

Mid-Year Benefit Changes

Non-Life Event (OBC) Benefit Change Instructions

Updated 8/2/2021



Certain changes to your IU benefits may be made at any time. These include updating your beneficiaries, changing your Health Savings Account (HSA) contribution, enrolling in 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 completed before 7:00PM ET, or the following day if submitted after this time. Follow the instructions below to make these optional benefit changes online.

1. Search for and select **Employee Center** from one.iu.edu.
2. Complete two-step login using your IU username ID/passphrase and Duo.
3. Select the **Benefit Details** tile.
4. Select the **Optional Benefit Changes** tile.
5. Click the green button to **Start Optional Benefit Change**.
6. Read the information on the Welcome screen. To progress through the OBC process, click the yellow **Next** button in the upper right-hand corner of the screen.
7. Verify your personal information, and payroll direct deposit and tax withholding details, and make updates if needed. Click **Next** to proceed to the next step.
8. Click the **Start My Enrollment** button. On the next screen click the gray **Select** button next to the event.
9. Under the 'Benefit Plans' heading, select each benefit plan one at a time to review your current enrollment and beneficiaries (if applicable), and make any allowed changes.
10. Once you have made all of your changes, review your elections by selecting the **Enrollment Preview Statement** button under the 'Enrollment Summary' heading. Click the X in the upper right-hand corner of the screen to exit the preview.
11. When you are finished making changes, click the green **Submit Enrollment** button under the 'Enrollment Summary' heading.
12. A confirmation message will appear on the screen once your elections have been submitted successfully. Additionally, an e-mail confirming your submission will be sent to your IU email address within one business day. If you do not receive an email, your changes were not submitted properly.
13. To review your submission at any time, log in to the Employee Center, select the **Benefit Details** tile, then the **Benefits Statement** tile.

