

Mid-Year Benefit Changes

Optional Benefit Change (OBC) Instructions

Updated 12/2023



Certain changes to your IU benefits can be made at any time. This means you do not have to experience an IRS-qualifying life event (such as marriage, divorce, birth, etc.) or wait until Open Enrollment to modify these benefits or beneficiaries.

Allowed changes include updating your beneficiaries, changing your health savings account (HSA) contribution, enrolling in or or changing your long-term disability or supplemental life insurance (evidence of insurability may be required), or changing your supplemental retirement plan contributions. Optional benefit changes are effective the day of submission if submitted before 7:00PM ET, or the following day if submitted after this time. **If you need to make benefit changes due to experiencing an IRS-qualifying life event**, follow this link for step-by-step instructions: hr.iu.edu/bcc/life-event-instructions.pdf.

1. Search for and select the **Employee Center** task at one.iu.edu and log in using your IU username/passphrase and Duo.
2. Select the **Benefit Details** tile then the **Optional Benefit Changes** tile.
3. Review the information on the opening screen, then select the **Start Optional Benefit Change** button.
4. Read the information on the Welcome screen then select the **Next** button.
5. Verify or update your personal and/or payroll information. Select the **Next** button on each screen to proceed to the next step.
6. Review the acknowledgment related to submitting your enrollment and select the **I Agree** radio button, then the **Save** button. Select the **Next** button to proceed to the next step.
7. Select the **Start My Enrollment** button.
8. On the 'Open Benefit Events' screen, choose the **Select** button to select the Optional Benefit Changes event.
9. Under the 'Benefit Plans' heading, select each benefit tile one at a time to review your election, enroll, or make plan changes. When you're done selecting your coverage, dependents, and/or beneficiaries for each plan, select the **Done** button in the upper right-hand corner of the screen to return to the benefit enrollment changes screen.
10. Once you have made all of your desired changes, review your elections by selecting the **Enrollment Preview Statement** button under the 'Enrollment Summary' heading. Select the **X** in the upper right-hand corner of the screen to exit the preview.

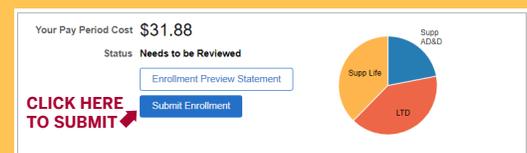
11. When you are finished making changes, select the **Submit Enrollment** button.
12. A submission verification will immediately appear on the screen. Select **View** to review your submission, or **Done** to complete online enrollment.
13. Check your **IU email account within 48 hours of submitting your benefit changes for a confirmation that your elections were accepted and processed by IU Human Resources**. If you do not receive this email within 48 hours, your changes were not submitted properly. Contact AskHR at askhr@iu.edu or (812) 856-1234 for assistance in this situation.

14. To review your submission at any time, log in to the Employee Center, select the **Benefit Details** tile, then the **Benefits Statement** tile.

IMPORTANT: DON'T FORGET TO SUBMIT

Once you've made your elections, the status of the benefit tiles will be updated to 'Changed' in green font. However, this does not mean that you've submitted your elections.

To finalize and submit your elections, you must select the *Submit Enrollment* button in the Enrollment Summary section of the screen.



Immediately following your submission, a verification message will pop up on the screen where you must select either **View** to review your submission or **Done** to complete online enrollment.

If you do not complete these steps, or close your browser before the verification message appears, your elections will not be submitted to Human Resources.