



enroll now additional AD&D for your Spouse/Domestic Partner

GUIDE TO ONLINE ENROLLMENT

OVERVIEW



Additional employee paid spouse/domestic partner Accidental Death & Dismemberment (AD&D) insurance is available in increments of \$10,000 when additional coverage is elected; maximum of \$250,000.

The amount of spouse/domestic partner AD&D coverage must be equal to the amount of additional spouse/domestic partner life coverage that has been approved by The Standard.

If a life amount is elected that requires underwriter approval, the matching AD&D amount will be treated as Elected Coverage until City of Bellevue HR is notified that coverage can or cannot be underwritten. At that time, it will either approve or reject elected AD&D coverage in the same manner as it will approve/reject elected life coverage. The Effective Date and cost of newly elected AD&D coverage will be updated per The Standard's decisions.

Note: Employee paid spouse/domestic partner life and AD&D insurance premiums are payroll deducted from every check. The monthly amount that appears in Bellevue Benefits will be divided by two (2) for the semi-monthly deduction amount.



INSTRUCTIONS

Click “**Select Coverage**” to open the drop-down box to select coverage. Cost of coverage is automatically calculated.

Click “**Enroll**” to accept a current/elected coverage amount and cost and advance to the next screen.

Click “**Waive this benefit**” to waive additional employee AD&D and advance to the next screen.

Click “**Back**” to return to the last screen from which you advanced.

Click “**Continue**” to advance to the next screen if you are not making any changes to an existing election.

Scroll to the bottom of any “**Enroll Now**” page and click “**Forms Library**” to access additional resources or benefits information.

The **Election Summary** deduction information on the right side of the screen will update based on your elections for the pay period indicated (From Your Pocket). **Note:** An effective date of coverage may be in a future pay period.

Change Approval pop-up will appear if an administrator approval is required. The benefit election will be flagged as pending.