



VIGOR @ work



VIGOR@WORK EDUCATION

BENEFITS & LIFE CHANGE EVENTS

Viewing Your Benefits and
How/When to Make Changes

COURSE OVERVIEW

1

Viewing Benefits

- Plan Providers and Contact Details
- Plan Costs and Contributions

2

Changing Benefits

- Overview
- Open Enrollment
- Qualifying Life Change Events
- Submitting Life Change Events for Review

VIEWING VIGOR-PROVIDED BENEFITS

The screenshot shows the VIGOR@work HR dashboard for user Tax M. Smith. The dashboard includes a top navigation bar with the VIGOR@work logo, user name, and search bar. Below the navigation bar, there's a user profile card and a 'Today's Tasks' section. The main content area is divided into several sections: 'Start' with various icons for My Account, My HR, My Pay, My Checklists, My Forms, My Performan..., My Career, My Org Chart, and Our Company; 'Links' with Quick Links (16) and My Information; 'My Mailbox' with My To Do Items (1) and My Checklists (0); and 'My Benefits' which is highlighted with a red box and an arrow pointing to it. The 'My Benefits' section shows a 'LIFE CHANGE EVENT' card with the text 'Life Change Enrollment Approved' and 'Your enrollment was approved. 100%'.

FROM THE HR DASHBOARD ...

CLICK THE “MY BENEFITS” LABEL TO OPEN PLAN DETAILS

This will open a page with:

- **Sections for each of your Vigor-provided benefits**
- **A “DETAILS” link that expands with phone numbers, Web addresses, and Plan IDs**

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VIEWING VIGOR-PROVIDED BENEFITS

BENEFIT PAGE

View Your Vigor-Provided Benefits, Contacts, Plan Documents, and Contacts

Medical
Employer Provided Benefit

Regence Buy Up - Corporate Employee + Family

Regence Buy Up 24

Coverage Effective From
03/11/2022

Employee Contribution
\$388.27

Employee Frequency
Every Scheduled Pay

Company Contribution
\$741.12

Deduction Effective From
03/11/2022

[DETAILS](#)

CLICK LINK TO SHOW PLAN INFO

Welcome to your Benefits Page!

[Plan documents](#), [Contact Details](#), and [Web Addresses](#) can be found by selecting the **details** dropdown for each benefit

If you have any questions regarding your benefits please contact the Benefits Team at: Benefits@vigor.net

Current | All Benefits Groups

Total plans:4

Medical
Employer Provided Benefit

Regence Buy Up - Corporate Employee + Family

Regence Buy Up 24

Coverage Effective From 03/11/2022	Coverage Effective To 03/31/2022
Employee Contribution \$388.27	Taxable Income -
Employee Frequency Every Scheduled Pay	Coverage Amount -
Company Contribution \$741.12	Company Frequency Every Scheduled Pay
Deduction Effective From 03/11/2022	Deduction Effective To 03/31/2022

COST OF COVERAGE AND HOW OFTEN DEDUCTED

VIGOR CONTRIBUTION

[DETAILS](#) **PLAN DETAILS**

Provider	Group ID	Phone	Web Site
Regence Blue Cross Blue Shield Regence	[Group# 10003334]	1-866-240-9580	www.regence.com

Plan Document
[Regence Buy-up \\$500 SBC 2020.pdf](#) **Detailed Plan Documents**

Deductible \$500 Individual; \$1,500 Family	Out-Of-Pocket Maximum \$3,000 Individual; \$9,000 Family
Office Visits \$20 copay for network; 40% coinsurance for participating and non-participating providers	Emergency \$150 copay, waived if admitted
Prescriptions See Summary of Benefits and Coverage	

CHANGING BENEFITS

CHANGING BENEFITS

OVERVIEW: When Am I Allowed to Make Changes to Benefits?

Benefits may be changed annually during Vigor's "Open Enrollment" period, typically occurring in late Q2 every year (Vigor's benefits year starts July 1).

However, changes may be made when/if you experience one of the following **Qualifying Life Events**:

- **Marriage**
- **Divorce**
- **Death of a spouse**
- **Birth of a child**
- **Adoption of a child**
- **Death of a child**
- **Moving out of insurance providers' coverage area**
- **Losing coverage or gaining coverage somewhere else**

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CHANGING BENEFITS: INITIATING THE PROCESS

INITIATING BENEFITS CHANGES AFTER A QUALIFYING LIFE EVENT

From the HR Dashboard, click the "LIFE CHANGE EVENT" button

In the pop-up that appears, select the type of qualifying event, then SAVE

Life Change Event

Select Date of Event *

03/23/2022

Select a type of Life Change Event *

- Birth/Adoption
- Company Transfer
- Death Of Spouse/Dependent
- Gaining other health coverage
- Loss of other health coverage
- Marriage/Partnership
- Union Change

Life Change Event

Select Date of Event *

03/23/2022

Select a type of Life Change Event *

Birth/Adoption

CANCEL SAVE

NEXT PAGE →

CHANGING BENEFITS: COMPLETING THE STEPS

← Life Change - Birth/Adoption

Incomplete 60%

Started on 03/23/2022

- ✓ Instructions
- ✓ Supporting Information
- ✓ Medical
- ✓ Dental
- Voluntary Life Insurance
- Flexible Spending Account (FSA)
- Confirm & Submit

PROGRESS CHECKLIST

Instructions

Once you have de...
can modify your s...

After you have selected your plan, if you have chosen a plan that requires a dependent you will need to define those dependents. You will want to have your dependent(s) SSN and/or birthdate information available as you complete this section.

Note: You must complete this section within 31 days of the event date. Your information will be forwarded to the Benefits team for review and approval. You will have 30 days to return to your current benefits as needed or to initiate a new enrollment.

Congratulations on your new family member! A change in your family status is considered a "qualifying event". If you have experienced a qualified change you are able to make changes to any or all of your benefits, i.e. add, drop, or move plans. Employee's must make changes within 31 days of the event date

We will need to gather a few crucial pieces of information in order to add a new dependent to your existing plans:

- **Name**
- **birth date**
- **gender**
- **social security number (if available)**

Once you have completed the enrollment steps, we recommend that employees go onto their benefit carrier websites and create an account. If you have not done so, thus far, please consider doing so. You can find many tips and tools on your path towards wellness.

<https://healthy.kaiserpermanente.org/>

<https://www.regence.com/home>

<https://www.modahealth.com/>

The system will present you with a series of forms to complete, and a checklist to follow progress.

Information required and deadlines vary depending on the type of event.

Read the instructions carefully, and contact benefits@vigor.net if you have any questions.

If you need time to gather documents, you can save your work and return where you left off

Incomplete 60%

Started on 03/23/2022

- ✓ Instructions
- ✓ Supporting Information
- ✓ Medical
- ✓ Dental
- Voluntary Life Insurance
- Flexible Spending Account (FSA)
- Confirm & Submit

Supporting Information

Date Of Event* Effective Date

Supporting Document

Extra Information

SAVE **SAVE & CONTINUE**

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CHANGING BENEFITS: TRACKING PROGRESS

The screenshot shows the HR Dashboard with a navigation bar at the top containing icons for My Pay, My Checklists, My Forms, My Performance, My Career, My Org Chart, and Our Company. The main content area is split into two columns. The left column is titled 'My Mailbox' and contains 'My To Do Items' and 'My Checklists' sections, with a table showing 'Page 1 of 1' and '0 Rows'. The right column is titled 'My Benefits' and features a 'LIFE CHANGE EVENT' section. This section contains two entries, each with a 'Continue Life Change Enrollment' header, a category name, an 'Incomplete' status with a warning icon, and a progress bar showing 60% completion. The categories are 'Divorce/Legal Separation' and 'Birth/Adoption'. Below this, the 'Current benefits' section lists 'Medical Regence Buy Up - Corporate' and 'Supplemental Life 3 selected'.

Your HR Dashboard will show you the current status of any Life Change Events you have in progress.

CHANGING BENEFITS: CHECKLISTS FOR SOME EVENTS

DIVORCE/DEATH OF A SPOUSE

- ✓ **Review/update the beneficiaries listed in your life insurance**
- ✓ **Review/update your emergency contacts list**
- ✓ **Review dependents listed on your medical/dental plans**

BIRTH/ADOPTION

- ✓ **Review/update the beneficiaries listed in your life insurance**
- ✓ **Add children to your medical/dental plans if desired**
- ✓ **Contact your Benefits team to calculate Flexible Spending Account options (benefits@vigor.net)**

Checklist

Verify beneficiaries on Life insurance

Contact Benefits re: FSA adjustments after qualifying events

benefits@vigor.net