# enroll now additional Employee Life Insurance

**GUIDE TO ONLINE ENROLLMENT** 

### **OVERVIEW**

Additional employee paid life insurance is available in increments of \$10,000; maximum coverage is \$500,000. The cost of coverage is calculated based on age and tobacco use.

Newly eligible employees who apply for coverage within 30 days of an initial eligibility date are guaranteed the lesser of four (4) times annual salary or \$200,000. Bellevue Benefits 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. When City of Bellevue 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.

**Note:** Employee paid 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.





# enroll now additional Employee Life Insurance

GUIDE TO ONLINE ENROLLMENT

### INSTRUCTIONS

Additional Employee Life Insurance Effective 02/20/2017		™eStandard
Click here to view Employee Tobacco Affidavit		
Sammy S Sample [Employee] Cost will be calculated on current coverage		
Employee Cost \$0.00 Monthly	Employer Cost \$0.00 Monthly	
> Enroll		

Click "Select Coverage" to open the dropdown box to select the amount of coverage you want and click "Enroll." Bellevue Benefits will open to the Employee Tobacco Affidavit.

affirmation.

Click **"Select One"** to open the drop-down box to answer "yes" or "no" if you are a tobacco user. Click **"Reset"** to clear the information added/changed to start over. Click **"Save"** and Bellevue Benefits will return to the Enroll Now Additional Employee Life screen and will calculate the monthly premium based on your age and tobacco usage.

Use "Click here to view Employee Tobacco Affidavit" to view or make changes to an existing Employee Tobacco Affidavit.



To determine the cost of other coverage amounts, repeat the process to elect coverage.



Click "**Enroll**" to accept a current/elected coverage amount and cost to advance to the next screen. The Download EOI Form pop-up box will appear if Evidence of Insurability is required.

Click **"Waive this benefit"** to waive additional employee 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.

## Evidence of Insurability GUIDE TO ONLINE ENROLLMENT

### **OVERVIEW**

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.



### **INSTRUCTIONS**

#### Download EOI Form

Please click on the `The Standard` below to access the Evidence of Insurability online form The Standard

Click "**The Standard**" to open the application process that allows you to complete a medical history statement to submit Evidence of Insurability online -or- download a printable PDF form that can be used to submit Evidence of Insurability by mail.

Close The Standard when finished to return to Bellevue Benefits.

Bellevue Benefits will time out after a period of inactivity. If your Bellevue Benefits session has timed out, you will need to log back in to complete the enrollment workflow 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/screen in the workflow again.

### Submit Evidence of Insurability

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This application process allows you to complete a medical history statement online, when evidence of insurability is required under group insurance policy issued by The Standard. The information you provide will be used to evaluate your application. Submission of this application does not guarantee approval of coverage requiring evidence of insurability.	💄 Cont
This process generally takes between 10 and 20 minutes If you have all required information. Please be aware you will not have in opportunity to save a draft during this time. For your protection, this submission session will time out after 30 minutes of ractivity.	Medic P: 800
Required Information You must be prepared with the following information before you can proceed. If you do not have this information ready to reference, places print this gags and return here when you have all of these issed items.  Member's employment details  Amounts currently in force  Amounts requested (as appropriate under the group policy) Personal identification  Abate of him  Abate of him	P FAQ Insur
I have read and agree to the Terms and Consent.	
f you prefer, you may choose a printable PDF form to submit evidence of insurability by mail. Is to prefere, puede optar por un formulario PDF que se puede imprimir para presentar la evidencia de asegurabilidad por correo	

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