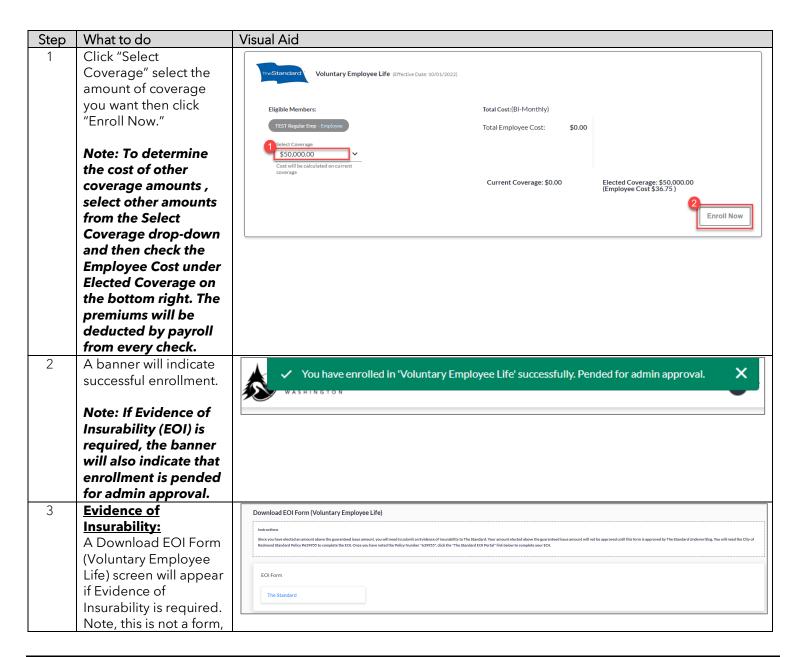
#### **Employee Voluntary Life Insurance Enrollment**



**Purpose**: Newly eligible employees who apply for coverage within 30 days of an initial eligibility date are guaranteed the lesser of five (5) times annual salary or \$500,000. Workterra will automatically approve guaranteed coverage as of the Effective Date. Approved coverage will appear in the enrollment screen as Current Coverage.

Coverage applied for outside the initial eligibility date and/or an amount greater than the guaranteed coverage requires submittal of Evidence of Insurability to The Standard for underwriting (City of Redmond Standard Policy #639955). When City of Redmond HR is notified that coverage can or cannot be underwritten, it will either approve or reject the elected coverage. The effective date and cost of newly elected coverage will be updated per The Standard's decisions.

**Audience**: Benefits eligible employees



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# **Employee Voluntary Life Insurance Enrollment**



	but a link to the Standards EOI portal.  Note: Any life insurance coverage applied for outside of the initial eligibility date and/or an amount greater than guaranteed coverage requires submittal of Evidence of	
	Insurability to The Standard for	
	underwriting.	
4	Click "The Standard" to open the application process that allows you to complete a medical history statement to submit Evidence of Insurability online.	EOI Form  The Standard
5	On The Standard website, review the page and click 'Start the Statement'.  Confirm the Policy Employer/Group Name is 'Redmond City of'.	Modical History Statement
		Medical History Statement  If the coverage you requested needs Evidence of Insurability, that means it requires a review of your health.
		This form the coverage you requested needs Evidence of insulability, internal in requires a review or your neam.  This form will start the review process by asking a series of medical questions. If there's more than one applicant, each one will need to complete this form separately.
		This Site Will Not Save Your Progress
		Gather Information Ahead of Time  Since you won't be able to save your progress, please make sure to gather the following before you start:  • The types and amounts of coverage you're requesting • Medical history details, including medical conditions, dates of diagnoses, treatments and medications • Names and addresses of current and past physicians who provided treatment  The form usually takes about 10-30 minutes if you have this information ready.  Your Session Will End if It's Inactive  To protect your privacy, the session will end and clear your data if it's inactive for 30 minutes. You can protect your data even further by turning on your browser's "private" or "incognito" mode.  Start the Statement

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# **Employee Voluntary Life Insurance Enrollment**



		Policy  This form is for coverage through the employer or group below. If you don't recognize the name, please check that you're using the correct web address.  Employer/Group Name REDMOND CITY OF  Continue  Cancel	
6	Read the 'Consent to Electronic Transactions'. Select the radio button to consent and click Continue.  Note: you do not need to complete the EOI process at this time. You can complete it at a later date if that is more convenient. There is a link on the Workterra landing page should you wish to complete this task at a later date.	Consent to Electronic Transactions  Pursuant to the Electronic Signatures in Global and National Commerce Act, the Uniform Electronic Transaction Act and applicable state law, you consent to sending and receiving electronic records and to the use of electronic signatures. This consent applies to information, documents, forms, applications, statements, claims, or other communications made or exchanged under any plans, insurance policies or products offered or administered by The Standard.  You understand that you will need to have web browser software and Adobe® Reader® software on a computer capable of accessing the Internet and a valid email address to access and retain these electronic records. You may request a paper version of any of the electronically furnished documents at any time and The Standard will provide that document free of charge. You will inform The Standard if your email address changes or if you prefer to receive communications at a different email address. In addition, you may withdraw this consent at any time by notifying The Standard by email or at 800.043.7979 that you no longer consent to sending and receiving electronic records or to the use of electronic signatures.  Continue  Continue  Continue	
7	a later date.  Close The Standard website when finished to return to Workterra. The Voluntary Employee Life benefit will display as PENDING (or ENROLLED if an EOI was not required.)  Note: Workterra times out after a period of inactivity. If your session has timed out, log back in to complete the enrollment workflow	Eligible Members:  Total Cost:(Bi-Monthly)  TEST Regular Emp - Employee  Select Coverage \$50,000.00  Cost will be calculated on current coverage  Current Coverage: \$0.00	Elected Coverage: \$50,000.00 (Employee Cost \$36.75)

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## **Employee Voluntary Life Insurance Enrollment**



for your new hire,		
annual enrollment or		
qualified event. All of		
the election decisions		
saved before the time		
out will be saved, but		
you will have to go		
through each step or		
screen in the		
workflow again.		

**Verification of competency:** A person is considered to have mastered this task when they can perform all steps listed above without any assistance.

Revision History					
Revision Date	Summary of revision	Revision Author			
10/3/2022	Initial development of SOP	D Emami			
11/22/2022	SME Review	N Bruce			

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