



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

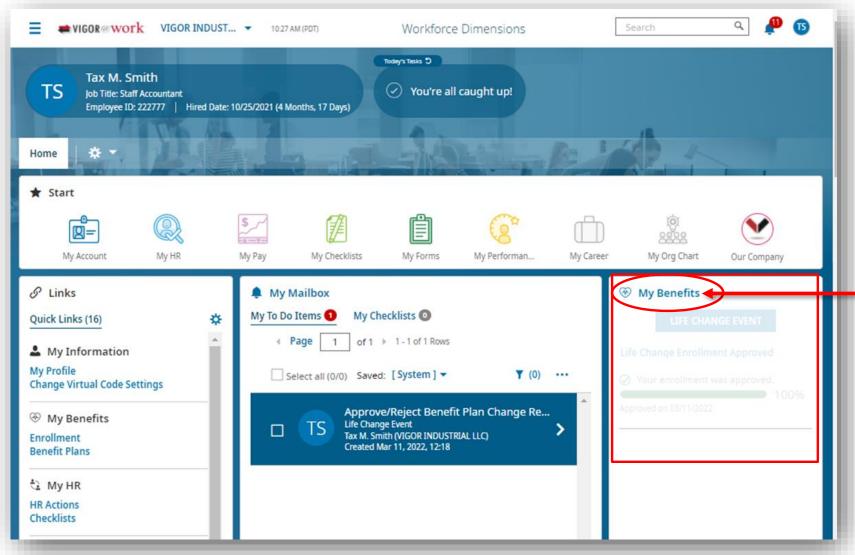
2

Changing Benefits

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



VIEWING VIGOR-PROVIDED BENEFITS



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

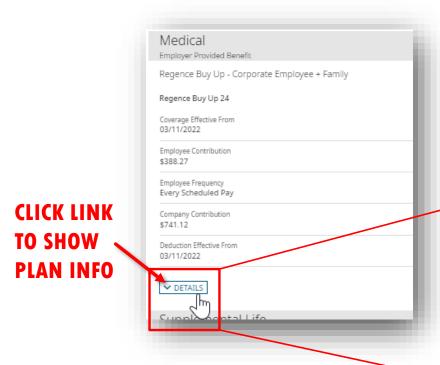
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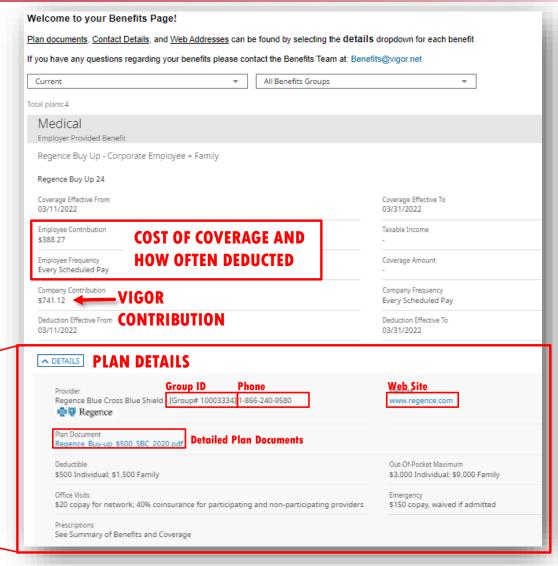


VIEWING VIGOR-PROVIDED BENEFITS

BENEFIT PAGE

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











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

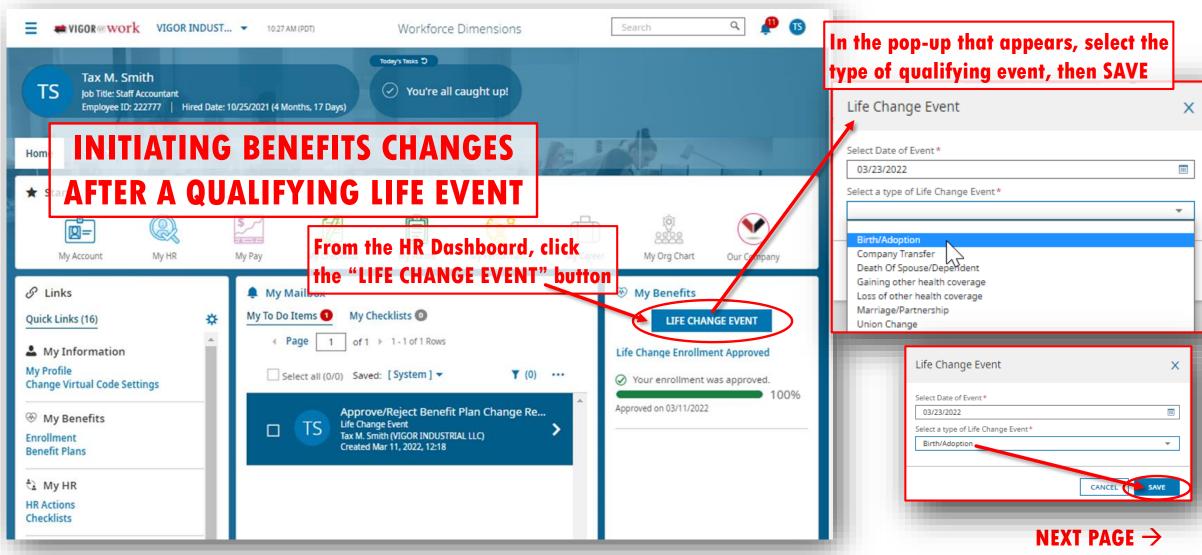
- Birth of a child
- Adoption of a child
- Death of a child

- Moving out of insurance providers' coverage area
- Losing coverage or gaining coverage somewhere else

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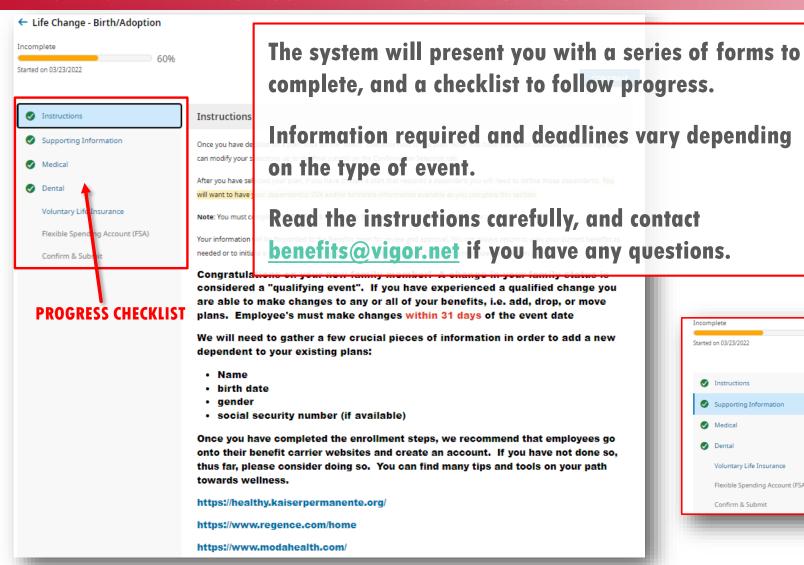


CHANGING BENEFITS: INITIATING THE PROCESS

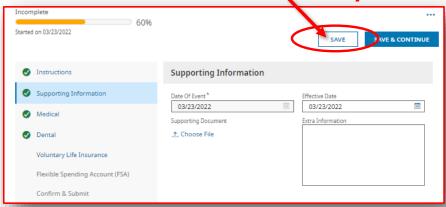




CHANGING BENEFITS: COMPLETING THE STEPS



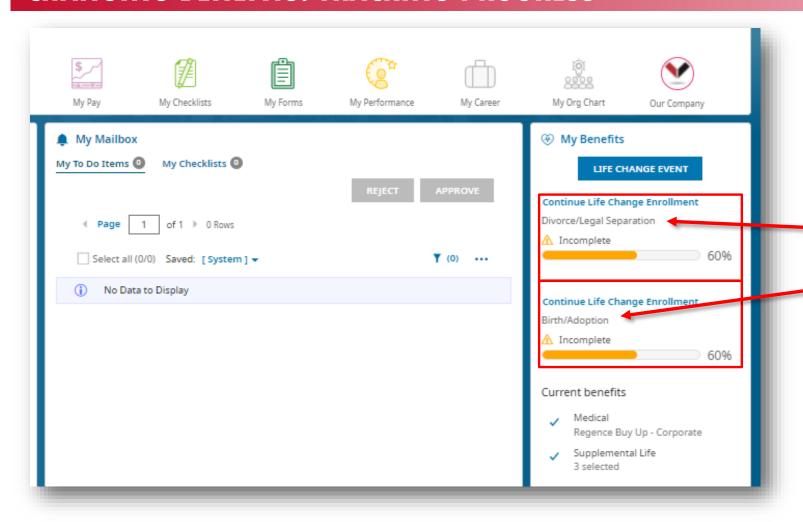
If you need time to gather documents, you can save your work and return where you left off



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CHANGING BENEFITS: TRACKING PROGRESS



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