# Benefits Platform

- Login to **https://my.USI.edu**
- Find the **Benefitfocus** App within your Eagle Apps and click it – shown to the right in the pink box
- That will take you to the **Benefit PLatform**

Eagle Apps

# Benefits Platform

**Once in the platform, click on Edit your Benefits to start your change process.**

**You'll be able to:**
- Add/change/term dependents (if applicable qualifying life event)
- Add dependent documentation (if applicable)
- Add/change/term benefits (if applicable qualifying life event)
- Add Beneficiaries
- Make sure to scroll all the way to the bottom of each page to save process.
- Review your benefits at the end to ensure you are properly enrolled

**Benefitplace**          UNIVERSITY OF **SOUTHERN INDIANA**          Profile          Benefits

A note from your USI Benefits Team!

**Benefits Overview:**
Welcome! The University of Southern Indiana provides employees with a comprehensive benefit package consisting of medical, dental, vision and other benefits coverage designed to meet the needs of you and your family. Click on 'Get Started' to begin enrolling in your benefits, ensuring to fully complete the enrollment.

Dependents:

Show more

**Edit your benefits >**

Welcome back, Wendy
Tuesday, September 6 at 1:49 PM CDT

11          **ACTIVE BENEFITS**
View benefits

# None Life Event Changes

On the main page click on "Edit your Benefits"

Then select "I do not have a specific life event"

This allows you to adjust benefits that are allowed to change throughout the year.

Click next

**Benefitplace**   UNIVERSITY OF **SOUTHERN INDIANA**

## 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.)

◉ I do not have a specific life event

**You can change the following benefits without a life event:**

☂ Additional Employee Life  ☂ Additional Spouse Life  ☂ Additional Child Life

👥 Short Term Disability

# Life Event Changes

For Qualifying Life Events (QLE) like marriage, birth, adoption, divorce etc., *select "Life change"*

On the next page, select "New Life Event"

A new page will display

**Benefitplace**™  UNIVERSITY OF SOUTHERN INDIANA®

Profile | Benefits

Your benefits

Life Change

Benefits you can add year-round

Learning Center

**BENEFIT REPORTS**

Employee Summary Report

1095 tax documents

Edit your benefits ›

Welcome back, Wendy
Tuesday, September 6 at 4:00 PM CDT

11 | **ACTIVE BENEFITS**
View benefits

# Life Event Changes

On the next page, select "New Life Event"

Then select the reason for the change from the drop-down selections.

Then enter the effective date for the life event.

Click next

**Benefitplace** | UNIVERSITY OF SOUTHERN INDIANA

## 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** *

Birth ▾

**Enter the date of this life event** *

09/03/2022 📅

Birth allows changes to only these benefits:

| | | |
|---|---|---|
| ➕ Medical | $ Health FSA | $ Dependent Care FSA |
| 🦷 Dental | Vision | ☂ Additional Employee Life |
| ☂ Additional Spouse Life | ☂ Additional Child Life | Short Term Disability |
| ➕ Hospital Confinement | ➕ Accident | ☂ Critical Illness - Employee |
| ☂ Critical Illness - Spouse | | |

# Life Event Changes

On the next screen you can add your new dependent if applicable.

Based on what QLE you choose the allowable changes will populate.

Click "Edit coverage" on the benefit you would like to change.

Make your changes and then choose "Save changes"

View the benefits added and select continue.

# Providing Documentation

For Qualifying Life Events documentation must be provided to prove the event and the relationship. For the example, of birth of a new baby, the birth certificate proves the relationship and the event. So it would be uploaded to both requests.

Click on Add Document and upload the document for the QLE. Complete the fields and click save document.

Once documentation is uploaded and approved your dependent will be enrolled.

Hi Wendy! You have 2 requests for documents.

Document needed

Add document to verify the life event Birth.

Why it's needed          Important info

**Add document**

Document needed

Add document to verify New (child) is your dependent.

Why it's needed          Important info

**Add document**

# Update your Benefciary

**To update your beneficiary:**

- Go to the **"Benefits"** tab
- Click on "Your Benefits"

Benefitplace™  UNIVERSITY OF SOUTHERN INDIANA®

Profile    Benefits

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**BENEFIT REPORTS**

Employee Summary Report

1095 tax documents

Edit your benefits >

Welcome back, Wendy
Tuesday, September 6 at 4:16 PM CDT

11    **ACTIVE BENEFITS**
View benefits

# Update your Beneficiary

- Scroll to the Benefit you want to edit
- Click "**edit**" on the beneficiary line (NOT "Edit coverage")
- Make changes, then click "next"
- Check changes and click "save"

**Your Additional Employee Life coverage**
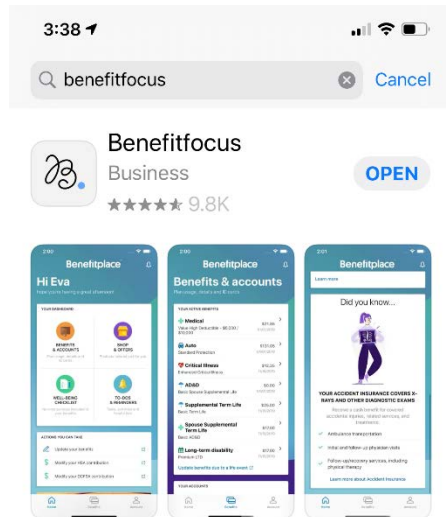2022 - SUPPLIFE - The Standard - Additional Employee Life Insurance

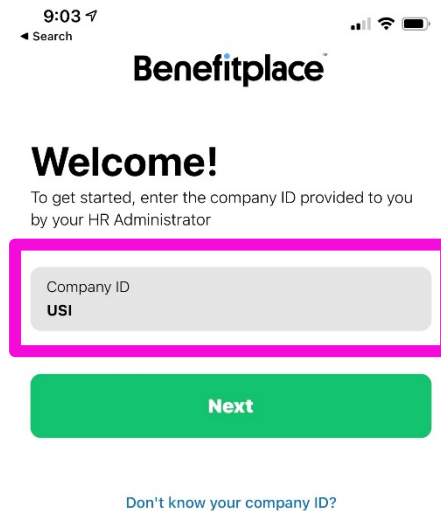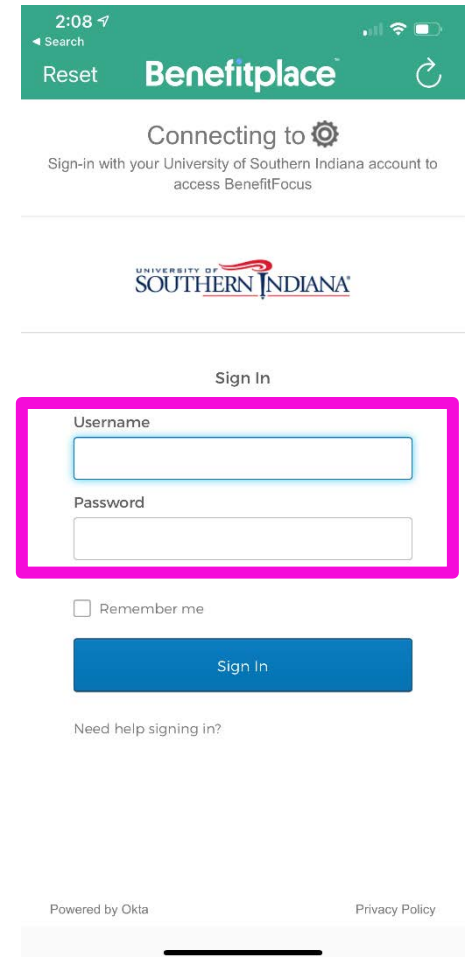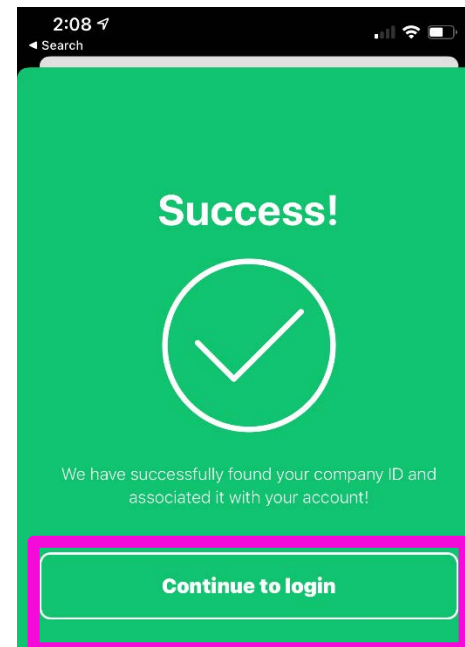| | |
|---|---|
| Offered By: | The Standard |
| Coverage Amount: | $100,000.00 |
| Effective Date: | 08/01/2016 |
| Persons Covered: | Wendy Rosalie Seitz |
| Beneficiaries: | First Name Last Name ✏ Edit |

Edit coverage

# Benefits App

Find the app in the app store search for Benefitfocus or Benefitplace

Use code **USI** for company ID

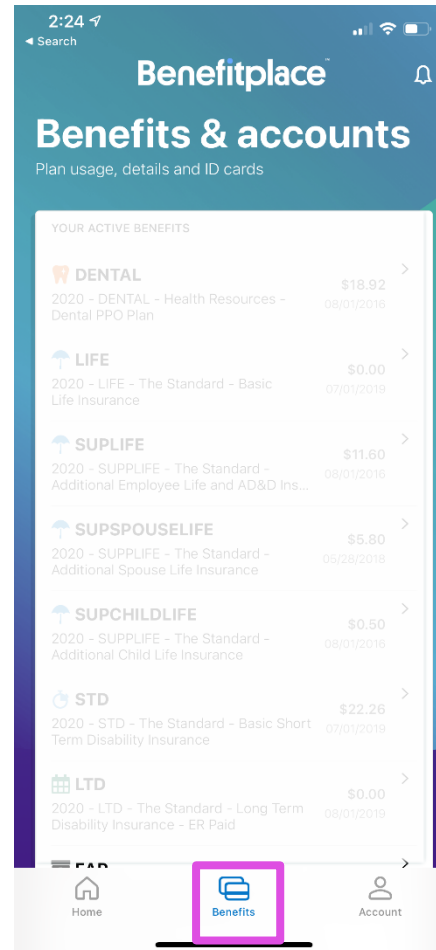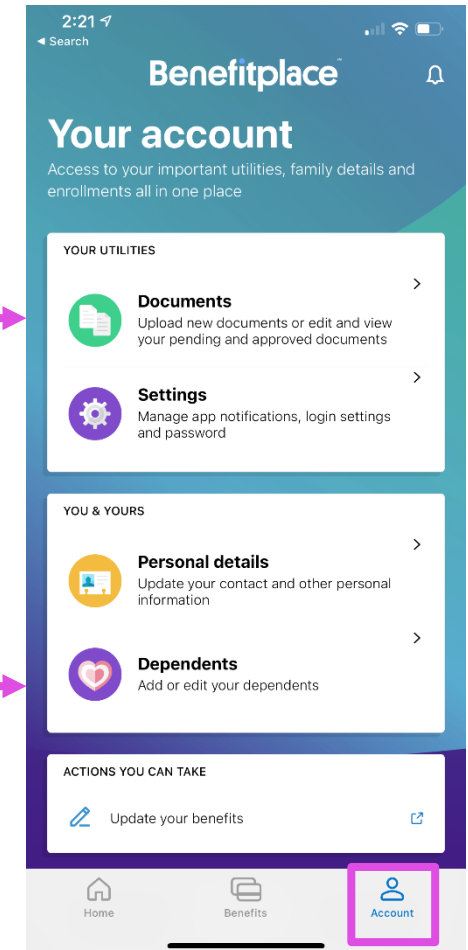Click on continue, then use your MyUSI credentials to log-in!

# Benefits App

Make changes, upload documents or view current benefits!

Click on Benefits to see a list of your benefits and your premiums.

Click on Profile and you will find the place to upload documents for Qualifying Life Events or add dependents.

# Questions?

For individual appointments to discuss benefit questions call 812-464-1815 and ask for Stephanie or Wendy