

How to Enroll

You can enroll from work or from home. Here's how:

From *Work*

- Access DSGN
- Click on **My Locker**
- Click **MyHR**
- Sign in using your Network ID and password
- Click **Benefits Details**

From *Home*

1. Go to www.benefityourliferesources.com
2. Click the **Enroll Now** icon
3. Sign in with your Network ID and password - If it is your first time logging in from home you will need to complete the MFA (multifactor authentication). See "Click here for MFA Setup Instructions" link for detailed instructions.

Forgot your Network ID or password? Follow the instructions on the log in page.

The information on the next few pages will give you general instructions on how to add or change benefits during a Life Event. To guide you through the online process, it is important to read the information on each screen as you navigate through your benefits enrollment.

MyHR is available daily from 6:30 am to 2:00 am (Eastern)

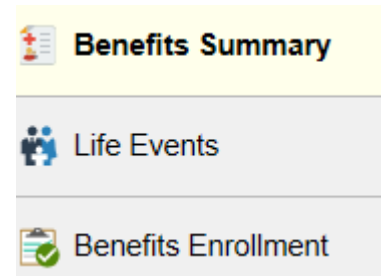
For enrollment assistance, contact
Benefits at 1-800-690-7655 ext. 3012,
option 5 or HRsolutions@dcs.com

Once you have accessed **MyHR**, follow the steps below to access Benefits Enrollment:

1. From the Self Service main menu click **Benefits Details**



2. Select **Life Events** from the menu options on the left side of the screen



3. Read the statements on the screen and select the statement that best identifies the change you had in your life. Enter the **date** of the event if applicable and click **Start Life Event**

Life Events

There are some events that involve you as the Employee (Associate) or your family members.

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

*Please reach out to HR Solutions Team for Addition of Domestic Partner.

- I got married
- I had a baby
- I adopted or gained legal custody/guardianship of a child
- I got divorced/legally separated
- I had a gain of coverage
- I had a drop in ACA coverage
- I had a loss of coverage
- I had death of dependent
- I have to remove Domestic Partner
- My spouse had a significant change in health coverage

*As Of 08/10/2017

Start Life Event

4. You will be directed to the Welcome page for the event you selected. Click **Next** at the top right of the page to continue. If you need to come back to complete the event at a later date, click **Continue Later** at any time to save your progress.

eBenefits

Life Events

- * Welcome
- * Document Upload
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary
- Benefit Enrollment
- Benefit Election Review
- Event Completion and Exit

Loss of Coverage

Welcome to the Coverage Event

This is a good time to consider your benefits coverage options, 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.

Please note - the following steps may vary based upon your event. If you have any questions or concerns while completing your life event, please contact Benefits at 1-800-690-7655, ext 3012, option 5 or hrsolutions@dcs.com.

5. **Document Upload** - Upload the applicable back-up documentation for your life event here. To upload a document, click **Add Attachment**. Take note of the acceptable document formats.

Benefit Enrollment - Document Upload

Instructions

You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document. The acceptable file types that you may upload are: .pdf, .doc, .xls, .xlsx, .tif, .tiff, .jpg, .jpeg, .png, .bit and .csv.

Benefit Enrollment Documents

Description	Loss of Coverage
-------------	------------------

6. **New Attachment** - Name your document under "Subject" then click **Add Attachment**

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description	Loss of Coverage
-------------	------------------

*Subject

Attachment

Go To [Benefit Enrollment - Document Upload](#)

7. Click **Browse** and select the document to upload.

Then click **Upload**.

File Attachment

8. Once the attachment is uploaded, click **Save**.

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description	Loss of Coverage
-------------	------------------

*Subject TEST

Attachment TEST_Document.docx

Go To [Benefit Enrollment - Document Upload](#)

9. You will see a confirmation of your uploaded document. If you don't have any additional documents to upload, click **Next** at the top right side of the page.

Benefit Enrollment - Document Upload

Instructions

You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document. The acceptable file types that you may upload are: pdf, .doc, .xls, .xlsx, .tif, .tiff, .jpg, .jpeg, .png, .txt and .csv.

Benefit Enrollment Documents

Loss of Coverage

Add Attachment Add Note

Attachments Personalize Find 1 of 1 Last

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	08/28/2017 11:16AM		Loss of Coverage	TEST	Submitted

Select All Deselect All Delete

10. **Dependent and Beneficiary Coverage Summary** - You will see a summary of current dependents and beneficiaries and the plans in which they are enrolled. In order to update any applicable personal data for these dependents and beneficiaries, select the dependent's name and click **Edit** at the bottom of the page. Once any applicable updates have been made, click **Next** at the top right side of the page to continue.

11. **Add/Review Dependent/Beneficiary** - If you have dependents or beneficiaries to add as part of your life event, click **Add a dependent or beneficiary**. If you do not have any dependents/beneficiaries to add, click **Next** at the top right side of the page to continue on to step 13.

Add/Review Dependent/Beneficiary

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.

Note: You may be required to send documents verifying dependent eligibility

Dependent Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Disabled	Dependent	Beneficiary
	Spouse		Married			Yes	Yes

Add a dependent or beneficiary

12. **Dependent/Beneficiary Personal Information** - Complete the requested information for your new dependent/beneficiary, be sure to include the Social Security Number and all other required information. Once the information is complete, click **Save**. Once all dependents/beneficiaries have been added, click **Next** at the top right side of the page to continue.

Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. SSN field is required for Dependent above 3 months. This information will go into effect as of Aug 28, 2017.

Personal Information

*First Name
 Middle Name
 *Last Name
 Name Prefix
 Name Suffix
 Date of Birth
 *Gender
 SSN (Social Security Number)
 *Relationship to Employee

Status Information

*Marital Status As of
 Disabled As of
 Smoker As of

Address and Telephone

Same Address as Employee
 Country Change Country
 Address Edit Address

Same Phone as Employee
 Phone

Save

13. Benefit Enrollment - Click **Start My Enrollment**

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Click 'Start My Enrollment' below to begin your benefit enrollment.

[Start My Enrollment](#)

14. You will see the open event for the life event you just created. Click **Select** to begin your benefits enrollment.

You have 1 month from your effective date to make your benefit elections. The only time you may change your benefit elections is during Annual Enrollment or a qualified status change.

Click the Info button for additional information about your enrollment. For details on your benefits, go to <http://benefityourliferesources.com>

To begin your enrollment, click **Select**.

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Loss of Coverage	08/28/2017	Open		Select

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

15. Enrollment Summary - Click **Edit** next to each benefit option to update coverage. Be sure to add any new dependents to each line of coverage (medical, dental, vision, ect.) separately. For example, adding a new dependent to medical will not add this dependent to any other lines of coverage, such as dental, or vision. Once you have updated all your coverages, click **Save and Continue**. If you have no changes to benefits as part of your life event, click **I Have No Changes**.

Enrollment Summary			
Medical	Before Tax	After Tax	Edit
Current: PPO1 - Aetna:EE+Spouse			
New: PPO1 - Aetna:EE+Spouse			
Dental	Before Tax	After Tax	Edit
Current: United Concordia Dental:EE+Spouse			
New: United Concordia Dental:EE+Spouse			
Vision	Before Tax	After Tax	Edit
Current: Base Vision Plan:EE+Spouse			
New: Base Vision Plan:EE+Spouse			
Basic Life	Before Tax	After Tax	Edit
Current: LIFE: Salary X 1			
New: LIFE: Salary X 1 : \$65,000			
Supplemental Life	Before Tax	After Tax	Edit
Current: SUPLIFE 1X: Salary X 1			
New: SUPLIFE 1X: Salary X 1 : \$65,000			
Accidental Death & Dismember	Before Tax	After Tax	Edit
Current: AD&D: Salary X 1			
New: AD&D: Salary X 1 : \$65,000			
Dependent Life	Before Tax	After Tax	Edit
Current: Waive			
New: Waive			
Short-Term Disability	Before Tax	After Tax	
Current: STD for Salaried: 60.00% of Salary			
New: STD for Salaried: 60.00% of Salary			
Long-Term Disability	Before Tax	After Tax	
Current: LTD for Salaried: 60.00% of Salary			
New: LTD for Salaried: 60.00% of Salary			
Health Flexible Spending*	Before Tax	After Tax	Edit
Current: Health Flexible Spending: \$500.00			
New: Health Flexible Spending: \$500.00			
Dependent Daycare FSA*	Before Tax	After Tax	Edit
Current: Waive			
New: Waive			

This table summarizes estimated costs for your new benefit choices.

Election Summary			
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs			
Your Costs			

These costs do not include certain choices that are based on variable earnings.

[Save and Continue](#) [I Have No Changes](#)

16. **Submit Benefit Choices** - If you have no additional changes, click **Submit**. If you would like to make any additional benefits updates as part of your life event, click **Cancel** and you will be returned to the Benefits Enrollment page.

Benefits Enrollment
Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Annual Enrollment period or if you have a qualified family status change.

Authorize Elections

By submitting your new benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

You can select the **Submit** button to send your final choices to the Benefits Department.

You can select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

17. **Submit Confirmation** - Click **Print** to view and print your Enrollment Summary. Confirm your current elections are correct. Once you have printed your Enrollment Summary, return to this page and click **OK**.

Benefits Enrollment
Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department. You can click **OK** to exit the enrollment event or **Print** to view/print the Preliminary Enrollment Summary for new choices.

18. Click **OK** to confirm you have printed your Enrollment Summary and complete your Life Event.

Message

If you have not printed the statement, hit Cancel here! (25000,184)

Please make sure you have printed the statement or click Cancel to return back and Print!