please reach out.

- a. Call 254-710-2000, press 1
  - The Benefitfocus call center is open from:
    - 7 am to 9 pm CST Monday – Friday
    - 7 am to 2 pm CST Saturday
- b. Send inquires via email to [benefitenrollment@baylor.edu](mailto:benefitenrollment@baylor.edu)
- c. Utilize our other training resources found in Ignite Guided Learning.