



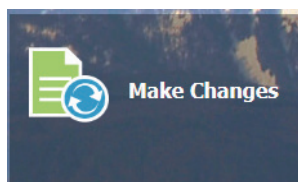
# how to navigate the Home Page

## GUIDE TO ONLINE ENROLLMENT

### OVERVIEW

Bellevue Benefits' functionality is accessed from the Left Menu Bar and icons that are found on the Home Page.

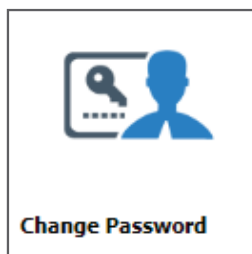
### HOME PAGE ICONS



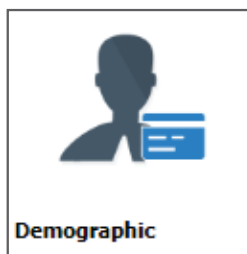
Click **Make Changes** to initiate a Qualifying Life Event.



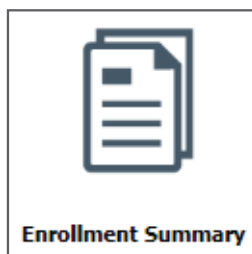
Click **Child** to review, add and update demographic information about your dependent child(ren).



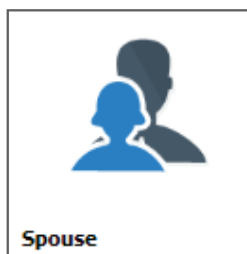
Click **Change Password** to change your secret questions and to save a new password. Your user name can also be found at Change Password.



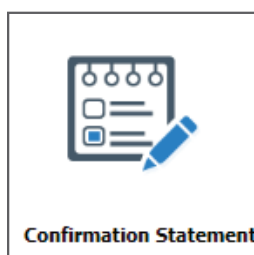
Click **Demographic** to review your personal information.



Click **Enrollment Summary** to access a list of the current and future benefits that you are enrolled in or have waived and the cost of those benefits.



Click **Spouse** to review, add and update demographic information about your spouse or domestic partner.



Click **Confirmation Statement** to access your Confirmation Statement, a summary of your current and future elected and waived benefits. This statement lists the effective date of coverage, cost of the benefit, who is covered by the benefit, the current/approved and elected/pending coverage amounts, and beneficiary information.

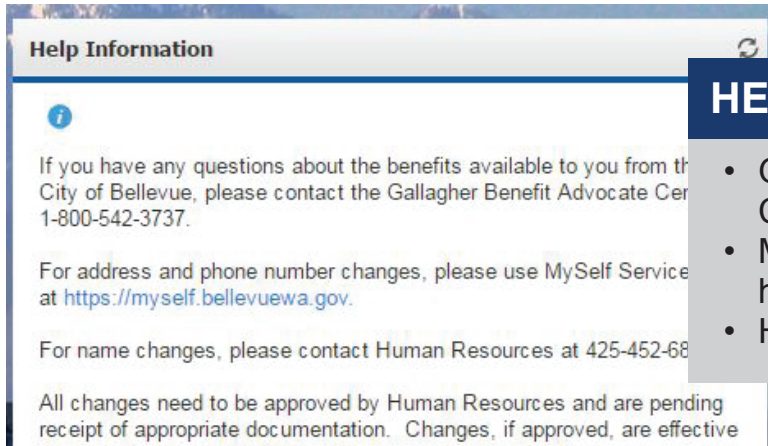




# how to navigate the Home Page

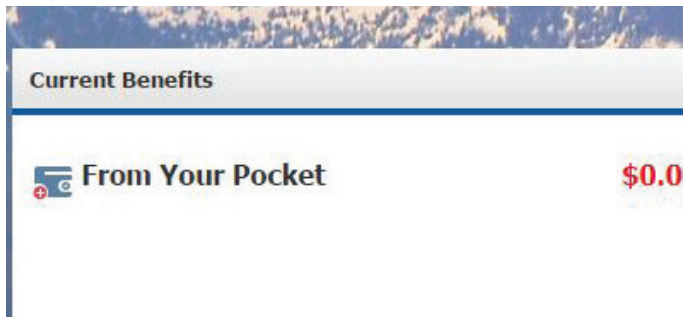
## GUIDE TO ONLINE ENROLLMENT

### HELPFUL HOME PAGE LINKS



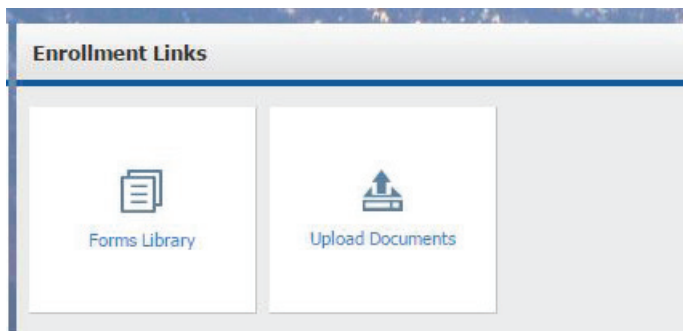
#### HELP INFORMATION

- Gallagher Benefit Advocate Center, 1-800-542-3737
- MySelf Service, <https://myself.bellevuewa.gov>
- Human Resources, 425-452-6838



#### CURRENT BENEFITS

- Lists the employee cost for each benefit in which you are currently enrolled.
- From Your Pocket will be \$0.00 for new hires until the date that benefits are effective.
- Pending benefit elections will not be reflected until approved.



#### ENROLLMENT LINKS

- Forms Library
- Upload Documents

#### QUICK LINKS

- Beneficiary: Allows you to make a change in the beneficiary(ies) for your life insurance at any time.
- Initiate Qualifying Events: Allows you to make mid-year enrollment changes related to your life event.



# how to navigate the Left Menu Bar

## GUIDE TO ONLINE ENROLLMENT

### OVERVIEW

Bellevue Benefits functionality is accessed from the Left Menu Bar and icons that are found on the Home Page.



### LEFT MENU BAR



Click **Home** to return to the Home screen at any time.



Click **My Profile** to open & view:

- Profile
- Demographics (Can be accessed from Demographics icon)
- Organization Chart (Not currently used)
- Initiate Qualifying Events (Can be accessed from the Make Changes icon & Quick Links, Initiate Qualifying Event)
- Change Password (Can be accessed from Change Password icon)
- Forms Library (Can be accessed from Enrollment Links)
- Additional Forms
- Upload Documents (Can be accessed from Enrollment Links)



Click **My Dependents** to open & view:

- Spouse or Spouse Equivalent Management (Can be accessed from the Spouse icon)
- Child Management (Can be accessed from the Child icon)



Click **My Benefits** to open & view:

- Enroll Now
- Beneficiary
- Confirmation Statement
- View Enrollment Summary



**Help**

