



enroll now additional employee AD&D Insurance

GUIDE TO ONLINE ENROLLMENT

OVERVIEW



Additional employee paid Accidental Death & Dismemberment (AD&D) insurance is available in increments of \$10,000, if you also elect additional life coverage; maximum of \$500,000.

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

If an elected life amount 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 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.

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



INSTRUCTIONS

Additional Employee Accidental Death and Dismemberment
Effective 02/20/2017

Sammy S Sample
[Employee]

--- Select Coverage

Cost will be calculated on current coverage

Employee Cost \$0.00 Monthly	Employer Cost \$0.00 Monthly
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▶ **Enroll**

Click “**Select Coverage**” to open the drop-down box to select coverage. Bellevue Benefits will default to the life amount elected and will automatically calculate the cost of coverage.

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 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.

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.