



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

Exit 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
- Dental
- Additional Spouse Life
- Hospital Confinement
- Critical Illness - Spouse
- Health FSA
- Vision
- Additional Child Life
- Accident
- Dependent Care FSA
- Additional Employee Life
- Short Term Disability
- Critical Illness - Employee



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.


Benefitplace™




Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.

You have recommendations!

 BenefitsSAIGE provides user-friendly recommendations based on information provided by you or your employer in the Benefitfocus Platform and should not be considered insurance or other professional advice.

 **New Baby**
Child
[Next dependent\(1/7\)](#)

Manage New's coverage.
 Dental Vision Additional Child Life

You may want to update these benefits



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.

The image shows a notification interface on a light blue background. At the top center is a bell icon. Below it, the text reads: "Hi Wendy! You have 2 requests for documents." There are two white cards, each with a yellow "Document needed" label at the top right. The left card contains the text: "Add document to verify the life event Birth." Below this text are two links: "Why it's needed" and "Important info". At the bottom of the card is a dark grey button with the text "Add document", which is highlighted with a pink rectangular border. The right card contains the text: "Add document to verify New (child) is your dependent." Below this text are two links: "Why it's needed" and "Important info". At the bottom of the card is a dark grey button with the text "Add document".



Update your Beneficiary

To update your beneficiary:

- Go to the **“Benefits”** tab
- Click on **“Your Benefits”**

The screenshot shows the Benefitplace website interface for the University of Southern Indiana. At the top, there are logos for Benefitplace and the University of Southern Indiana, along with navigation tabs for 'Profile' and 'Benefits'. The main content area has a blue background and contains several menu items: 'Your benefits' (highlighted with a pink box), 'Life Change', 'Benefits you can add year-round', and 'Learning Center'. On the right side, there is a section titled 'BENEFIT REPORTS' with links for 'Employee Summary Report' and '1095 tax documents'. At the bottom of the interface, there is a greeting: 'Welcome back, Wendy' and the date 'Tuesday, September 6 at 4:16 PM CDT'. In the bottom right corner, there is a circular badge with the number '11' and the text 'ACTIVE BENEFITS View benefits'.

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



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

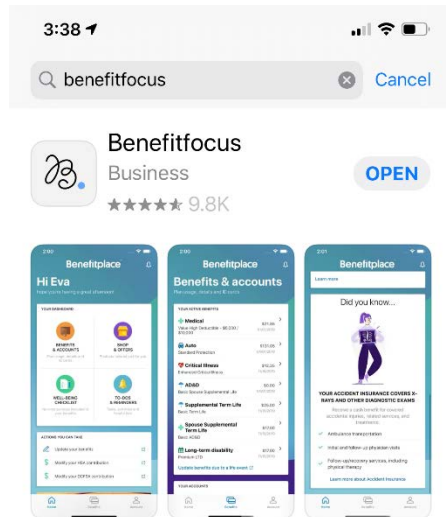
| | |
|------------------|----------------------|
| Offered By: | The Standard |
| Coverage Amount: | \$100,000.00 |
| Effective Date: | 08/01/2016 |
| Persons Covered: | Wendy Rosalie Seitz |
| Beneficiaries: | First Name Last Name |



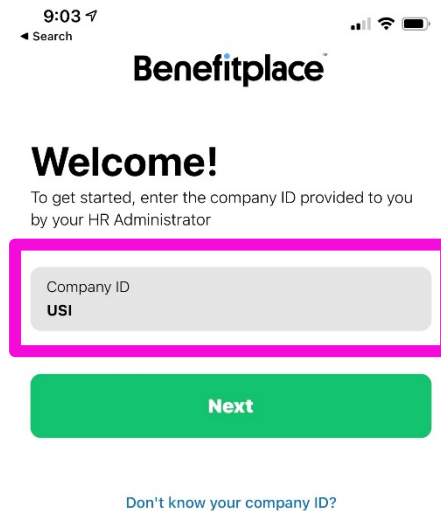


Benefits App

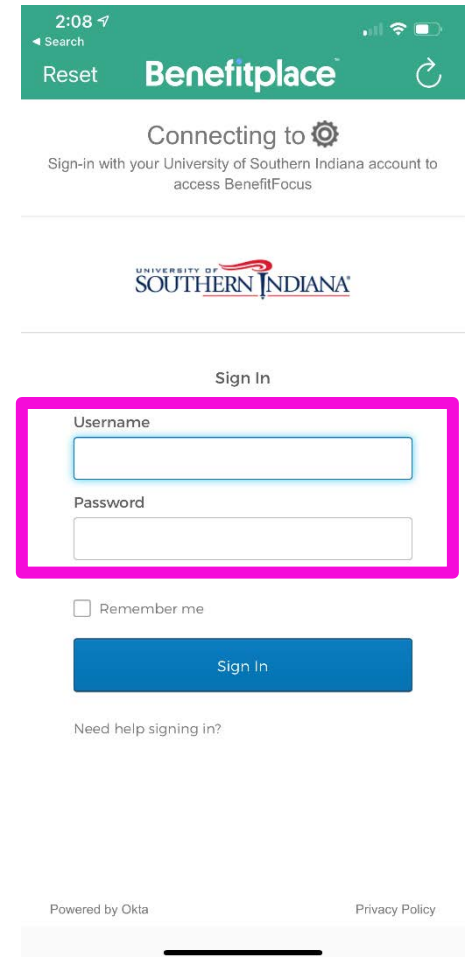
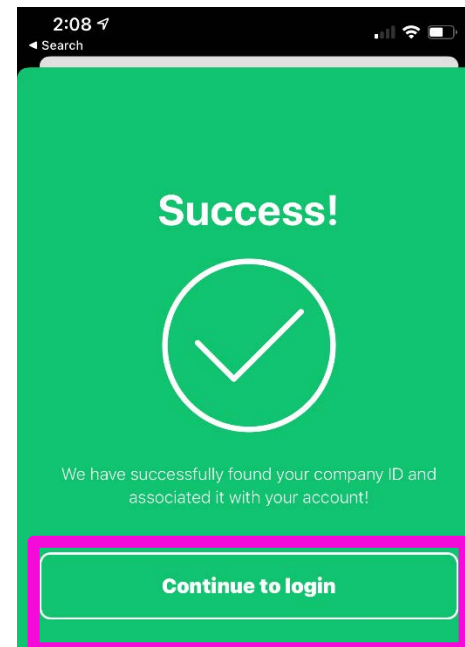
Find the app in the app store search for Benefitfocus or Benefitplace



Use code **USI** for company ID



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



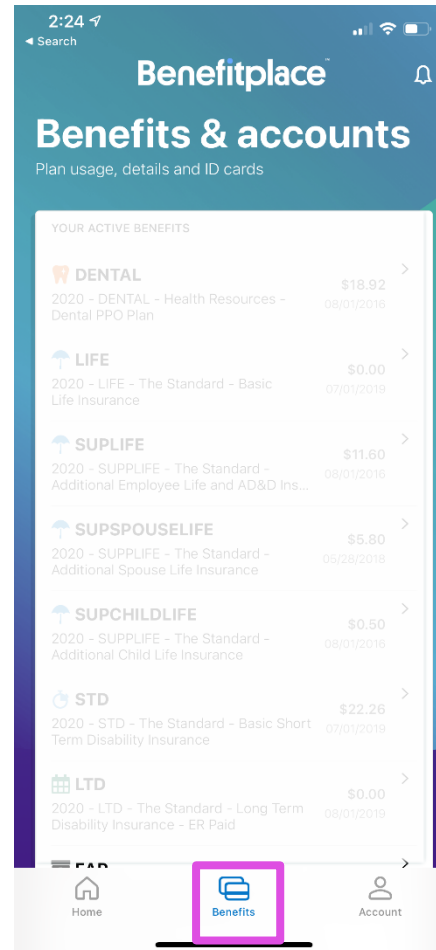


Benefits App

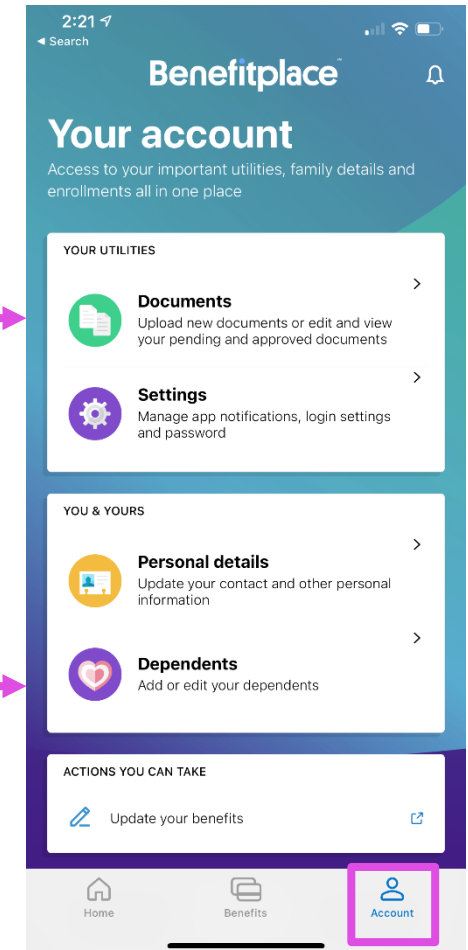
Make changes, upload documents or view current benefits!



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