

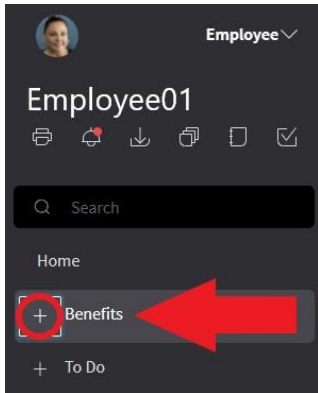


New Hire Life Event Instructions

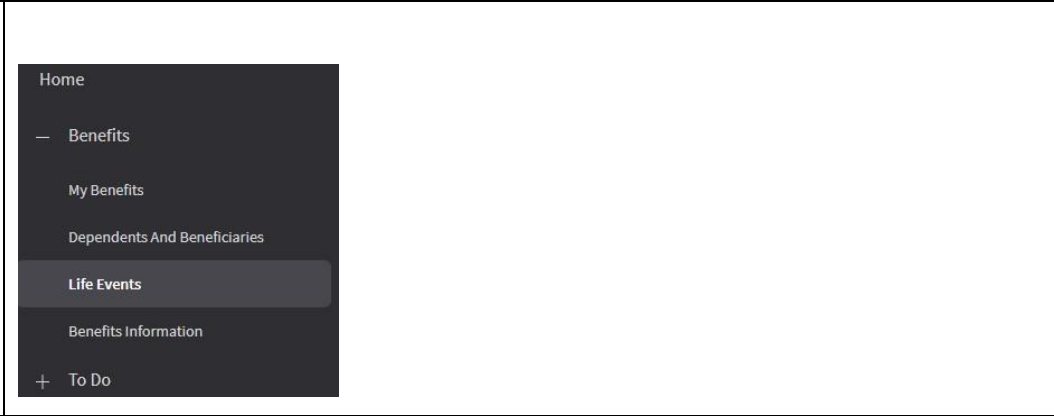


<p>1. Log into onPOINT – Employees and Leaders.</p>	
<p>2. Log in using your JPS Network User Name and Password.</p>	
<p>3. From the Employee menu; click on the plus (+) to the left of the Benefits line to open a drop down menu.</p>	

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4. From the Benefits drop down menu; click on Life Events.



5. To the right of the screen, you have a “My Life Events” page with a table showing your current or available life events.

Double click the “New Hire” life event to start your enrollment.

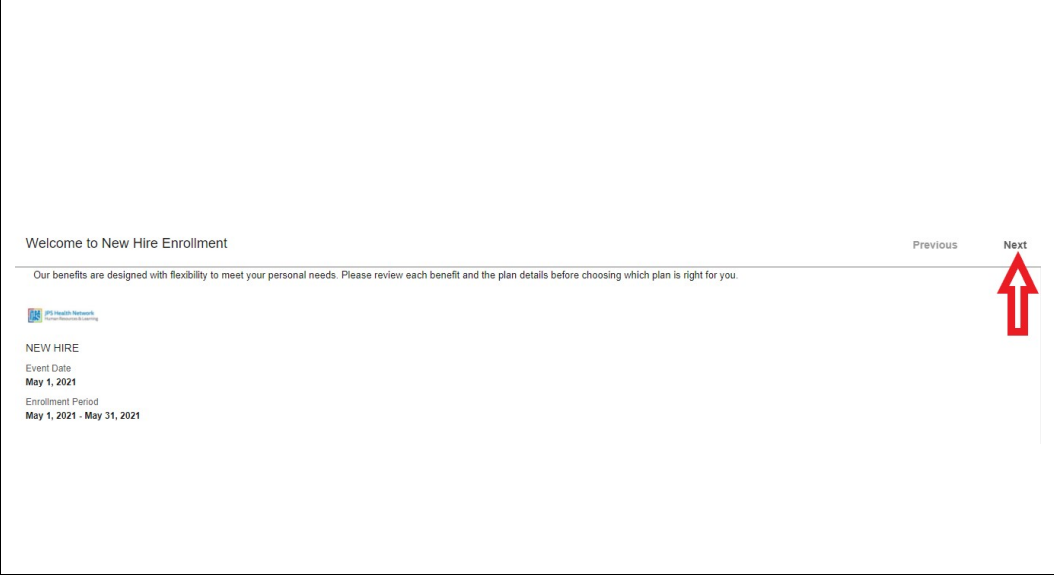
Note: If “No Data Available” is listed, this means you do not currently have an open or available life event.



6. Within the event you will have multiple screens to complete. Use “Next” to the right of the page to navigate you forward.

You will see a progress chart as well to show you what screen you are on, what you have completed, and what you still have left within the event.

Note: Your enrollment window is only 31 days. If you fail to complete your event and send in documentation, your request for coverage will be denied.



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7. Click "Next" to view the instructions.

Notice you see progress by receiving green check marks as you proceed through each section.

- Welcome to New Hire Enrollment
- Instructions
- Add Family Members**
- Benefit Enrollment
- Enrollment v
- Header Enrollment
Display Rule Section:
Documentation
- Review and Submit

8. On the "Add Family Members" section, click on the "Add" button (if applicable) to the right of the screen to add your spouse and/or child(ren) information.

Previous Next

Please "add" your newborn.

Add ...

9. An "Add Dependent or Beneficiary" pop up box will appear for you to enter all the relevant dependent information.

Remember to use drop down menus, the magnifying glass, and calendar icons for field entry.

Click "Submit" and then "Next" to continue.

Add Dependent Or Beneficiary

Add Type
Benefit Eligible Dependent v

Name
Given Name(First) Middle Name Family Name(Last)

Additional Naming Options


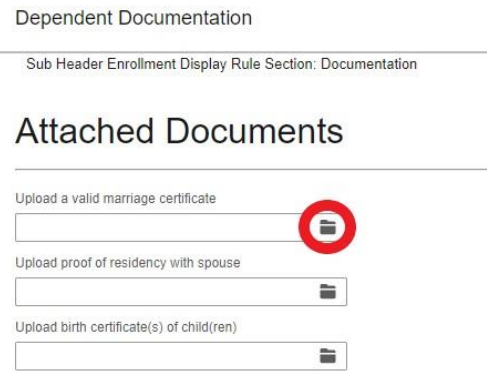
Personal Information
Relationship * QE Birthdate * 📅 Gender v

Smoker

Social Security Number
Country Social Security Number

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<p>10. The enrollment section will expand to show each set of plan options you will need to progress through.</p> <p>Work through each plan carefully by selecting the correct benefit and tier level you would like, then add your dependents to each plan.</p>	 <p>DENTAL PPO Option: Employee & One Child Pre Tax: 21.86</p> <p>Selected Plan Minimum number of dependents not selected; Please select at least 1</p> <p>Withdraw Enroll Dependents</p>
<p>11. Once you have completed all of your benefit elections your next section is Documentation.</p> <p>Click on the folder icon to upload the saved documents.</p> <p>Note: You only need to provide dependent documentation if you elected a medical plan with dependent coverage.</p>	 <p>Dependent Documentation</p> <p>Sub Header Enrollment Display Rule Section: Documentation</p> <h3>Attached Documents</h3> <p>Upload a valid marriage certificate</p> <p>Upload proof of residency with spouse</p> <p>Upload birth certificate(s) of child(ren)</p>



12. After moving to last section, “Review and Submit”. You will have your Cost Summary showing the per pay period cost breakdown by the benefit plan.

Errors Note: If you have Errors, you will not be able to submit your event. Those must be resolved by reading through the issues.

Warnings Note: If you have Warnings, you are able to submit but you may be missing crucial information. Resolve the warnings by reading through the issues.

Review and Submit

Submit Your Enrollment

Errors, Warnings, And Messages

Errors

- ACCIDENT - Minimum number of dependents not selected; Please select at least 2
- HOSPITAL CONFINEMENT - Minimum number of dependents not selected; Please select at least 2
- SUPPLEMENTAL LIFE-CHILD - Minimum number of dependents not selected; Please select at least 1
- SUPPLEMENTAL LIFE & AD&D-SPOUSE - Minimum number of dependents not selected; Please select at least 1

Warnings

- ACCIDENT - Benefit plan includes spouse but spouse has not been enrolled; Plan selected includes dependents and a dependent is not enrolled
- HOSPITAL CONFINEMENT - Benefit plan includes spouse but spouse has not been enrolled; Plan selected includes dependents and a dependent is not enrolled
- SUPPLEMENTAL LIFE & AD&D-EMPLOYEE - No beneficiaries have been selected

13. Once all Errors and Warnings are resolved, you will have a grey “Submit” button. Click it to complete your life event.

Submit Your Enrollment

Submit

Errors, Warnings, And Messages

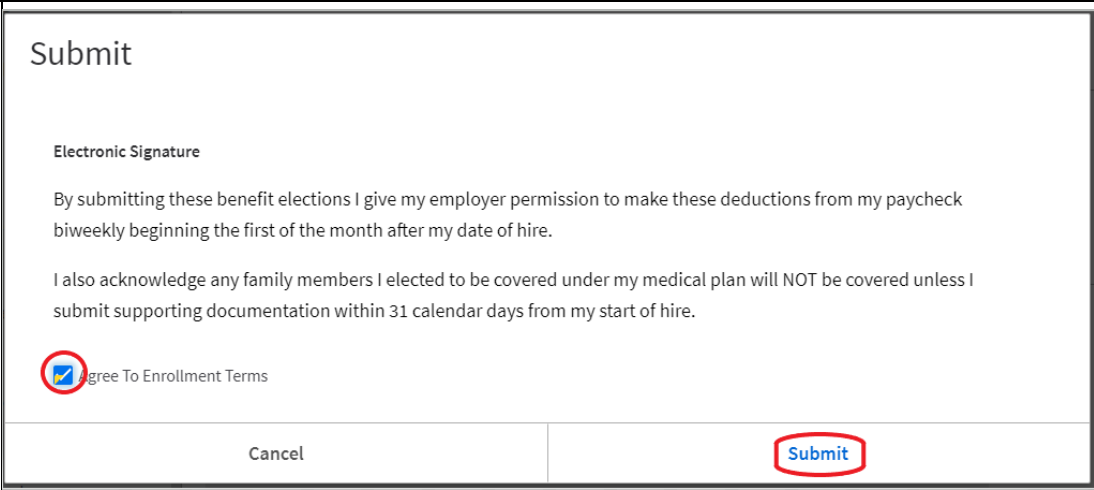
Cost Summary

Pay Period

Type	Cost	
	Employee	Employer
Health Insurance Plans	0.00	0.00
Health Savings Plans	0.00	0.00
Nicotine Plans	0.00	0.00
Dental Insurance Plan	21.86	0.00
Vision Insurance Plan	0.00	0.00
Medical Flexible Spending Account	0.00	0.00
DayCare Flexible Spending Account	0.00	0.00
Supplemental Life -Employee	17.88	0.00
Supplemental Life - Child	0.87	0.00
Legal and ID Shield Plans	0.00	0.00
Hospital Confinement Plan	0.00	0.00

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<p>14. A pop up box will appear.</p> <p>Please ask enrollee to read the agreement and check the box.</p> <p>Click "Submit" and enrollment is complete.</p>	
<p>15. You now have a Confirmation section in your life event screen. Click on the "View Confirmation" button to save or print your new elections.</p> <p>You will also receive an email verifying your status of the event when it is approved.</p>	