



## Overview

## Login to MySJSU

The MySJSU Homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU SIGN IN** button.



The Login page displays.

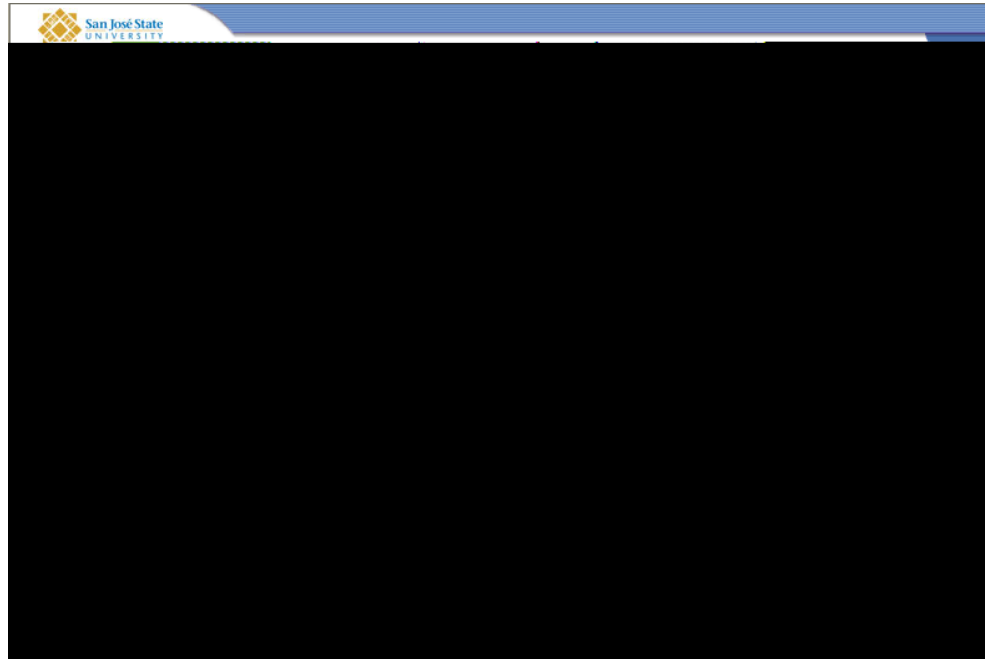
3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the [CMS Help Desk](#) by email ([cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu)) with your full name, SJSU ID, date of birth and/or address for verification.

## Navigate to Life Events

The Main Menu displays.

1. From the **Main Menu**, navigate to **Self Service > Benefits > Life Events**.

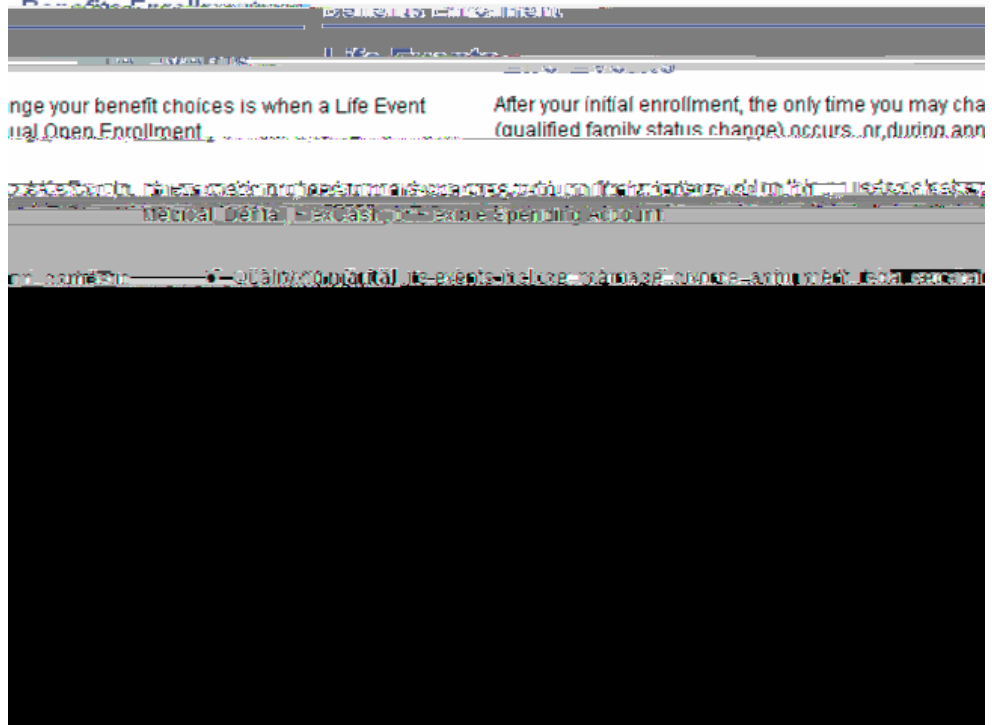


The Life Events page displays.

2. Use the drop-down menu to select your **Life Event Type**.

Notes: The following are the three Life Event Types that you can submit online via MyJSU: 1) Add or Remove Dependents, 2) Gain or Loss of Alternate Coverage, and 3) Update Marital Status.

For information on how to submit any other Life Event Types outside of this list, please contact your Benefits Service Representative at 408-924-2250.



### Life Event:

3. Use the drop-down menu to select the appropriate **Life Event**:
  - x If you selected **Add or Remove Dependents**, you must indicate one of the following **Life Events**:
    - x Add Economically Dependent Child
    - x Add Other Dependent
    - x Adoption
    - x Birth
    - x Delete Dependent
  - x If you selected **Gain or Loss of Alternate Coverage**, you must indicate one of the following **Life Events**:
    - x Gain of Alternate Non-CSU Coverage
    - x Loss of Alternate Non-CSU Coverage
    - x Significant Change in Alternate non-CSU Coverage
    - x Significant Change in CSU Coverage
  - x If you selected **Update Marital Status**, you must indicate one of the following **Life Events**:
    - x Annulment, Death of Domestic Partner
    - x Death of Spouse
    - x Dissolution of DP
    - x Divorce
    - x Domestic Partnership
    - x Legal Separation
    - x Marriage







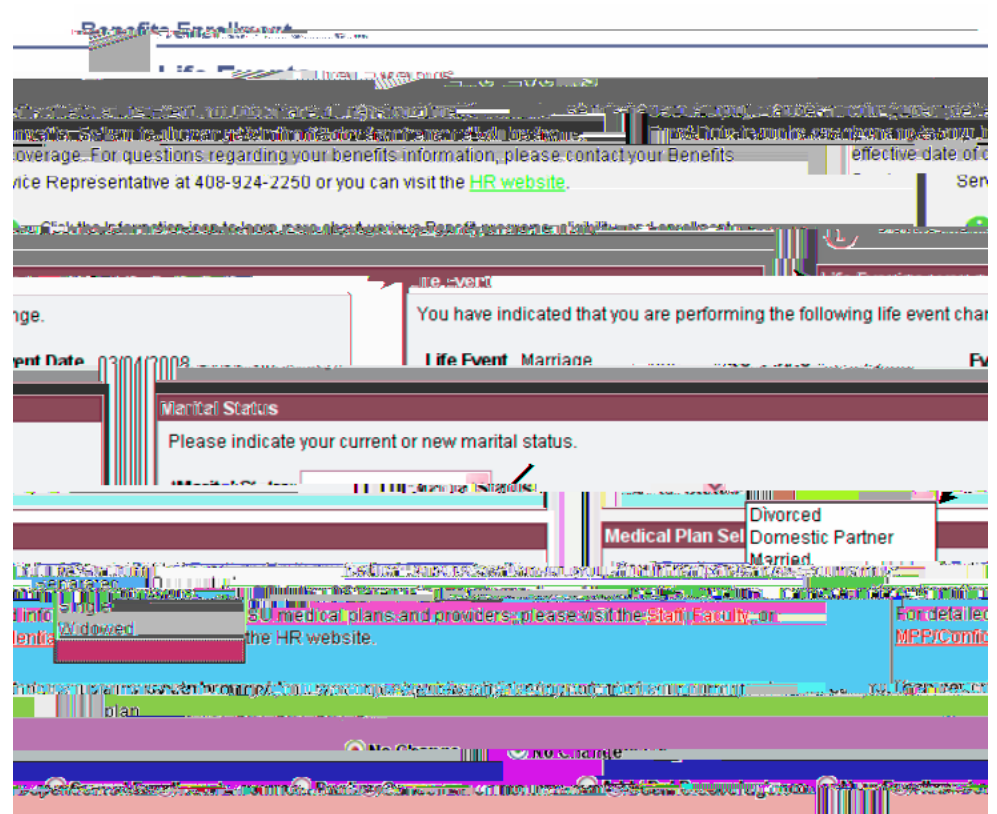
The Life Events page displays.

Notes: If you click the information icon, it will display more details about various Benefit programs, eligibility and enrollment.

The other hyperlinks on this page provide more information about each highlighted item.

**Current Marital Status:**

- 8. If your Life Event was **Marriage**, use the drop-down menu to select your current marital status.





## How do I make changes to my current Medical plan?

The Life Events page displays.

1. Follow steps 1 through 8 in the **Navigate to Life Events** section.

Note: The Medical Plan Selection defaults with the No Change radio button selected.

2. Under **Medical Plan Selection**, select the appropriate radio button. (Descriptions are listed below.)

### Field Description List: Life Events Page (above)

Field Name	Description
No Change	If you do not want to make any changes to your current medical plan, select this radio button.
Add/Del Dependents	If you want to add or delete dependents in your current medical plan, select this radio button
New Enrollment	If you currently do not have a medical plan but want to enroll in it due to your life event, select this radio button.
Cancel Enrollment	If you currently have medical plan, but want to cancel it due to your life event, select this radio button.
Decline Coverage	If you currently do not have medical coverage from SJSU and do not wish to enroll in a medical plan, select this radio button.

Note: Any change you make based on your life event should correspond with the Life Event Rules chart displayed on the previous page. (See page 6 for details.)





Note: In this example, we have first selected the Cancel Enrollment radio button to cancel the current medical plan and then selected the New Enrollment radio button to enroll in the medical flexcash plan due to the life event of marriage.

7. Provide your alternate medical insurance policy information including the following:
  - x Social Security number of the person who holds the alternate policy under which you are covered
  - x Alternate medical insurance carrier name
  - x Policy number
8. After selecting all changes, skip to the **Complete Life Events Elections** section (on page 22) to complete the process.

## How do I make changes to my current Dental plan?

The Life Events page displays.

9. Follow steps 1 through 8 in the **Navigate to Life Events** section.

Note: The Dental Plan Selection section defaults with the No Change radio button selected.

10. Depending on your life event, select the appropriate radio button (Descriptions are listed below).

### Field Description List: Life Events Page (above)

Field Name	Description
<b>No Change</b>	If you do not want to make any changes to your current dental plan, select this radio button.
<b>Add/Del Dependents</b>	If you want to add or delete dependents in your current dental plan, select this radio button.
<b>New Enrollment</b>	If you currently do not have a dental plan but want to enroll in it due to your life event, select this radio button.
<b>Cancel Enrollment</b>	If you currently have dental plan, but want to cancel it due to your life event, select this radio button.
<b>Decline Coverage</b>	If you currently do not have dental coverage from SJSU and do not wish to enroll in a dental plan, select this radio button.
<b>Note</b>	Any change you make based on your life event should correspond with the Life Event Rules chart displayed on the previous page. (See page 6 for details.)

Notes: In this example, we have selected the Add/Del Dependents radio button to add the spouse to the current dental plan due to the life event of marriage.

Steps on how to enroll your eligible dependents in your dental plan are provided on page 19.

11. After selecting all changes, skip to the **Complete Life Events Elections** section (on page 22) to complete the process.



Note: In this example, we have first selected the Cancel Enrollment radio button to cancel the current dental plan and then selected the New Enrollment radio button to enroll in dental flexcash plan due to the life event of marriage.

15. Provide your alternate dental insurance policy information including the following:

- x Social Security number of the person who holds the alternate policy under which you are covered
- x Alternate medical insurance carrier name
- x Policy number

16. After selecting all changes, skip to the **Complete Life Events Elections** section (on page 22) to complete the process.



## How do I make changes to my current Flex Spending Health (HCRA) or Flex Spending Dependent (DCRA) plan?

The Life Events page displays.

1. Follow steps 1 through 8 in the Navigate to Life Events section.

Note: The HCRA and DCRA plans default with No Change radio button selected.

2. Click the **Health Care Reimbursement Account** or **Dependent Care Reimbursement Account** hyperlink to get more information about these plans.
3. Depending on your life event, select the appropriate radio button (Descriptions are listed below).

### Field Description List: Life Events Page (above)

Field Name	Description
<b>No Change</b>	If you do not want to make any changes to your HCRA and/or DCRA plan, select this radio button.
<b>New Enrollment</b>	If you currently do not have the HCRA and/or DCRA plan but want to enroll in either of them due to your life event, select this radio button.
<b>Change Monthly Amount</b>	



## How do I add and/or remove eligible dependents from my Medical and/or Dental plan?

The Life Events page displays.

Follow steps 1 through 8 in the Navigate to Life Events section.

At the bottom section of the Live Events page, the option to add and/or remove eligible dependents from your Medical and/or Dental plan displays.

5. Click the **Add New Dependent** link to add a new dependent.

The Dependent Personal Information page displays.

6. Enter the **Personal Information** of the dependent.

Note: Fields marked with an asterisk are required. If the dependent you are entering is a spouse or a domestic partner, you will be required to enter their Social Security Number.

7. Enter the Address & Telephone information.
8. If address and phone are the same as the Employee, then mark the Same Address as Employee checkbox.

Note: In this example, we have added a son as a new dependent.

9. Click the OK button to save the new dependent in the database and return to the Life Events page.

The dependents you added in the database display at the bottom of the Life Events page.

Note: In this example, we have added a spouse and a son due to the life event of marriage.



## Complete Life Events Elections

The Life Events page displays.

13. After you have made all your elections on the Life Events page, click the Continue button at the bottom of the page.

Note: In this example, we have submitted a life event of marriage. We have added a spouse and a son to the current Medical and Dental plans. We have also changed the monthly contribution amount for HCRA and enrolled in DCRA due to this life event.

The final submit page for Life Events displays.

14. **Effective Date of**

**Coverage:** Review this section to understand when your new elections will be effective.

15. **Eligibility**

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## **Disclosures and Privacy Notice**

The hyperlink mentioned in step 4 of the previous page provides legal disclosures and privacy information about various benefit plans such as Health (Medical & Dental), Flex Cash and Flexible Spending. The information is applicable to you only for the benefit plans you have elected. It is recommended that you read all



