1. Login to myHR at http://www.northwestern.edu/myhr/.
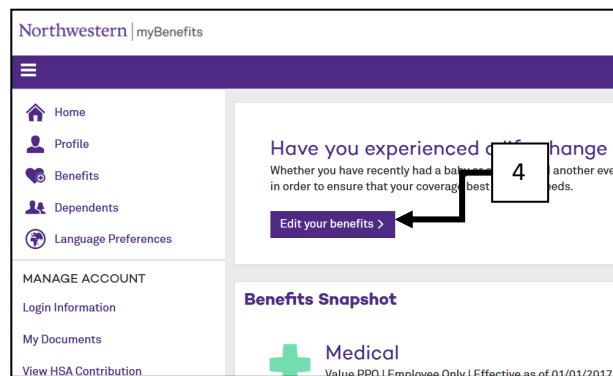
2. Select the **Benefits** tile in myHR Self Service.
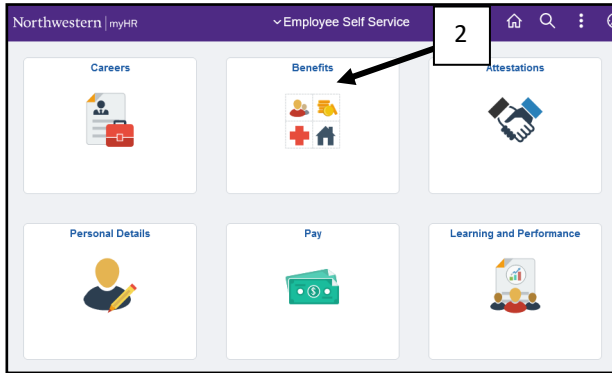
3. Select **My Health Benefits Elections** from the left-hand menu.
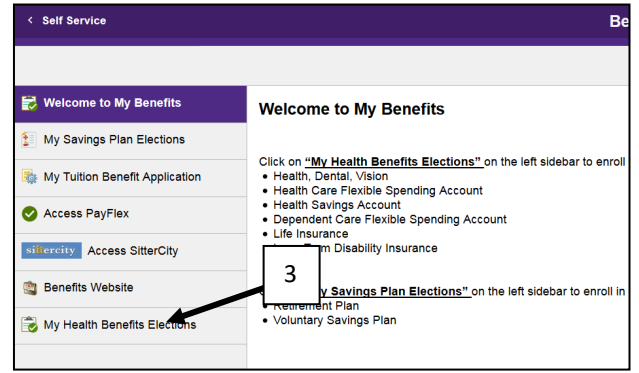
NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

4. Select **Get Started** from the center of the page.

5. Select the **New life event**, then select reason **Unpaid leave**, and then enter date of reason.

Before you making changes to your benefits you will be prompted to enter all dependents you wish to cover on any of the University's benefit plans.

6. Select **Next**.
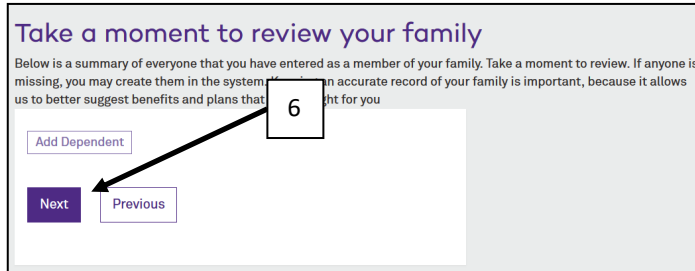
Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. [...] an accurate record of your family is important, because it allows us to better suggest benefits and plans that [...] ght for you

Add Dependent

6

Next   Previous
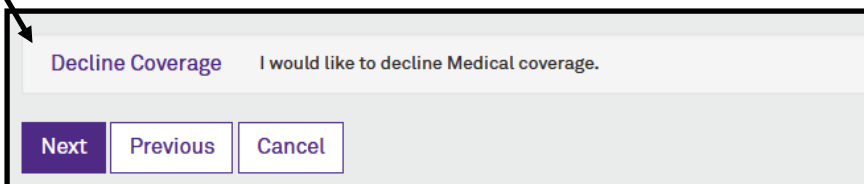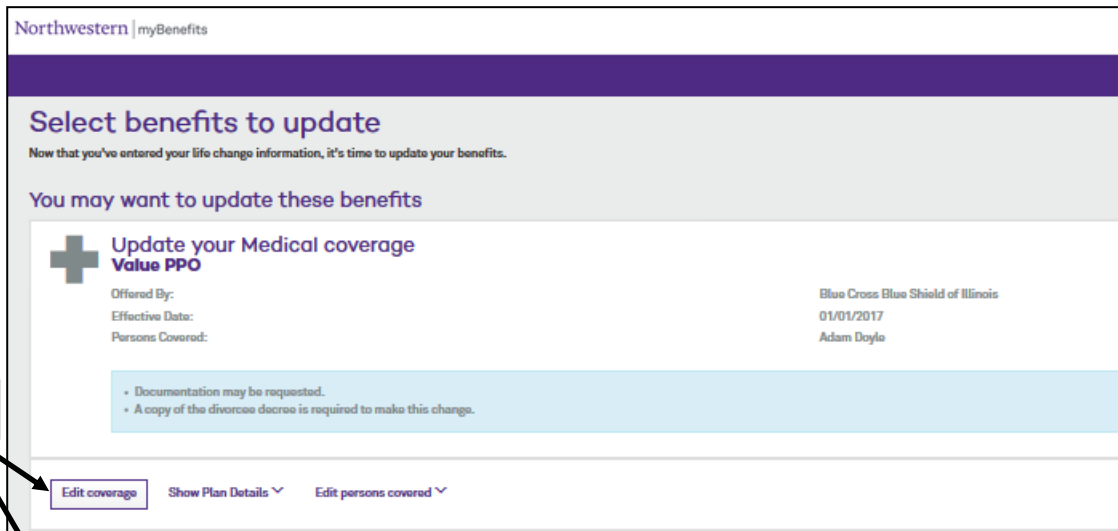
NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

If you drop your supplemental, spouse, or child life insurance or your LTD Buy-up, you will require Evidence of Insurability (EOI) to pick up coverage in the future.

7. For each benefit you wish to drop click on **Edit Coverage** then **Decline Coverage** on the next page. Then Next.

Northwestern | myBenefits

Select benefits to update
Now that you've entered your life change information, it's time to update your benefits.

You may want to update these benefits

Update your Medical coverage
Value PPO

Offered By: Blue Cross Blue Shield of Illinois
Effective Date: 01/01/2017
Persons Covered: Adam Doyle

• Documentation may be requested.
• A copy of the divorcee decree is required to make this change.

7

Edit coverage   Show Plan Details ⌄   Edit persons covered ⌄

Decline Coverage   I would like to decline Medical coverage.

Next   Previous   Cancel

8. Now that you have made all of your election changes you <u>MUST</u> finalize your enrollments. To do this you will need to click **Save Changes** at the bottom of the screen.
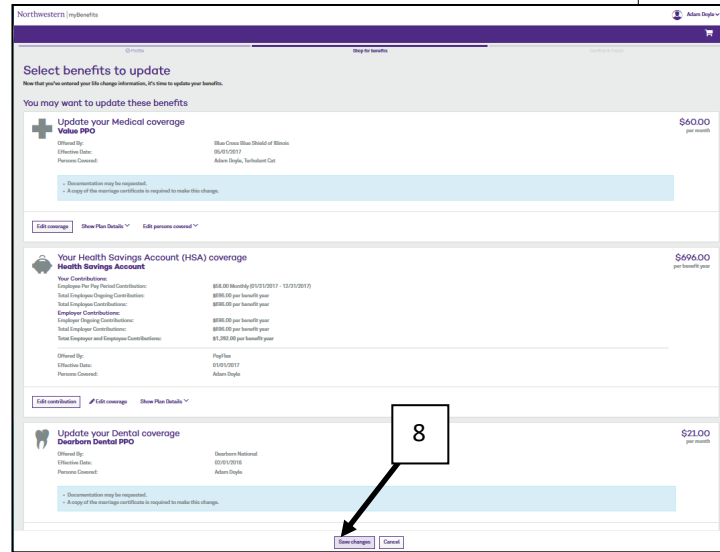
9. Then you will be presented with a screen where you and upload Proof of Dependency, proof of loss/gain other coverage, and/or Dependent Care Match applications. Select Upload a Document next to the applicable dependent. Click **Next**.

Proof of Dependency: http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html
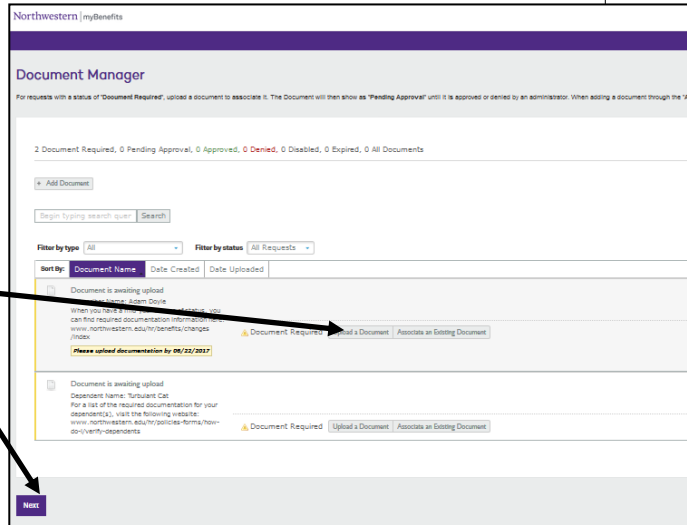
10. Finally, you will be presented with a summary screen. To save or print a confirmation sheet, Select **Benefits Summary Report.**