Qualifying Life Event – (Adding a dependent)
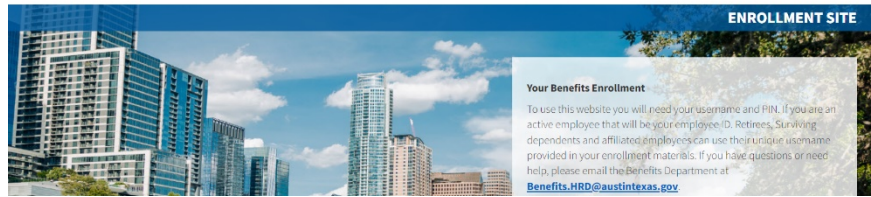
1. **Go to -** www.benselect.com/coa

2. Enter Username and PIN. Select Log in.

Username:

- **Active employees –** Employee ID Number
- **Retirees –** First 3 digits of first name, first 3 digits of last name and last 4 digits of social security number.

PIN:

- **First time user -** Last 4 digits of your Social Security Number and the 2-digit year of your birth. E*xample:* Last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your PIN would be "321468"
- **Returning User** – Your unique PIN.

3. Select Change my benefits due to a qualifying life event.

4. Choose your Life Event from the list. Select Next

5. To add a dependent, select the plus sign icon.

low. If you do not have a Social Security
are finished.

N ➕
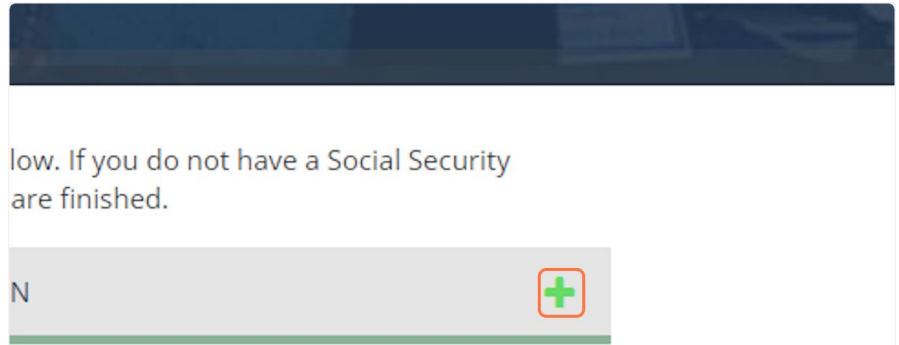
6. Select the reason you are adding your dependent. (i.e., Marriage, Birth). Select the Relationship to your dependent.

City of Austin (LIVE) 01/01/2024 - 12/31/2024 | | Self-Enroll (⏻ Logout)

Life Event:

Please enter information on the birth or adoption. If you do not have a Social Security number for your child, you may leave this line blank. Press Save when the information is complete.

Reason:
Relationship:

7. Enter your dependent's Full Name, Date of Birth, Social Security Number and Gender.

Name:
    First   MI   Last   Suffix

Date of Birth: __/__/____ 📅

SSN: ___-__-____

Gender: ○ Male ○ Female

8. Select the type of document you are uploading. i.e., Marriage Certificate, Birth Certificate.
<u>**Please include your supporting documentation for loss of other coverage.**</u>

Name:
    First   MI   Last

Date of Birth: 📅

SSN: ___-__-____

Gender: ○ Male ○ Female

Verification Document: ▼

9. To upload the document(s), choose either Upload from my computer *or* Take a picture and Upload.

UPLOAD DOCUMENTATION

ⓘ Here you may upload additional documentation. Please choose whether you would like to upload files from this computer, or if you'd like to scan the QR code and photograph documents from within the Selerix Engage application. You may use either option or a combination of both to upload documentation.
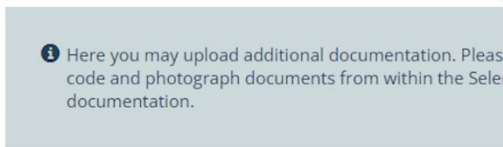
Upload from my computer
Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

Take a picture and upload
The Selerix Engage website will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

To upload from Upload from my computer:

- **Select the arrow icon.**

  ⓘ Here you may upload additional documentation. Pleas code and photograph documents from within the Seler documentation.

  Upload from my computer
  Using this option you may upload files directly fr Click the upload icon and follow the instructions up.

- **Select Choose File, a new window will open. Select the Documentation you are uploading from your device.**

  | Self-Enroll (Ⓖ Logout)

  UPLOAD DOCUMENTATION ✕

  Upload Documentation

  Choose File No file chosen

  File Name: Document Type:
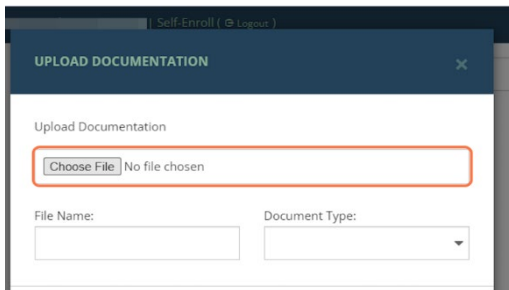
- **Select the type of document you are uploading. i.e., Marriage Certificate, Birth Certificate. Select Ok.**

  Documentation

  e File No file chosen

  e: Document Type:

  OK   CANCEL
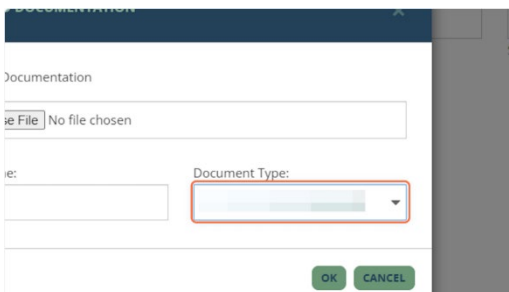
To upload from Take a Picture and Upload:

- **Select the QR generator.**

  Take a picture and upload
  The Selerix Engage website will allow you take a picture of supporting documentat to the left to display a QR code to start th

- **Scan the QR code with your phone.**

  TAKE A PICTURE AND UPLOAD   ✕

  SELERIX ENGAGE
  Scan the above QR Code with your phone camera or QR code reader. This will route you to Selerix Engage where you can upload your documents.

- **Select to Upload or Capture your document. Follow the prompts on your phone.**

  SELECT A METHOD

  If your document has already been saved to this device, select the **UPLOAD** button and navigate to your file.

  To take a picture of your document to upload, select the **CAPTURE** button.

  ⬆ UPLOAD   ⬤ CAPTURE

- **Confirm you added the correct document.**

  REVIEW DOCUMENT

  Make sure the document is legible. Select **+ PAGE** to include additional pages for this document. Additional pages should be in the proper order.

  PDF
  Special Right Triangles Work.pdf

  + PAGE

  ‹ BACK   NEXT ›

- **Name the document, select the document type from the drop down and select Save.**

  FINALIZE DOCUMENT

  To finalize your document upload, provide a document name and a document type, then select the **SAVE** button.

  Document Name:
  Name your document

  Document Type:
  Select a Document Type

  ‹ BACK   SAVE ›

10. Confirm the information on the screen. Select Save.

11. Select the coverage(s) you are adding your dependent to. Enter the date of your event. i.e., Date of Marriage, Date of Birth (for newborn). Select Next.

12. Enter your PIN and select the checkmark icon to confirm your election.

13. You have a second opportunity to select any coverage(s) you want to add your dependent to. You do not have to select any additional coverage. Select Next.

14. Select the coverage tier based on your change. Confirm you and your dependents are listed as covered people. Select Enroll.

15. If adding your dependent to multiple benefits, follow the same steps as in Step 14.

16. Confirm the changes to the benefits you modified. To save or print a copy of your Confirmation statement, select Enrollment Confirmation at the bottom of the screen. Select Next.

17. This is the last opportunity to review your changes. If correct, enter your PIN to confirm your changes and select Sign Form.

18. Congratulations, you have completed your changes. A confirmation statement has been emailed to you.

Please Note: **Your request is pending review and approval. Please ensure you have provided supporting documentation for each dependent you are adding.** **Failure to provide the supporting documents timely will result in no coverage for your dependents for the remainder of the plan year.**