

## Orange County Government

### Qualifying Life Events Self-Service User Guide



The screenshot shows the login page for the myOCPortal. At the top, the logo "myOCPortal" is displayed in green and orange, with the subtitle "Self-Service Employee Information" below it. There are two input fields: "User ID" and "Password". Below the password field is a "Sign In" button. At the bottom of the page, there is a small "Important Notice" regarding system access and data ownership.

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Orlando, FL 32801-2816  
[Benefits@ocfl.net](mailto:Benefits@ocfl.net)  
407-836-5661

Updated 02/29/2024

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# Qualifying Life Events Instructions

This user guide is designed to walk you through successfully updating your Orange County Government benefits for the following qualified life events:

- New Married
- Birth of a Child
- Adoption/Legal Custody/Guardianship
- Divorce
- Gain of Coverage
- Loss of Coverage

Reference your [Employee Benefits Handbook](#) for applicable supporting documentation requirements including dependent documentation.

If you have questions or need assistance, please contact Human Resources at (407) 836-5661 or [Benefits@ocfl.net](mailto:Benefits@ocfl.net).

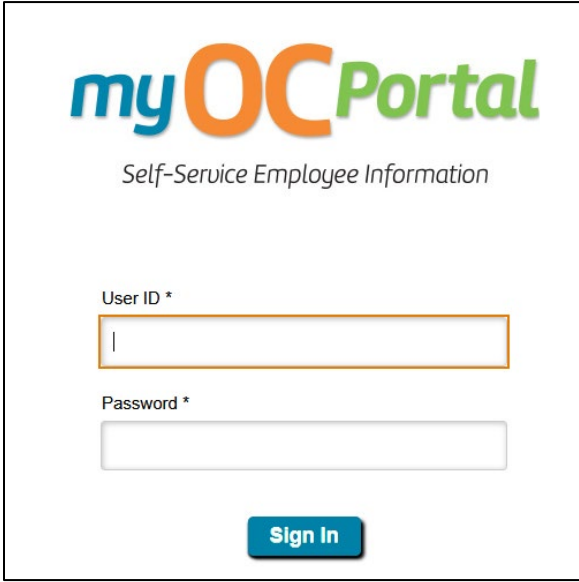
**IMPORTANT: This is a two-step process.**

1. First you will upload and submit your documentation for review.
2. Upon approval, you will log back into myOCPortal to add/remove/change your covered dependent information (if applicable) **AND** to update your new benefit elections.

**WARNING:** Click “complete” **after** you’ve made all of your requested benefits changes in step 2. If you click the complete button too soon or more than one, this will delay your enrollment request.

## Where to Access the System

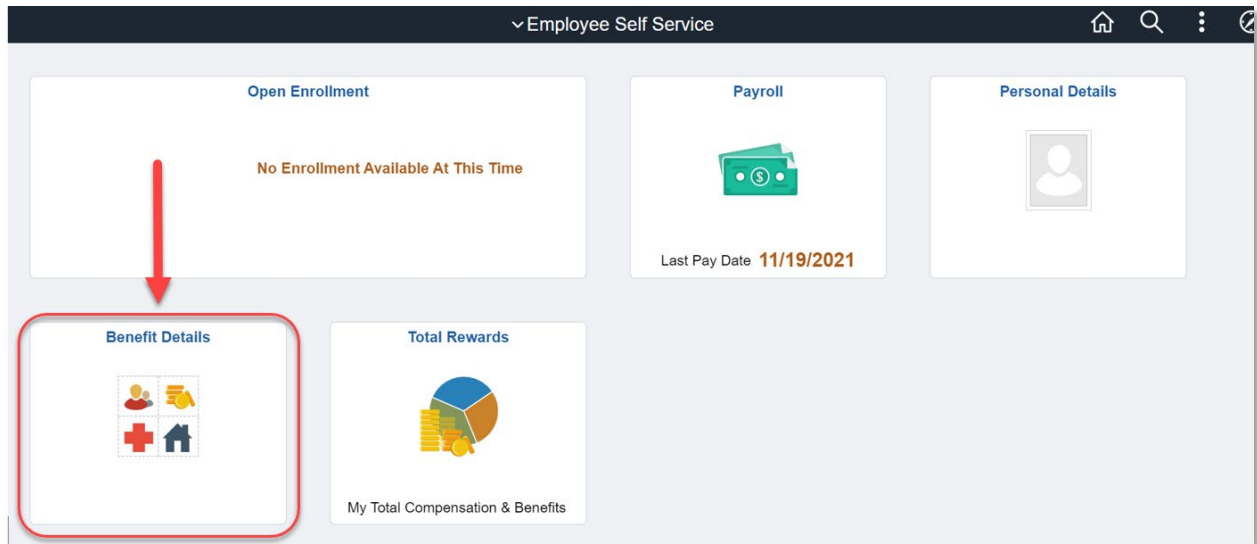
From a county computer, log in to myOCPortal (<https://myocportal.ocfl.net/>) using your Employee ID and password.



The screenshot shows the myOCPortal login interface. At the top, the logo reads "myOCPortal" in blue and green, with the tagline "Self-Service Employee Information" below it. There are two input fields: "User ID \*" and "Password \*". The "User ID" field contains a vertical cursor. Below the fields is a blue "Sign In" button.

# Qualifying Life Events Instructions

Once logged in, select the “Benefits Detail” tile:

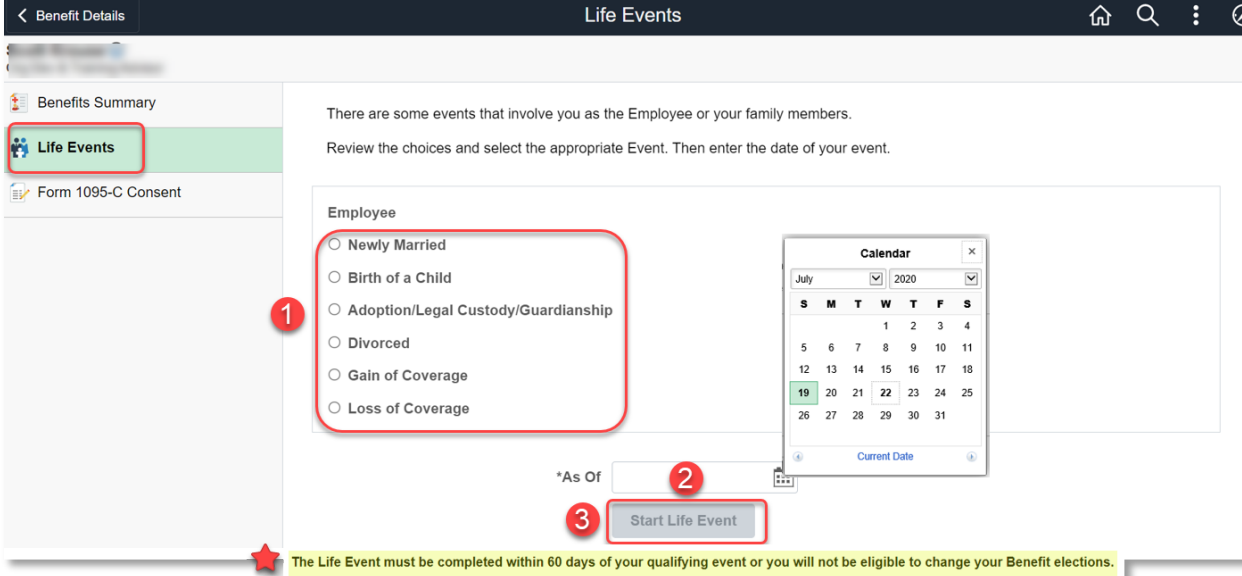


On the next screen, select “Life Events – Start a Life Event”



## Updating Your Benefits Enrollment

### 1. Select the Proper Qualifying Event (Required)



Benefit Details Life Events

There are some events that involve you as the Employee or your family members.  
Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- Newly Married
- Birth of a Child
- Adoption/Legal Custody/Guardianship
- Divorced
- Gain of Coverage
- Loss of Coverage

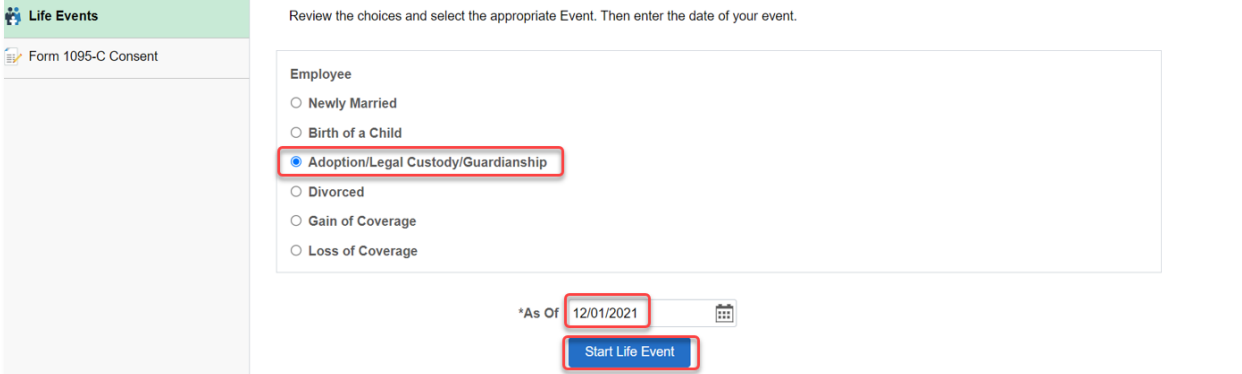
\*As Of

The Life Event must be completed within 60 days of your qualifying event or you will not be eligible to change your Benefit elections.

1. Select the appropriate qualifying life event.
2. Enter the date the qualifying life event **occurred**. Ensure the correct date is entered – if entered incorrectly, you will have to cancel and restart the process.
  - The date can be entered in the MM/DD/YYYY format or you can select the date using the calendar icon to the right of the date box.
3. Select “Start Life Event”

**NOTE:** This process must be completed within 60 days of your qualified life event. For extenuating circumstances, contact Human Resources at (407) 836-5661 or via [Benefits@ocfl.net](mailto:Benefits@ocfl.net) to determine whether you qualify for an extension.

*For illustration purposes only, the following example represents an adoption life event.*



Life Events

Form 1095-C Consent

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- Newly Married
- Birth of a Child
- Adoption/Legal Custody/Guardianship
- Divorced
- Gain of Coverage
- Loss of Coverage

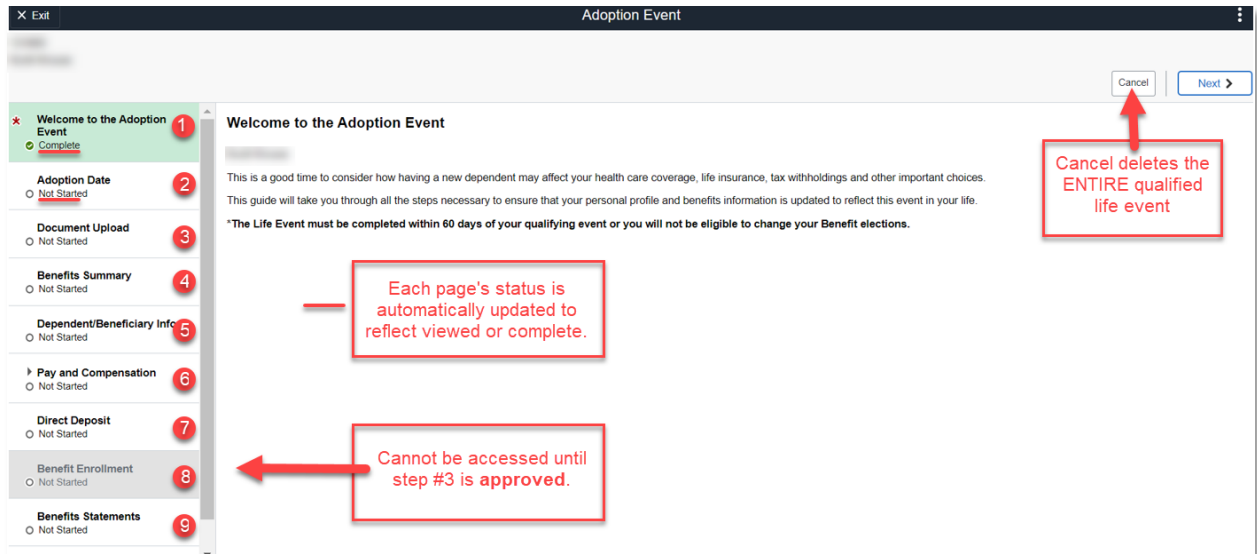
\*As Of

# Qualifying Life Events Instructions

## 2. Process Overview

Navigation: Top of screen, from left to right.

- **Exit:** Leaves qualifying event and saves progress to resume at a later time.
- **Cancel:** Cancels/deletes the entire qualifying life event.
- **Next:** Progress to the next section.



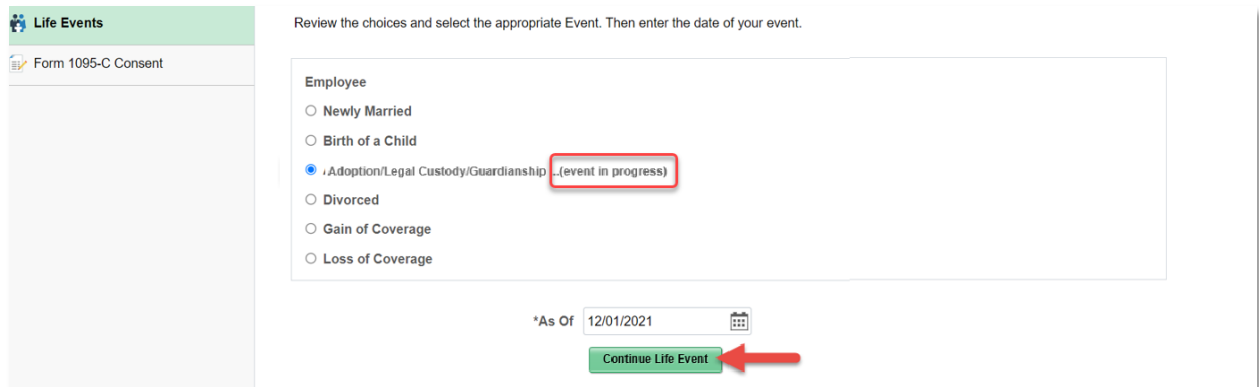
### Steps:

1. **Opening Window** – Event Overview
2. **Event Date** - Confirm Date from previous screen
3. **Document Upload** – Attach required documentation
  - Refer to the *Eligibility and Rules* section of your [Employee Benefits Handbook](#) for dependent documentation requirements.
4. **Benefits Summary** – Review current summary to identify which changes you'd like to make
5. **Dependent/Beneficiary Info** – Review/Update dependents, if applicable
6. **Pay & Compensation** – Update tax withholdings, if applicable
7. **Direct Deposit** – Update direct deposit, if applicable
8. **Benefit Enrollment** – Once qualifying life event is approved, update benefit enrollment selections. Once completed, click submit.
9. **Benefits Statements** – Review updated benefits statement incorporating new elections

## Resuming Your Qualifying Event

If you “Exit” My OC Portal saving your progress, these are the steps to resume:

1. Log back into My OC Portal.
2. Select the “Benefit Details” Tile.
3. Select the “Life Events” Tab.
4. Screen should appear like the one below saying (event in progress). Select “Continue Life Event”



Life Events

Form 1095-C Consent

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- Newly Married
- Birth of a Child
- Adoption/Legal Custody/Guardianship ... (event in progress)
- Divorced
- Gain of Coverage
- Loss of Coverage

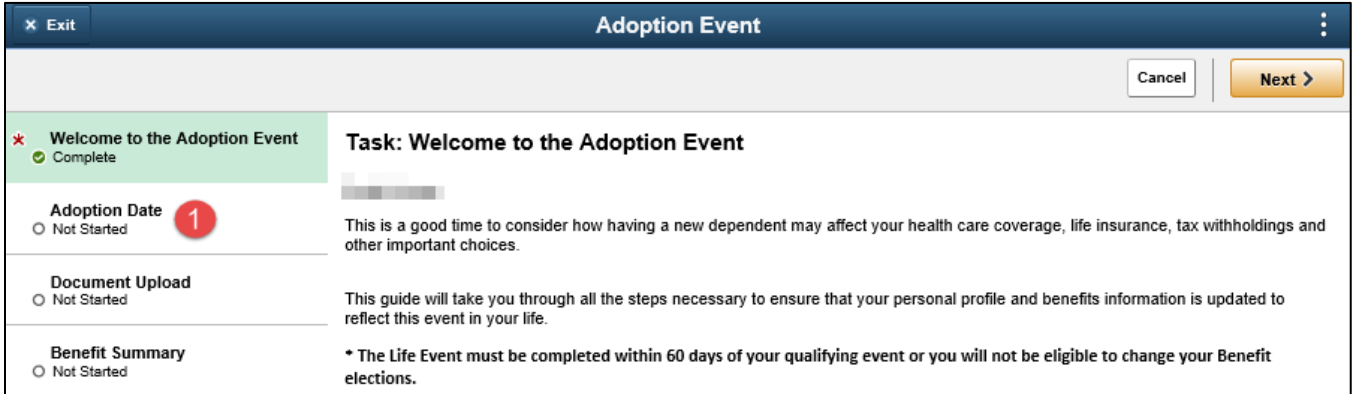
\*As Of 12/01/2021

Continue Life Event

# Qualifying Life Events Instructions

## 3. Verifying Qualifying Event Status

After you've started your event, the first step is to confirm your qualifying life event and date. The first two tabs may vary in name depending on your qualifying life event. To continue, select the next tab on the left or select "Next" in the top right corner.



**Adoption Event**

Cancel | Next >

**Welcome to the Adoption Event**  
Complete

**Task: Welcome to the Adoption Event**

**Adoption Date** 1  
 Not Started

**Document Upload**  
 Not Started

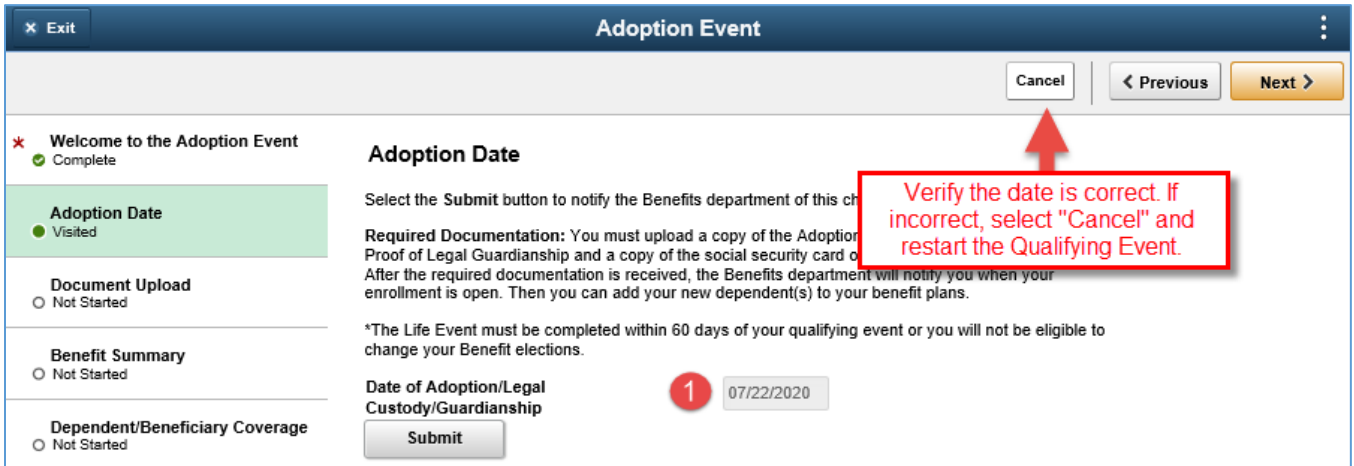
**Benefit Summary**  
 Not Started

This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.

This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.

\* The Life Event must be completed within 60 days of your qualifying event or you will not be eligible to change your Benefit elections.

On the next tab, confirm your date is correct. Verify the date matches the event. IF THIS DATE IS WRONG, select "Cancel" and restart the event. That is the only way to make the correction. If everything is correct, select "Submit".



**Adoption Event**

Cancel | < Previous | Next >

**Welcome to the Adoption Event**  
Complete

**Adoption Date**  
Visited

**Document Upload**  
 Not Started

**Benefit Summary**  
 Not Started

**Dependent/Beneficiary Coverage**  
 Not Started

Select the **Submit** button to notify the Benefits department of this change.

**Required Documentation:** You must upload a copy of the Adoption Proof of Legal Guardianship and a copy of the social security card of the dependent(s). After the required documentation is received, the Benefits department will notify you when your enrollment is open. Then you can add your new dependent(s) to your benefit plans.

\*The Life Event must be completed within 60 days of your qualifying event or you will not be eligible to change your Benefit elections.

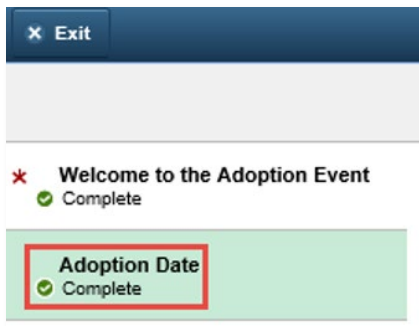
**Date of Adoption/Legal Custody/Guardianship** 1 07/22/2020

Submit

Verify the date is correct. If incorrect, select "Cancel" and restart the Qualifying Event.

NOTE: This page may vary depending on the life event; there may be a save button to select prior to going to the next screen.

Verify that the second tab on the left side states "Complete".



**Adoption Event**

**Welcome to the Adoption Event**  
Complete

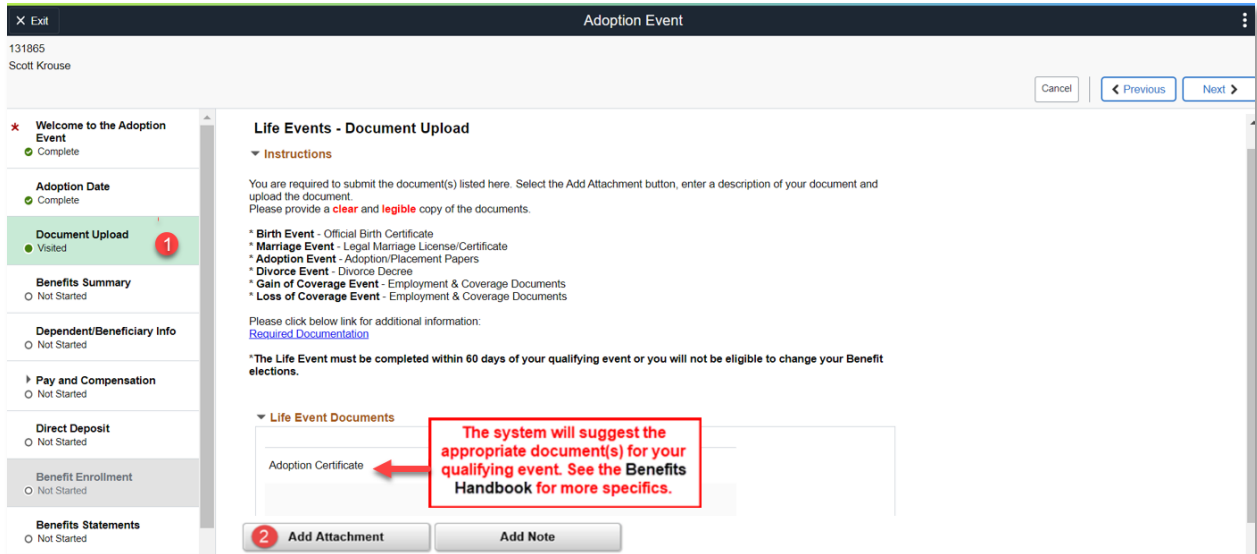
**Adoption Date**  
Complete



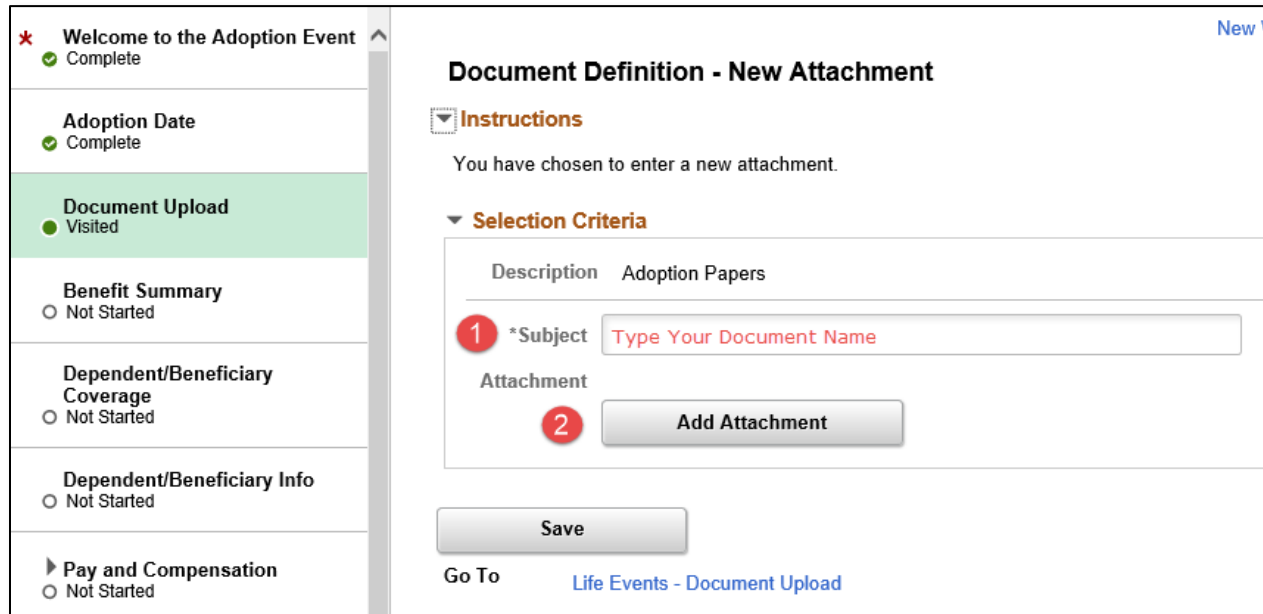
# Qualifying Life Events Instructions

## 4. Upload the Proper Documentation (Required)

Select the “Document Upload” Tab, then click on “Add Attachment”

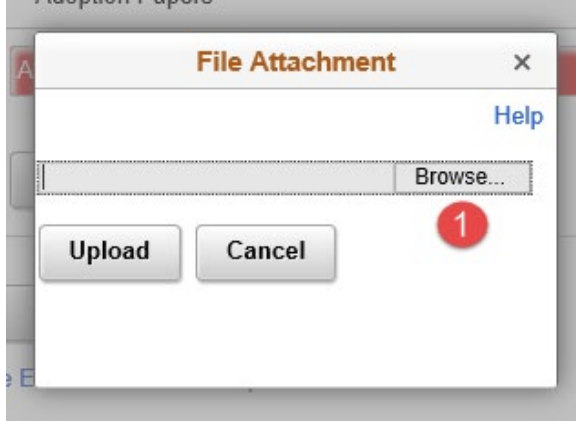


Type a name for your attachment (ie. “123456 Smith Adoption Papers”). Then, click on “Add Attachment”.

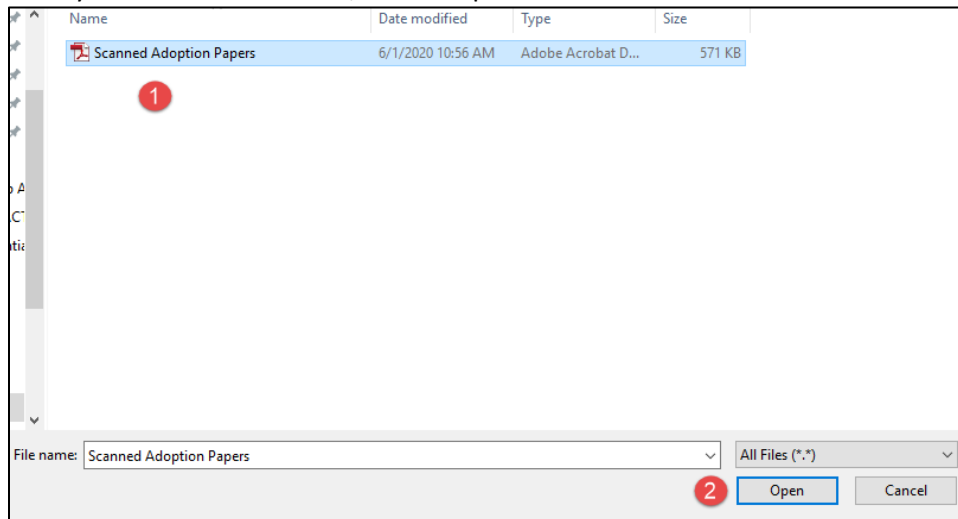


# Qualifying Life Events Instructions

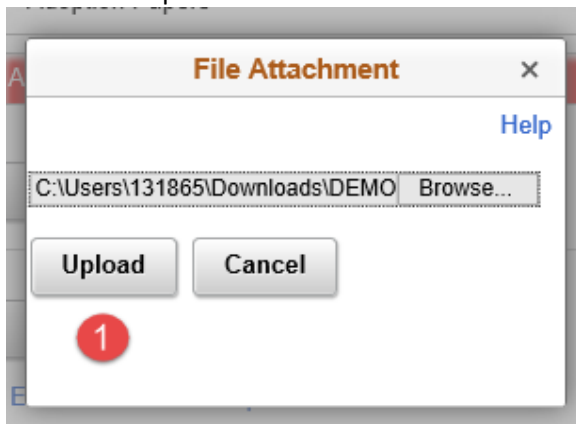
Select “Browse” and locate the file on your computer.



Once you’ve selected the file, select “Open”.

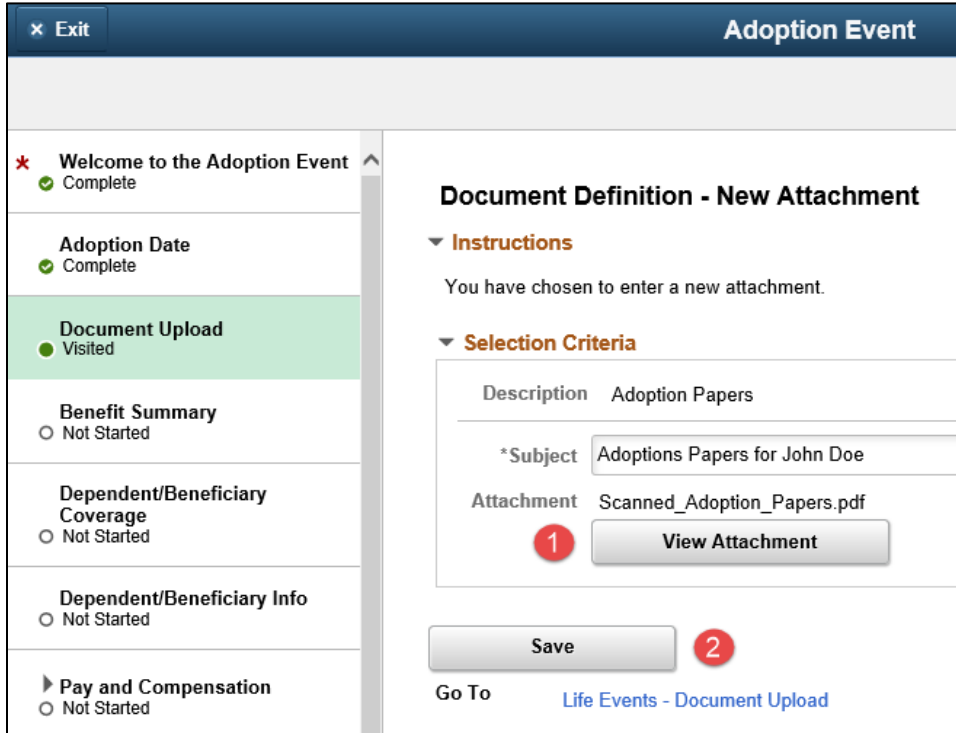


Then click “Upload”.



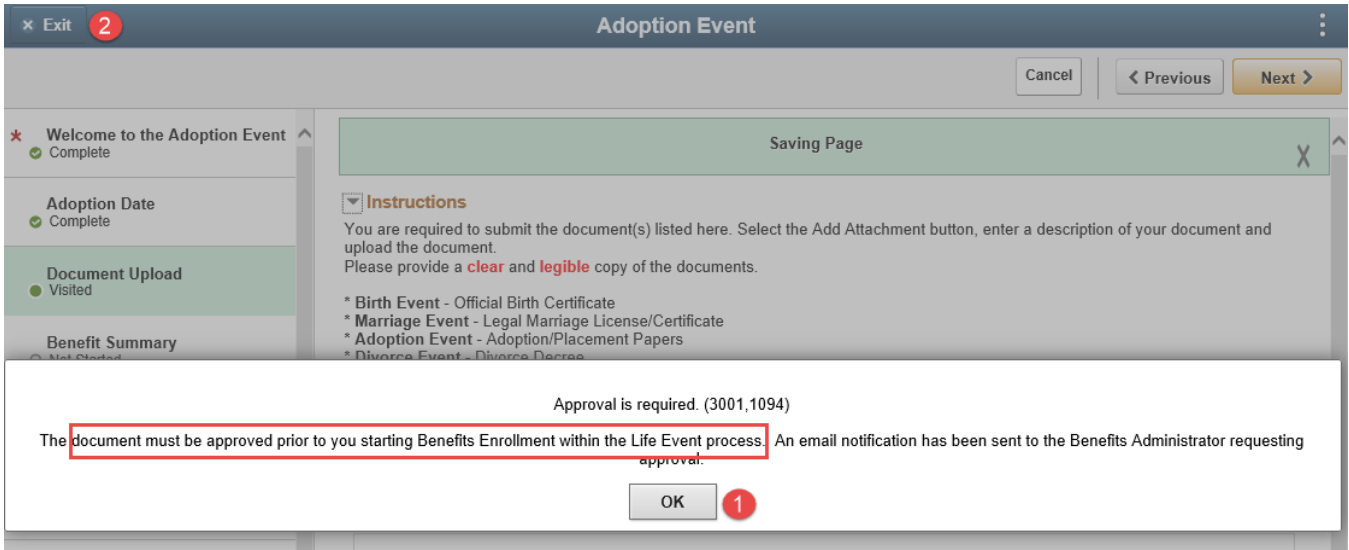
# Qualifying Life Events Instructions

If you select “View Attachment”, a separate window will pop-up allowing you to ensure you uploaded the correct document. Click “Save” to proceed.



Once your document is submitted you must WAIT until a benefits administrator has approved your document. This can take up to 24 hours.

You can select “Exit” to save your progress in order to resume later. **DO NOT SELECT “CANCEL” OR IT WILL DELETE YOUR QUALIFYING EVENT.**



*Note: Upon approval, you will log back into myOCPortal to add your new dependent information (if applicable) AND to update your new benefit elections.*

## Documentation Tips:

**Adding a newly eligible dependent (ie marriage, birth, adoption)?** You must provide dependent documentation for each dependent. In general, you would submit a birth certificate for a child and a marriage license for a spouse. For more specifics, reference the [Employee Benefits Handbook](#).

*Example: If you are submitting a life event for the birth of your new child but you also plan to add another person to your plan at the same time, then you will need to upload dependent documentation for each person.*

**Adding a previously eligible person (self/dependent)?** You must provide proof that the person has recently lost the same coverage under another group policy.

*Example: If you are submitting a life event to add a dependent who lost coverage under another group plan, you will need to upload proof of the life event (ie. Loss of employment) and also upload proof of same coverage lost under prior plan (ie. Medical, Dental, Vision, etc).*

**Removing coverage for yourself or a dependent?** You must provide proof that you and/or your dependent has obtained the same coverage under another group policy.

*Example: If you are submitting a life event for your new marriage and you intend to drop coverage for yourself at the County, you will need to upload your marriage license (proof of the life event) and also upload proof of same coverage under your new spouse's plan.*

If you need help, contact [Benefits@ocfl.net](mailto:Benefits@ocfl.net)

# Qualifying Life Events Instructions

## 5. Await System Approval (Required)

Once the Benefits Administrator has a chance to review, you will receive an email in your Orange County email account. If needed, see steps to [Resuming Your Qualifying Event](#).

### a. Approval Email

If approved, the email will look like the following. You can now log back into [myOCPortal](#) to add your **new dependent information** (if applicable) **AND** to update your **new benefit elections**.

This message is to notify you that your Life Event document(s) was approved: BN\_ADOPTION

To Complete your transaction: Login to myOCPortal and complete your Life Event.

\*\*\*\*\*  
\*\*\*\*\*

PLEASE NOTE: Florida has a very broad public records law (F. S. 119).  
All e-mails to and from County Officials are kept as a public record.  
Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

# Qualifying Life Events Instructions

## b. Denial Email

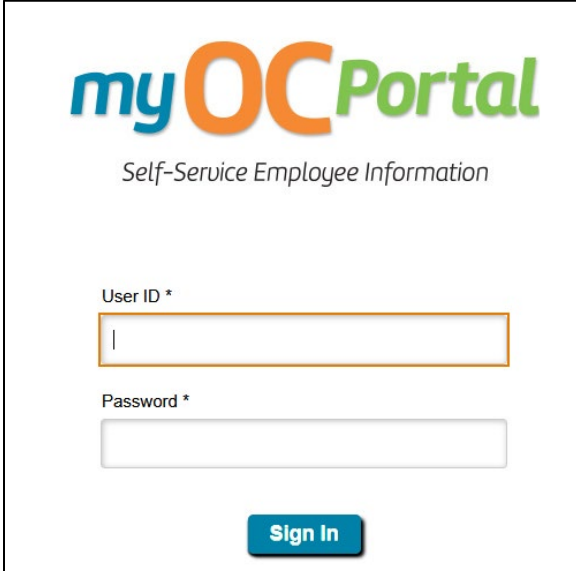
If denied, the email will look like the following. It will provide some possible reasons denial. If you need specifics, contact the Benefits team at [Benefits@ocfl.net](mailto:Benefits@ocfl.net) or review the necessary documentation in the [Employee Benefits Handbook](#).

This message is to notify you that your document was denied: BN\_MARRIAGE. To access the document attachment page, use the following link:  
[https://owdhcm05.ocfl.net:8025/psp/HRBCTST/EMPLOYEE/HRMS/c/W3EB\\_MENU.W3EB\\_ATTACH.GBL?Action=U&LIFE\\_EVENT\\_TYPE=M&EMPLID=131865&SEQ\\_NBR=1](https://owdhcm05.ocfl.net:8025/psp/HRBCTST/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ATTACH.GBL?Action=U&LIFE_EVENT_TYPE=M&EMPLID=131865&SEQ_NBR=1).

Below are the most common reasons for this denial:  
Dependent's Name must be input exactly as it is documented on their Social Security Card.  
Uploaded documentation does not meet requirements.  
Uploaded documentation is not legible.

This is a system-generated email. Do not reply to this email.  
PLEASE NOTE: Florida has a very broad public records law (F. S. 119).  
All e-mails to and from County Officials are kept as a public record.  
Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

From a county computer, log in to myOCPortal (<https://myocportal.ocfl.net/>) using your Employee ID and password.



**myOCPortal**  
Self-Service Employee Information

User ID \*

Password \*

**Sign In**

# Qualifying Life Events Instructions

## 6. Review Current Benefit Summary and Dependent Benefits (Optional)

This page and the next are solely informational. The “Benefits Summary” allows you to review all of your current benefits in the table.

- Welcome to the Adoption Event**  
Complete
- Adoption Date**  
Complete
- Document Upload**  
Complete
- Benefit Summary**  
Visited
- Dependent/Beneficiary Coverage**  
Not Started
- Dependent/Beneficiary Info**  
Not Started
- Pay and Compensation**  
Not Started
- Direct Deposit**  
Not Started
- Benefit Enrollment**  
Not Started
- Benefits Statements**  
Not Started
- Summary**  
Not Started

### Task: Benefit Summary

As Of

Type of Benefit	Plan Description	Coverage or Participation
Medical		Waived
Dental		Waived
Vision	BCC Vision Care Plan B-T	Employee Only >
Supplemental Life	BCC Supplemental Life 200K B-T	\$200000 >
Life and AD and D	BCC Basic Life Insurance	Salary X 1 + 0 >
Dependent Life Child		Waived
Dependent Life Spouse		Waived
Short-Term Disability	BCC STD 015 DAY A - T	60% of Salary >
Long-Term Disability	BCC Base LTD	60% of Salary >
Section 457	Vanguard 457	21% After Tax >

The “Dependents/Beneficiary Info” allows you to review which dependents or beneficiaries are currently assigned benefits in your plan.

- Welcome to the Adoption Event**  
Complete
- Adoption Date**  
Complete
- Document Upload**  
Complete
- Benefit Summary**  
Visited
- Dependent/Beneficiary Coverage**  
Visited
- Dependent/Beneficiary Info**  
Not Started
- Pay and Compensation**  
Not Started

### Dependent and Beneficiary Coverage Summary

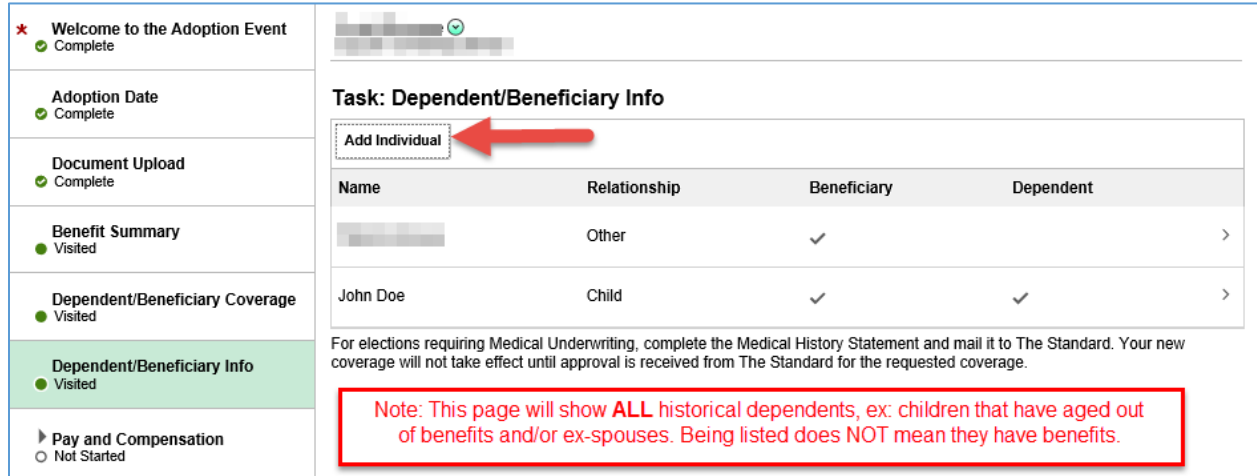
To view your benefits as of another date, enter the date and select Go.

Dep/Ben Details			
Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
[Redacted]	Other		
		Supplemental Life	BCC Supplemental Life 200K B-T
		Life and AD and D	BCC Basic Life Insurance
John Doe	Child		

# Qualifying Life Events Instructions

## 7. Update Dependents

This page will allow you to add/remove/update dependents. If you're approved dependent is not listed, select "Add Individual".



Name	Relationship	Beneficiary	Dependent
[Redacted]	Other	✓	>
John Doe	Child	✓	✓ >

Note: This page will show **ALL** historical dependents, ex: children that have aged out of benefits and/or ex-spouses. Being listed does NOT mean they have benefits.

**Note 1:** This page lists **ALL** historical dependents or beneficiaries, whether they have benefits or not. Being listed does **NOT** mean they have benefits. *For audit purposes, you cannot remove/delete historical dependents and/or beneficiaries.*

**Note 2:** Ensure you have approved documentation for all dependents added (See: [4. Upload the Proper Documentation](#) (Required)). Some qualified events allow for the tag-along rule which enables previously eligible dependents to be added at the same time. If you are adding multiple dependents simultaneously, please be sure to provide all required documentation for each dependent.



# Qualifying Life Events Instructions

If adding a dependent or beneficiary, fill out all applicable fields, including Name, Personal Information, Address, and National ID. When complete, select “Save”:

Cancel **Add Individual Dependent/Beneficiary Information** Save

Select **Save** once you have added your Dependent/Beneficiary's personal information. Your Dependent/Beneficiary will be added to the system as of Jul 20, 2020.  
An asterisk (\*) indicates a required field.

**Name**

Add Name

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

Beneficiary

\*Marital Status  Single  As of

\*Student  No  As of

\*Disabled  No  As of


\*Smoker  Non Smoker  As of

**Address**

Address	Address Type	Same as mine
Orlando, FL 32833 Orange	Home	Same as mine >

**National ID**

No data exists

Add National ID  Social Security #

**Phone**

No data exists

Add Phone

**Email**

No data exists

Add Email

**Note:** National ID refers to **Social Security Number (SSN)**, which is **required**. If the dependent does not have a SSN contact Human Resources at (407) 836-5661 or via [Benefits@ocfl.net](mailto:Benefits@ocfl.net) for additional information/assistance.

# Qualifying Life Events Instructions

## 8. Update Tax Withholding (Optional)

This page provides the ability to edit your tax withholdings:

- ★ Welcome to the Adoption Event  
● Complete
- Adoption Date  
● Complete
- Document Upload  
● Complete
- Benefit Summary  
● Visited
- Dependent/Beneficiary Coverage  
● Visited
- Dependent/Beneficiary Info  
● Visited
- Pay and Compensation  
● Visited
- Tax Withholding**  
● Visited

### Task: Pay and Compensation - Tax Withholding

Company BOARD OF COUNTY COMMISSIONERS  
Status Active

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Single	Withholding Allowances 1
		Additional Amount 0.00	Additional Allowances >
		Additional Percentage	Other

Click anywhere in this box to advance through the Tax Withholding Process.

## 9. Update Direct Deposit (Optional)

This page provides the ability to update your Orange County Direct Deposit allotments.

<ul style="list-style-type: none"> <li><span style="color: red;">*</span> Welcome to the Adoption Event Complete</li> <li>Adoption Date Complete</li> <li>Document Upload Complete</li> <li>Benefit Summary Visited</li> <li>Dependent/Beneficiary Coverage Visited</li> <li>Dependent/Beneficiary Info Visited</li> <li>Pay and Compensation Visited</li> <li style="background-color: #e0f2f1;"><b>Direct Deposit</b> Visited</li> <li>Benefit Enrollment Not Started</li> <li>Benefits Statements Not Started</li> </ul>	<h3>Direct Deposit</h3> <p><b>Accounts</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">+</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">▼</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Order</th> <th style="width: 20%;">Nickname</th> <th style="width: 15%;">Payment Method</th> <th style="width: 10%;">Routing Number</th> <th style="width: 15%;">Account Number</th> <th style="width: 10%;">Account Type</th> <th style="width: 25%;">Amount/ Percent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████ &gt;</td> </tr> <tr> <td>2</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████ &gt;</td> </tr> <tr> <td>Last</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> <td>Remaining Balance &gt;</td> </tr> </tbody> </table> <div style="margin-top: 5px; text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 10px; cursor: pointer;">Reorder</span> </div> </div> <p><b>IMPORTANT!</b> Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned to Orange County, and may delay your payment.</p> <p>Also ensure that "Amount or Percent" column adds up to 100%. If you select more than one account, you must designate the last account as a "balance" account. The system will assign a designation of "Last" to these accounts. (Example: 50% goes into first account and "Remaining Balance" goes into the second).</p> <p>Invalid bank information may take up to <b>3 business days</b> for your money to be returned to Orange County. Payment to you cannot be made until your bank returns the money to Orange County.</p> <p>To update your current account type(s), click on the Account line. To add an additional account, click on the + push button.</p>	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	1	██████████	██████████	██████████	██████████	██████████	██████████ >	2	██████████	██████████	██████████	██████████	██████████	██████████ >	Last	██████████	██████████	██████████	██████████	██████████	Remaining Balance >
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent																							
1	██████████	██████████	██████████	██████████	██████████	██████████ >																							
2	██████████	██████████	██████████	██████████	██████████	██████████ >																							
Last	██████████	██████████	██████████	██████████	██████████	Remaining Balance >																							

1. Select the "+" sign if you want to add an account.
2. Select the ">" at the end of the row to edit an account/allotment.
3. Select "Re-order" to re-order priority for funding your accounts based on your pay. The final account must be designated to receive the "Remaining Balance."

# Qualifying Life Events Instructions

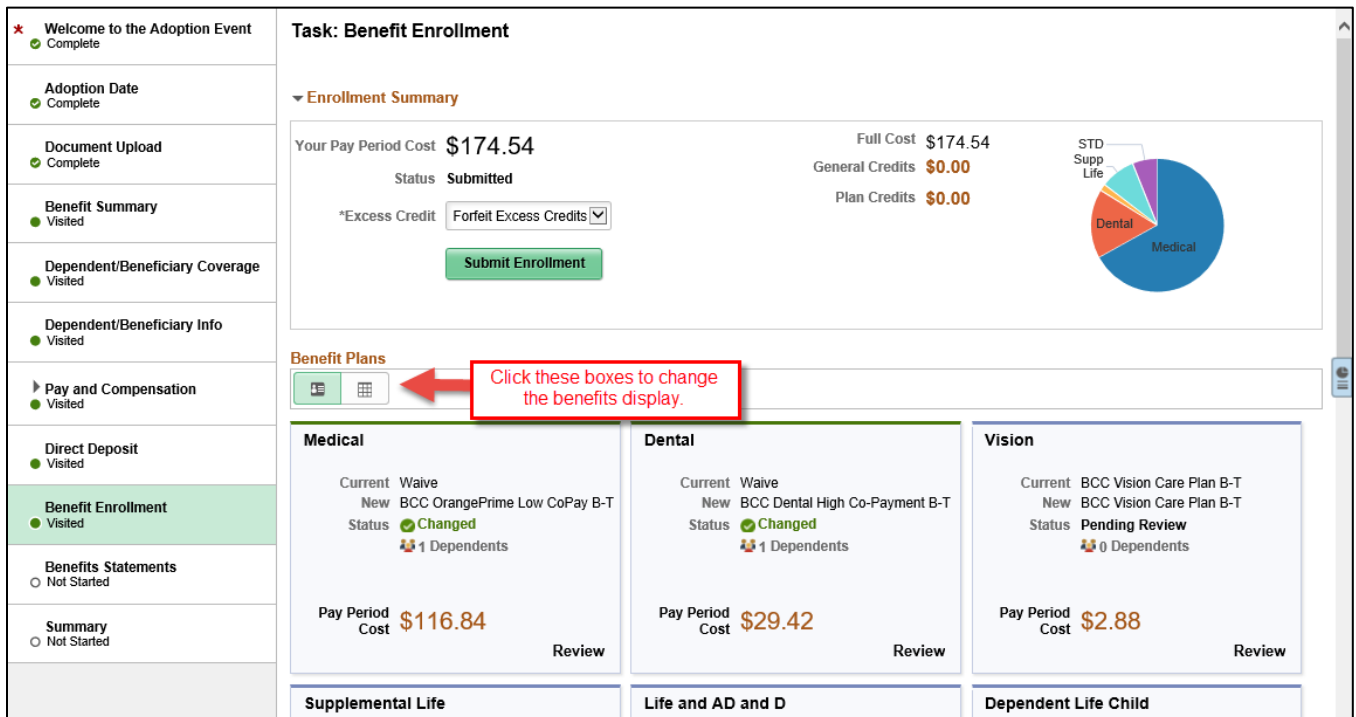
## 10. Update Benefit Enrollment (Required)

This step will not be enabled until your document is approved from Steps #4-5. This is where you will update your benefits elections based upon your qualifying event.

### a. Review Open Enrollment Documentation

This page will be completed in the same manner as Open Enrollment. Click the appropriate boxes to update your benefits elections.

**Note:** Pay attention to the “status” of each tile. “Pending review” means you have not made any changes. “Changed” means you have selected new coverage for that benefit. It’s important to review each tile in order to ensure that you’ve considered all of your options. Once you submit your election, you cannot make any changes.



**Task: Benefit Enrollment**

**Enrollment Summary**

Your Pay Period Cost **\$174.54**

Status **Submitted**

\*Excess Credit **Forfeit Excess Credits**

Full Cost **\$174.54**

General Credits **\$0.00**

Plan Credits **\$0.00**

Submit Enrollment

**Benefit Plans**

Click these boxes to change the benefits display.

Medical	Dental	Vision
Current: Waive New: BCC OrangePrime Low CoPay B-T Status: <b>Changed</b> 1 Dependents	Current: Waive New: BCC Dental High Co-Payment B-T Status: <b>Changed</b> 1 Dependents	Current: BCC Vision Care Plan B-T New: BCC Vision Care Plan B-T Status: <b>Pending Review</b> 0 Dependents
Pay Period Cost: <b>\$116.84</b> Review	Pay Period Cost: <b>\$29.42</b> Review	Pay Period Cost: <b>\$2.88</b> Review

Supplemental Life | Life and AD and D | Dependent Life Child


# Qualifying Life Events Instructions

Alternate View: Click on the appropriate rows to update your benefit elections.

<ul style="list-style-type: none"> <li>Complete</li> <li>Document Upload <span>Complete</span></li> <li>Benefit Summary <span>Visited</span></li> <li>Dependent/Beneficiary Coverage <span>Visited</span></li> <li>Dependent/Beneficiary Info <span>Visited</span></li> <li>Pay and Compensation <span>Visited</span></li> <li>Direct Deposit <span>Visited</span></li> <li style="background-color: #e0f2f1;">Benefit Enrollment <span>Visited</span></li> <li>Benefits Statements <span>Not Started</span></li> </ul>	<p><b>Benefit Plans</b></p> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Alternate View</div> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Current</th> <th>New</th> <th>Dependents or Beneficiaries</th> <th>Pay Period Cost</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>Waive</td> <td>BCC OrangePrime Low CoPay B-T</td> <td>1 Dependents</td> <td>\$116.84</td> <td><span>Changed</span></td> <td><a href="#">Review</a></td> </tr> <tr> <td>Dental</td> <td>Waive</td> <td>BCC Dental High Co-Payment B-T</td> <td>1 Dependents</td> <td>\$29.42</td> <td><span>Changed</span></td> <td><a href="#">Review</a></td> </tr> <tr> <td>Vision</td> <td>BCC Vision Care Plan B-T</td> <td>BCC Vision Care Plan B-T</td> <td>0 Dependents</td> <td>\$2.88</td> <td>Pending Review</td> <td><a href="#">Review</a></td> </tr> <tr> <td>Supplemental Life</td> <td>BCC Supplemental Life 200K B-T \$200,000</td> <td>BCC Supplemental Life 200K B-T \$200,000</td> <td>1 Beneficiaries</td> <td>\$14.77</td> <td>Pending Review</td> <td><a href="#">Review</a></td> </tr> <tr> <td>Life and AD and D</td> <td>BCC Basic Life Insurance Salary X 1 + 0</td> <td>BCC Basic Life Insurance \$65,000</td> <td>1 Beneficiaries</td> <td>\$0.00</td> <td>Pending Review</td> <td><a href="#">Review</a></td> </tr> <tr> <td>Dependent Life Child</td> <td>Waive</td> <td>Waive</td> <td></td> <td>\$0.00</td> <td>Pending Review</td> <td><a href="#">Review</a></td> </tr> <tr> <td>Dependent Life Spouse</td> <td>Waive</td> <td>Waive</td> <td></td> <td>\$0.00</td> <td>Pending Review</td> <td><a href="#">Review</a></td> </tr> </tbody> </table>	Plan Type	Current	New	Dependents or Beneficiaries	Pay Period Cost	Status	Actions	Medical	Waive	BCC OrangePrime Low CoPay B-T	1 Dependents	\$116.84	<span>Changed</span>	<a href="#">Review</a>	Dental	Waive	BCC Dental High Co-Payment B-T	1 Dependents	\$29.42	<span>Changed</span>	<a href="#">Review</a>	Vision	BCC Vision Care Plan B-T	BCC Vision Care Plan B-T	0 Dependents	\$2.88	Pending Review	<a href="#">Review</a>	Supplemental Life	BCC Supplemental Life 200K B-T \$200,000	BCC Supplemental Life 200K B-T \$200,000	1 Beneficiaries	\$14.77	Pending Review	<a href="#">Review</a>	Life and AD and D	BCC Basic Life Insurance Salary X 1 + 0	BCC Basic Life Insurance \$65,000	1 Beneficiaries	\$0.00	Pending Review	<a href="#">Review</a>	Dependent Life Child	Waive	Waive		\$0.00	Pending Review	<a href="#">Review</a>	Dependent Life Spouse	Waive	Waive		\$0.00	Pending Review	<a href="#">Review</a>
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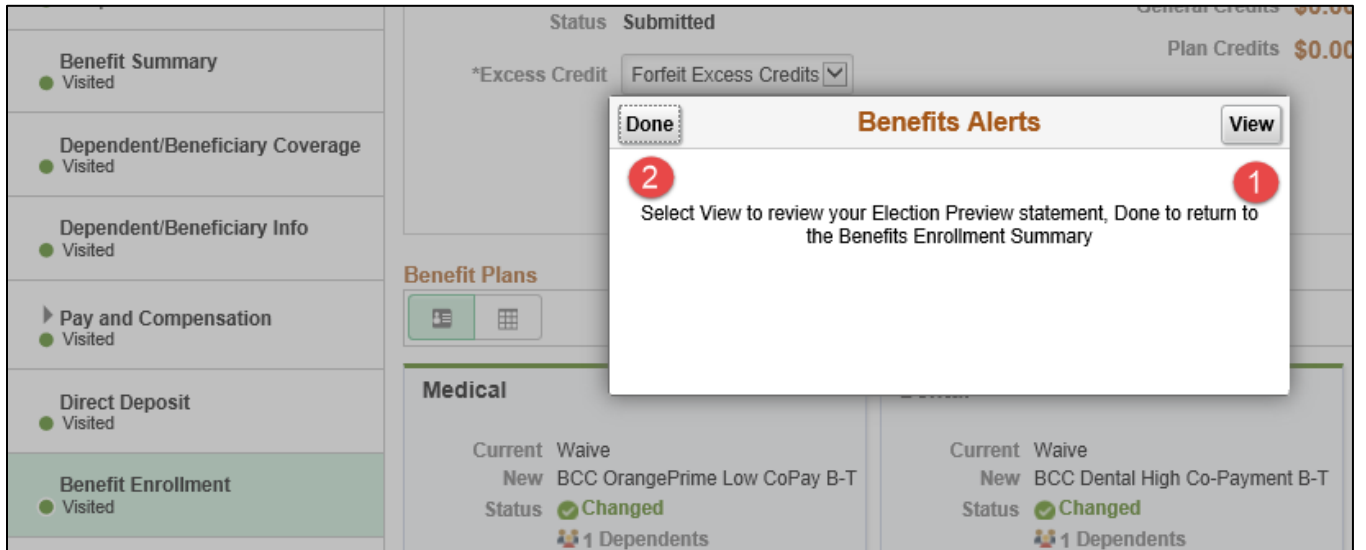
## b. Select Submit

Once all revisions are made, select “Submit Enrollment” to submit changes.

<ul style="list-style-type: none"> <li>Adoption Date <span>Complete</span></li> <li>Document Upload <span>Complete</span></li> <li>Benefit Summary <span>Visited</span></li> <li>Dependent/Beneficiary Coverage <span>Visited</span></li> <li>Dependent/Beneficiary Info <span>Visited</span></li> <li>Pay and Compensation <span>Visited</span></li> <li>Direct Deposit <span>Visited</span></li> <li style="background-color: #e0f2f1;">Benefit Enrollment <span>Visited</span></li> <li>Benefits Statements <span>Not Started</span></li> </ul>	<p><b>Enrollment Summary</b></p> <p>Your Pay Period Cost <b>\$174.54</b></p> <p>Status <b>Submitted</b></p> <p>*Excess Credit <span>Forfeit Excess Credits</span></p> <p style="text-align: center;"> <a href="#">Submit Enrollment</a></p> <p><b>Benefit Plans</b></p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>Waive</td> </tr> <tr> <td>Dental</td> <td>Waive</td> </tr> <tr> <td>Vision</td> <td>BCC Vision Care Plan B-T</td> </tr> </tbody> </table>	Plan Type	Current	Medical	Waive	Dental	Waive	Vision	BCC Vision Care Plan B-T
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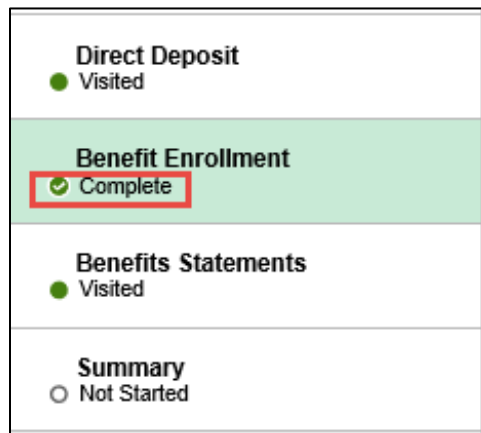
Next, you'll get a pop-up which will indicate your changes have been submitted. You can select “View” to view your changes or proceed to the next tab.

# Qualifying Life Events Instructions



1. If you wish to review your updated statement, select “View”.
2. When complete, select “Done”.

If complete, the tab should indicate “Complete” as shown below.



# Qualifying Life Events Instructions

## 11. Review Updated Benefits Statement

**\* Welcome to the Adoption Event**  
✔ Complete

**Adoption Date**  
✔ Complete

**Document Upload**  
✔ Complete

**Benefit Summary**  
● Visited

**Dependent/Beneficiary Coverage**  
● Visited

**Dependent/Beneficiary Info**  
● Visited

**Pay and Compensation**  
● Visited

**Direct Deposit**  
● Visited

**Benefit Enrollment**  
✔ Complete

**Benefits Statements**  
● Visited

**Summary**  
○ Not Started

### Task: Benefits Statements

Statement Type

2 rows

Event Date	Issue Date	Enrollment Event	Statement Type
07/20/2020	07/21/2020	BCC Event Maintenance	Enrollment Preview
01/01/2021	07/06/2020	BCC OE 2021 TEST	Confirmation Statement

Select the "Enrollment Preview" to view a statement with your updated changes.

If preview is missing, verify "Benefit Enrollment" is complete.

# Qualifying Life Events Instructions

## 12. Submit/Complete Benefits Enrollment (Required)

This is the final **REQUIRED** step to complete the Qualifying Event. Click the **“Complete”** Button to finish.

- \* **Welcome to the Adoption Event**  
✔ Complete
- Adoption Date**  
✔ Complete
- Document Upload**  
✔ Complete
- Benefit Summary**  
● Visited
- Dependent/Beneficiary Coverage**  
● Visited
- Dependent/Beneficiary Info**  
● Visited
- Pay and Compensation**  
● Visited
- Direct Deposit**  
● Visited
- Benefit Enrollment**  
✔ Complete
- Benefits Statements**  
● Visited
- Summary**  
● Visited

**Task: Summary**

Congratulations!  
You have completed your Adoption Event

Here is a list of things to keep in mind now that you have a new baby:

- Find out if your medical plan offers discounts on infant care expenses.
- Evaluate day care centers.
- Evaluate our Dependent Care Spending Account plan to assist with day care expenses.
- Schedule your baby's first visit with the pediatrician.
- Order a Social Security or Social Insurance card for your baby.

Select the Complete pushbutton to end this event.

Complete

**Steps** 10 rows

Step	Status	Date Completed	Required	Go to Step
Welcome to the Adoption Event	✔ Complete	07/20/2020	Yes	<span style="border: 1px solid gray; padding: 2px;">Go to Step</span>
Adoption Date	✔ Complete	07/20/2020	No	<span style="border: 1px solid gray; padding: 2px;">Go to Step</span>
Document Upload	✔ Complete	07/20/2020	No	<span style="border: 1px solid gray; padding: 2px;">Go to Step</span>
Benefit Summary	● Visited		No	<span style="border: 1px solid gray; padding: 2px;">Go to Step</span>
Dependent/Beneficiary Coverage	● Visited		No	<span style="border: 1px solid gray; padding: 2px;">Go to Step</span>

Select "Complete" to finalize Qualifying Event updates. Process will not complete without this step.

## 13. Making Corrections/Additional Support

Review your elections carefully, once you submit your requested changes they will become effective in the system. In most cases, you cannot make any updates after you have submitted your elections. If you need to make corrections after your elections have been submitted, contact the Benefits Team via [Benefits@ocfl.net](mailto:Benefits@ocfl.net) to see if there are any options.