


You will receive the **Change Benefit Elections New Hire/Rehire** action as part of your onboarding documentation process. General benefit information will be reviewed during New Employee Orientation. 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 Dependent(s) \*If you are not adding dependents to your benefits, skip to Step 2.



**Note:** Dependents whom you will provide coverage for must be added **prior** to completing the Change Benefit Elections New Hire/Rehire action.

1. Select the **Benefits** application on your home screen.
2. In the Change section, click **Dependents**.
3. Click **Add**.
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**. Once you have submitted the dependent, 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

1. Select the **Inbox** button on your home screen.
2. Select the **Change Benefits Elections New Hire/Rehire** action from the list.
3. Click on Let's Get Started to open your benefit election task.
4. You will be presented with tiles which represent each benefit option available to you. Make your benefit elections by clicking **Select** under the benefit tile. **Select** the coverage option you would like then click **Confirm and Continue**. If you are adding dependents, they will be presented on this next page. To add them, check off the box next to their name. **Save** once your elections are complete. (\*Reminder your elections must be completed within 25 days of your hire date, or you will not have coverage).
5. Repeat the selection process for each benefit that you would like to enroll into.
6. When you have made all of your benefit selections, please click on **Review & Sign**. This page will show you the benefits that you elected and waived.
7. Once you have confirmed your coverages are what you would like, click **Submit**. This will finalize your elections. If you do not click Submit, your benefit elections will not save or enroll you into the coverages.



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.



Note: The Healthcare FSA may only be elected if enrolled in the LG Select plan or not enrolled in health coverage. If you selected the LG Consumer plan you may not elect this account.

Dependent Care (child care) FSA may be elected regardless of which Health Care Election you made.

### 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 Trustmark 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 are only able to add one document per event. If you have multiple documents to attach, please print them all and scan together as one document prior to uploading.
3. Click **Submit**.