enroll now additional
Child Life Insurance
GUIDE TO ONLINE ENROLLMENT

OVERVIEW

City of Bellevue employees are able to elect life insurance on dependent children to age 26. **Note:** The children of domestic partners are not eligible for coverage unless also adopted by the employee.

The cost of coverage is dependent on the amount of coverage elected and not the number of children covered.

- $2,000 life benefit = $0.75/month
- $5,000 life benefit = $1.59/month
- $10,000 life benefit = $3.00/month

Note: Employee paid child life insurance premiums are payroll deducted from every check. The monthly amount that appears in Bellevue Benefits will be divided by two (2) to arrive at the semi-monthly deduction amount.

The Enroll Now Additional Child Life screen will only open if at least one eligible child has been entered as a dependent in Bellevue Benefits. You may add a child by returning to the Child section of the enrollment workflow and then come back to the Enroll Now Additional Child Life section.

INSTRUCTIONS

Click **"Select Coverage"** to open the drop-down box to select a coverage amount for each of the dependents to be covered. Bellevue Benefits requires the same coverage amount for each child but does not require a coverage amount be selected for every child.

Click **"Enroll"** to accept the coverage amount and cost and advance to the next screen.

Click **"Waive this benefit"** to waive child life and to 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.