


You will receive the **Life Event Benefit Change** action in your inbox on your first day of employment. For additional information or questions, please reference the [www.lghealthbenefits.com](http://www.lghealthbenefits.com) website or call Trustmark at (877) 848-9997.

## Step 1: Add/Update Dependent(s)



Note: Dependents whom you will provide coverage for must be added and/or updated prior to completing the Open Enrollment Change action.

1. Select the **Benefits** worklet on your home screen.
2. In the Change section, click **Dependents**.
3. Click **Add or Edit**.
4. Click the **Edit** icon  to add dependent information. Required fields are denoted by asterisks. You will need to enter your dependent's name exactly the way it appears on their Social Security Card, their relation to you, date of birth, gender, Social Security or Tax ID number, and address.




Note: If you want your dependent to be added as a life insurance beneficiary, be sure to select the **Use as Beneficiary** box and then add them as a beneficiary during the Change Benefit Elections New Hire/Rehire action.

5. Click **Submit**. If you added a dependent(s), you will receive a Review Documents for Dependent Event action in your inbox (see Step 3: Review Documents).

6. Repeat steps 1-5 for all eligible dependents.

## Step 2: Enroll in Benefits

Your last year benefit elections for health, dental and vision will auto-populate into this year's open enrollment change action. **NOTE – HSA and FSA elections from last year will not auto-populate.**

1. Select the **Inbox** icon  from the home screen.
2. Select the **Open Enrollment Change** action from the list.
3. Make your benefit elections. This process will walk you through five different pages (outlined below). You can move forward or back with the **Continue** and **Go Back** buttons at any time during the process. Select **Save for Later** to save your changes and the action in your inbox if you need to step away at any point (this does not complete the action or submit your elections). Once you are satisfied with your benefit elections click **Submit** to complete the enrollment process. Click **Print** to print a copy of your benefit elections or click **Done** to complete the action.

### Page 1 – Health Care Elections

- **Elect / Waive** your health, dental and vision benefits
- **Enroll Dependents** for benefits covering more than just Employee Only. This will populate the Coverage column automatically.



Note: Dependents you plan to cover must be added before completing the Open Enrollment Change action. See Step 1 for directions.

## Page 2 – Health Savings Elections

- **Elect / Waive** Health Savings Account coverage
- If elected, enter the **Contribution Range** either by total year or per paycheck. Entering one will populate the other.



Note: The Health Savings Account may only be elected if enrolled in the LG Consumer plan. If you selected the LG Select plan or waived health benefits completely the Elect / Waive option will be disabled.

## Page 3 – Spending Accounts Elections

- **Elect / Waive** Healthcare FSA and/or Dependent Care (child care) FSA coverage
- If elected, enter the **Contributions** either by total year or per paycheck. Entering one will populate the other.



Note: The Healthcare FSA may only be elected if enrolled in the LG Select plan. If you selected the LG Consumer plan you may not elect this account. Dependent Care (child care) may be elected regardless of which Health Care Election you made.


## Page 4 – Additional Benefits Elections

- **Elect / Waive** Commuter and/or Transit coverage
- If elected, enter the **Contributions** per paycheck (bi-weekly).



Note: The maximum amount you can contribute on a bi-weekly basis is \$122.31.

## Page 5 – Review Elected Coverages and Waived Coverages

- Review all information. Use the Expand icon  to view more detail.

## Step 3: Review Documents




Note: This step is required any time you add a dependent. It can be done either electronically through Workday or by completing the Dependent Eligibility Audit sent by CoreSource via USPS.

If you choose to complete it **electronically** through Workday, please complete the following steps:

1. Review the “**Dependent Documentation Matrix**” document for guidance on documentation options you can submit to verify eligibility for each dependent.
2. Click **Browse or Upload** to attach relevant documentation. You may also choose to add a comment to each attachment.
3. Click **Submit**.

To skip and wait for CoreSource to mail the **Dependent Eligibility Audit** packet to your home, please complete the following steps:

1. Select the **Inbox** icon from the home screen.
2. Select the **Review Documents for Dependent Event** action from the list.
3. Click on the gear icon  in the upper right hand corner and select **Skip This Task**. On the next screen select **OK**.



Note: The Dependent Eligibility Audit sent by Coresource via USPS typically arrives within two weeks of completing the Add Dependent action, and should be completed ASAP in order to assure coverage for you and your dependents. If the Dependent Eligibility Audit is not completed within the specified period, your dependents will not have insurance coverage.



Note: The option to Change Open Enrollment only appears after you have submitted your Open Enrollment Change action.

3. After reading the **Change Open Enrollment Event Previously Submitted Notification** click **OK**.
4. Use **Continue** to navigate through the pages and make desired election changes.
5. Once complete, click **Submit**. You must click Submit to save your changes.
6. Click **Print** to print an Elections Confirmation page\* or **Done** to complete the action.



Note: \*See page 4 for tips on Understanding your Elections Confirmation page.