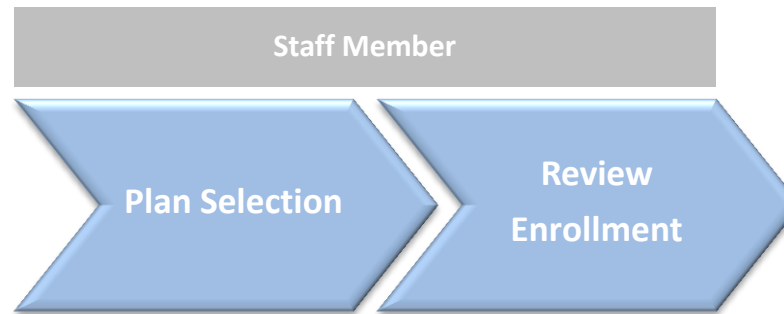


Umoja ESS Benefits – Change Family Status

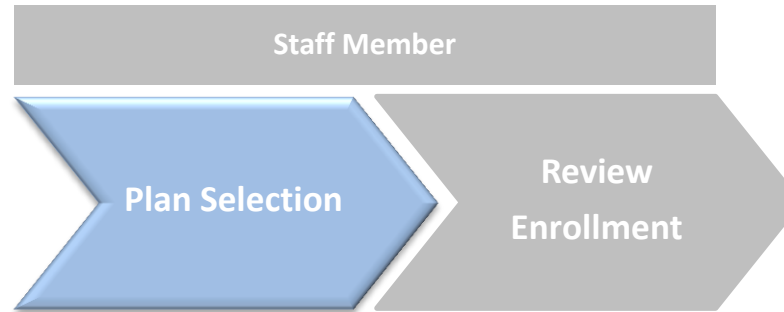


The number of beneficiaries of an existing insurance plan can be changed when there is a change in the marital status or in the number of dependants.

- When a new dependant is added, the link of “Change Family Status” is enabled in ESS .
- In order to modify the number of beneficiaries it is necessary to be enrolled in a Health or a Dental insurance plan.

The screenshot shows the "Benefits and Payment" section of the Umoja ESS interface. The page title is "Benefits and Payment" and there is a "Back" link. Under the "Service Map" section, there are three main areas: "Benefits", "Additional Information", and "Payment". The "Benefits" section contains a link for "Change Family Status" which is highlighted with a red box. Below this link, there is a description: "On the Change Family Status form you can view and select insurance plan(s) for you." Other links in the "Benefits" section include "Participation Overview", "Confirmation form", and "Payroll Simulation". The "Additional Information" section provides details about the Health and Life Insurance website. The "Payment" section includes links for "Display Salary Statement", "Display Planned Recoveries", and "Payroll Simulation".

Umoja ESS Benefits – Change Family Status



Change Beneficiaries:

- After selecting the plan to be modified, either Health or Dental, the Staff Member will be able to change the number of beneficiaries.
- After a plan is selected, the Staff Member will be able to change the number of dependents the insurance plan is going to be covering.

Enrollment

1. Plan Selection a. Plan Adjustment b. Select Dependents

Previous Add Plan to Selection

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child BENEFITS	Child	<input checked="" type="checkbox"/>
Second Child BENEFITS	Child	<input checked="" type="checkbox"/>

Enrollment

1. Plan Selection a. Plan Adjustment b. Select Dependents c. 1. Plan Selection Review

Previous Exit to Plan Selection **Select Dependents**

Offer for Medical

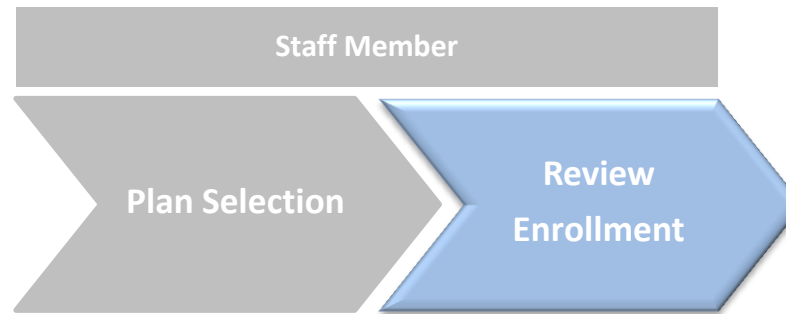
Empire Blue Cross PPO You are currently enrolled in this plan.

Empire Blue Cross PPO - choose plan options (starts on 30.05.2014)

Enrollment date Immediate 1st of following month

Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
Blue Cross/Blue Shield Medical	SM + 1 Dep	673.40	601.42	USD
<input checked="" type="checkbox"/> Blue Cross/Blue Shield Medical	SM + Family	858.36	992.52	USD

Umoja ESS Benefits – Change Family Status



Change Beneficiaries:

- After clicking the Save button the selection will be correctly submitted.
- It is possible to print a report with the insurances that had been selected, through the link **Print Confirmation Form: All Plans.**

Enrollment

✔ Your plan selections have been saved

1 Plan Selection | 2 Review Enrollment

◀ Previous | Save ▶

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you wo

Plan	Enrollment Validity	Costs	Actions	Previous Plan
▼ Dental				
•	Starts on 05.05.2014	Cigna Dental PPO	95.25 USD Monthly	Plan has been added to selection
▼ Medical				
•	Starts on 05.05.2014	Empire Blue Cross PPO	858.36 USD Monthly	Plan has been added to selection

What do you want to do next?
[Go to Employee Self-Services Homepage](#)
[Print Confirmation Form: All Plans](#)
[UNHQ's Health and Life Insurance website](#)



Note: After saving the data, it is possible to modify the entries by clicking the button Previous.