



# how to navigate through the Enrollment Workflow

## GUIDE TO ONLINE ENROLLMENT

### OVERVIEW

Click in the blue bar on the left side of the screen to open the numbered list of screens that you will need to complete to enroll in benefits. Click on a number to open a step in the enrollment process.

01

Numbers in green are steps in the process that you can return to at any time.

02

A number in orange is a step that you are on that you have already completed but have returned to.

03

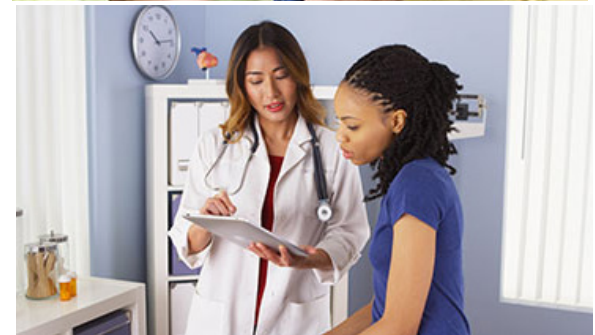
A number in blue is the current step that you are completing.

05

A number in black is a future step in the enrollment process. You are not able to skip forward to an enrollment step with a black number.

Finish

The last step in the Bellevue Benefits workflow is to click “**Finish.**” This button appears at the bottom of the Confirmation Statement. You should review the Confirmation Statement for correctness and scroll to the bottom of the page to review all of the information provided.



Bellevue Benefits will time out after a period of inactivity. If your Bellevue Benefits' session times out, you will need to log back in to complete the enrollment workflow for your new hire enrollment or qualified life event. All of your elections saved before the time out will be saved, but you will have to follow the enrollment workflow steps again in sequence to resume and complete your enrollment.





# understanding the Pop-up Boxes

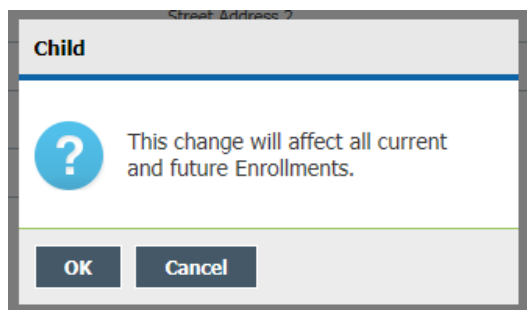
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### OVERVIEW

As steps in the enrollment process are completed, pop-ups will appear asking for confirmation of a change or in some cases to advise you of additional steps that are needed before the benefit change can become effective.

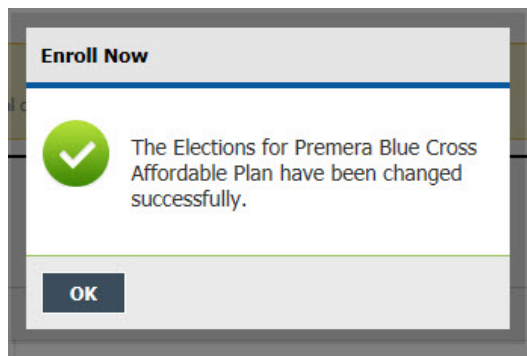


Each pop-up will have its own unique action steps:



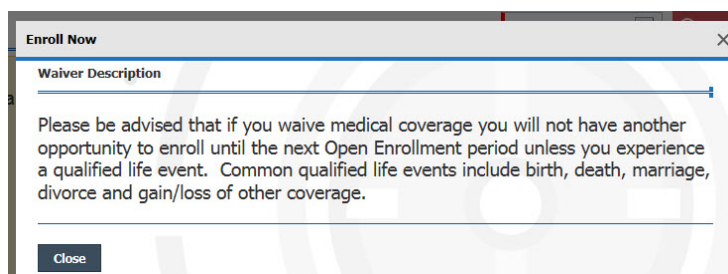
**This change will affect all current and future enrollments** pop-up will appear after adding a dependent.

Click **“Ok”** to advance to the next screen or **“Cancel”** to return to the screen from which you advanced.



**Enroll Now** pop-up will appear when a benefit election has been changed successfully.

Click **“Ok”** to enroll or waive coverage and advance to the next screen or **“Cancel”** to return to the screen from which you advanced.



**Enroll Now Waiver Description** pop-up will appear if a benefit is waived to remind you that you will not have another opportunity to enroll until the next Open Enrollment period unless you experience a qualified life event. Click **“Close”** to advance to the next screen.

**Change Approval** pop-up will appear to notify you if administrator approval is required for you to make a change in a benefit election.

Click **“Close”** to advance to the next screen.

