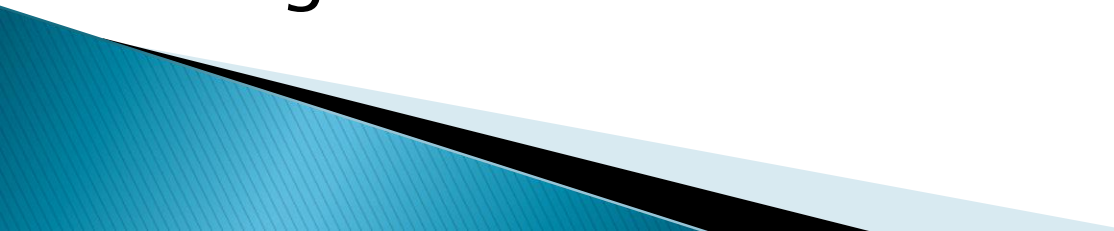
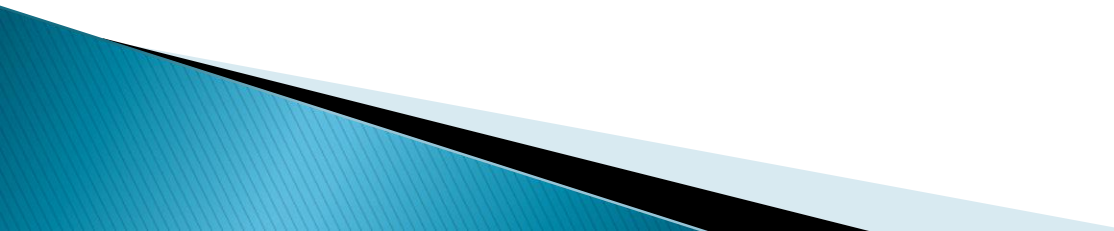


Benefit Enrollment 15–16

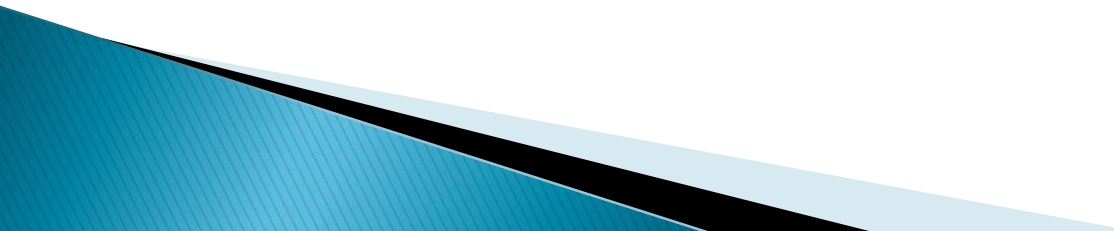
- ▶ This is a step-by-step guide to making your 2015–2016 Open Enrollment elections and defining your beneficiaries through Web Advisor.
 - ▶ The entire process takes approx 5–10 minutes to complete.
 - ▶ You will need the DOB, address, and SSN# for each new dependent/beneficiary you are enrolling. Make sure you have this information in front of you BEFORE you begin.
- 

Instructions

- ▶ All elections must be made by **May 22, 2015**. If the elections are not made you will default enroll in **your same level of coverage and all elective benefits will be terminated**.
 - ▶ **You need to either elect/update or opt out of every benefit. Do not skip any benefit option.**
 - ▶ If you do not wish to elect coverage or wish to cancel coverage for a specific benefit, you will click on “Opt Out”.
 - ▶ The rates for each benefit can be accessed by clicking on the **blue** text hyper-link for each benefit.
- 

Employee Responsibilities

Any changes or new enrollments for a medical spending account, dependent care spending account, and/or additional life insurance will require additional forms. You can find these forms within the WebAdvisor Benefit Enrollment screens by clicking on the blue hyperlinked text or by accessing the Benefit portion of the Human Resources Website. These need to be in the HR office by May 27, 2015.



Login to WebAdvisor

Please
click on
"WebAdvisor"

The screenshot shows the King's College website interface. At the top, the header includes the college name "KING'S COLLEGE" and "WILKES-BARRE, PENNSYLVANIA". A navigation bar contains links for HOME, ABOUT KING'S, ADMISSIONS, ACADEMICS, ATHLETICS, LIFE AT KING'S, and SUPPORTING KING'S. A search bar is also present. On the left side, a sidebar menu lists various services, with "WebAdvisor" highlighted. A blue callout box with an arrow points to this link. The main content area features a large image of a lion statue and a "MyKing's" banner. Below this, there are sections for HEADLINES and Links, including a list of Technology Links such as Anti-Virus Software, Change Password, and Dell Purchase Program. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 3:56 PM on 4/23/2014.

King's College
WILKES-BARRE, PENNSYLVANIA

MyKing's | Campus Map | Directions | News & Events

Google™ Custom Search Search

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > MyKing's

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

STAFF WEBMAIL

PASSWORD ISSUES

MyKing's

HEADLINES

Please be advised; Shuttle Service will stop service tomorrow, Wednesday, April 16th, at 10:00 PM for Easter Break and resume service on Monday, April 21st, from 4:00 PM until 11:00 PM. Shuttle service on Monday, April 21st, will be from the Genetti's Lot to campus only. Shuttle times for Monday, April 21st, are [listed here](#). Please wait in your vehicle until the shuttle arrives. Enjoy your break.

21 Mar 2014 - We've see quite a few phishing schemes in the last 24-hours requesting you Open and Update your King's College Contact Update. THIS IS PHISHING! Do not reply or click on any links. We are working to remove/block these messages and as always...King's College IITS will never ask you for personal information or password/username information. If you have any questions about suspicious e-mails, please contact the

Links

Technology Links

- [Anti-Virus Software](#)
- [Change Password](#)
- [Dell Purchase Program](#)
- [FAQ](#)
- [IITS Contacts](#)
- [IITS Learning Hub](#)
- [IITS Computer Drop-Off Form](#)
- [Password Station](#)
- [Policies](#)
- [Request A Link](#)
- [Resnet](#)
- [Software Purchase Program](#)
- [Staff Verizon Store](#)

3:56 PM
4/23/2014

Login to WebAdvisor

The screenshot shows a web browser window with the URL http://www.kings.edu/mykings/Web_Advisor. The page header features the King's College logo and navigation links. A search bar is present in the top right. The main navigation bar includes links for Home, About King's, Admissions, Academics, Athletics, Life at King's, and Supporting King's. The left sidebar contains a 'MyKing's' menu with options like Home, Communi-K, Help Desk, WebAdvisor, Moodle, Tech Web, Web Cams, Class Cancellations, Emergency Notification Bulletin Board, Employee Search, and Student Search. Below this are buttons for 'STUDENT WEBMAIL', 'STAFF WEBMAIL', and 'PASSWORD ISSUES'. The main content area displays the 'WebAdvisor 3.1' banner and a 'Web Advisor' section. A blue button labeled 'LOGIN TO WEBADVISOR' with a lock icon is prominently displayed. An arrow points from a callout box to this button. Below the button is a section titled 'Important Notices To All WebAdvisor Users' containing maintenance and browser compatibility information. The Windows taskbar at the bottom shows the date and time as 4:20 PM on 4/23/2014.

KING'S COLLEGE
WILKES-BARRE, PENNSYLVANIA

MyKing's | Campus Map | Directions | News & Events

Google™ Custom Search

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > MyKing's > Web Advisor

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor**
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

STAFF WEBMAIL

PASSWORD ISSUES

WebAdvisor 3.1
POWERED BY DATATEL

Web Advisor

LOGIN TO WEBADVISOR 🔒

Important Notices To All WebAdvisor Users

- WebAdvisor will be down for maintenance
 - 1:45AM - 2:00AM Every Day
 - 3:30AM - 4:30AM Every Friday Morning
 - 4:00AM - 5:00AM Every Sunday morning
- These browsers are certified for use with WebAdvisor:
 - Firefox 19
 - Google Chrome 26
 - Safari 6.0
 - Mac OS X Mountain Lion (10.8)
 - Internet Explorer 10 (Windows 7 and 7 SP1 only)
- The minimum supported resolution for WebAdvisor is 1024 x 768

4:20 PM
4/23/2014

Login to WebAdvisor

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TYPE=M&P>. The page header features the King's College logo and navigation links: [LOG IN](#), [MAIN MENU](#), and [CONTACT US](#). A vertical 'main menu' is visible on the left side of the page. The main content area includes a 'Welcome Guest!' message, a brief description of WebAdvisor, and a list of user roles: [Prospective Students](#), [Students](#), [Faculty](#), and [Employees](#). At the bottom of the page, there are links for [Account Information](#), [I'm New to WebAdvisor](#), and [What's My Password?](#). A blue box at the bottom of the page contains the text 'Please click-on "Log In"' with an arrow pointing to the [LOG IN](#) button in the top right corner. The footer of the page displays 'WebAdvisor 3.1' and 'POWERED BY DATATEL'. The system clock in the bottom right corner shows 4:22 PM on 4/23/2014.

King's College

LOG IN MAIN MENU CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

Prospective Students

Students

Faculty

Employees

Account Information I'm New to WebAdvisor What's My Password?

LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Please click-on "Log In"

4:22 PM
4/23/2014

Login to WebAdvisor

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>. The browser's address bar also shows a "Log In" tab. The page header features the "KING'S COLLEGE" logo and navigation links for "LOG IN", "MAIN MENU", and "CONTACT US". A "Welcome Guest!" message is displayed. The main content area is titled "Log In" and contains a form with the following fields:

- WebAdvisor UserName:
- Password:
- Hint: ☐

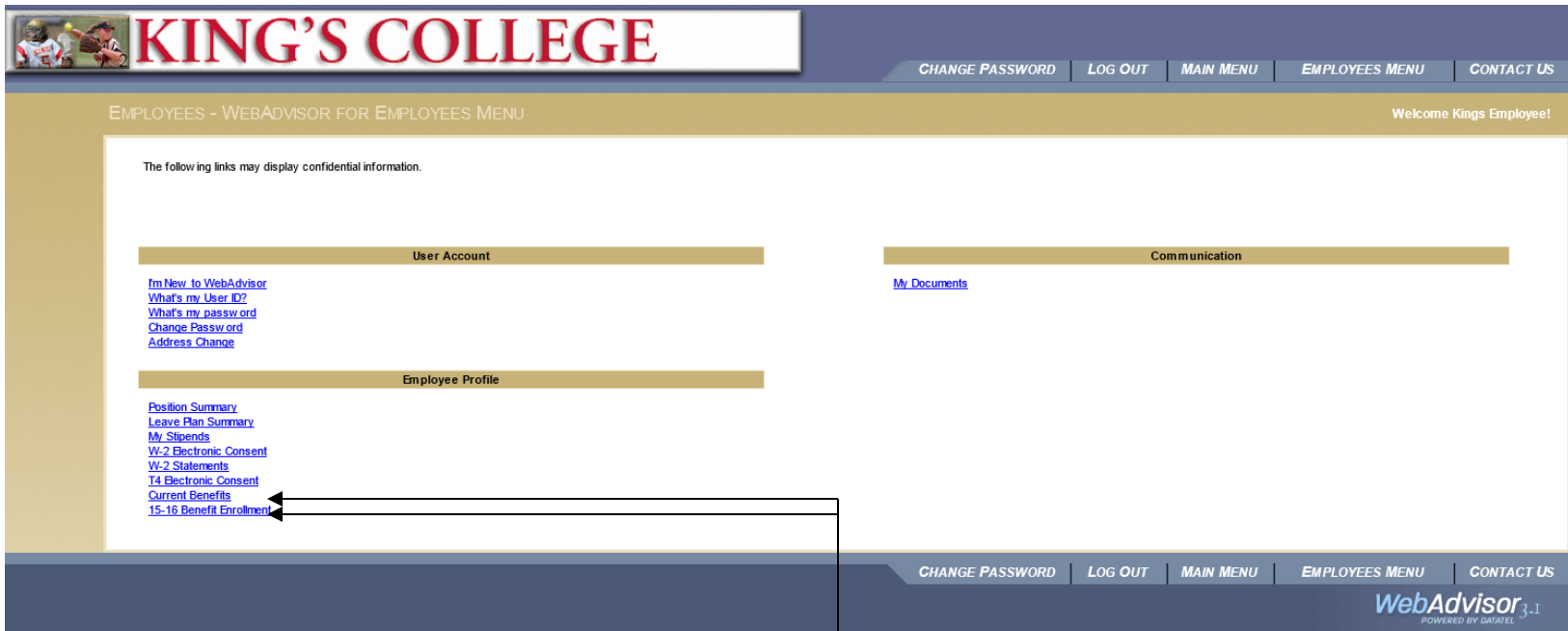
A "SUBMIT" button is located below the password field. A blue callout box with white text provides instructions: "Please enter your 'User ID' which is your first and last name with NO spaces. Then enter your 'Password'. Then please click-on the 'SUBMIT' button." Three black arrows point from the text in the callout box to the "WebAdvisor UserName" field, the "Password" field, and the "SUBMIT" button.

Login to WebAdvisor

The screenshot shows the WebAdvisor login page for King's College. The browser address bar displays the URL: <https://wa02.kings.edu:8443/webadvisor/colleague?TYPE=M&P>. The page header includes the King's College logo and navigation links: [CHANGE PASSWORD](#), [LOG OUT](#), [MAIN MENU](#), and [CONTACT US](#). The main content area features a welcome message: "Welcome Kings Employee!" and a prompt to "Select your point of entry to the right." A "main menu" section is visible, with the "Employees" option highlighted. A blue box with an arrow points to the "EMPLOYEES" option in the menu.

Please click-on "EMPLOYEES" from your menu options.
(Please note your screen may have a different number of options than this example.)

Benefit Enrollment



The screenshot shows the 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' page. At the top, there is a header with the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, and CONTACT US. Below the header, a welcome message reads 'Welcome Kings Employee!'. The main content area is divided into three sections: 'User Account', 'Communication', and 'Employee Profile'. The 'User Account' section contains links for 'Im New to WebAdvisor', 'What's my User ID?', 'What's my password', 'Change Password', and 'Address Change'. The 'Communication' section contains a link for 'My Documents'. The 'Employee Profile' section contains links for 'Position Summary', 'Leave Plan Summary', 'My Slopends', 'W-2 Electronic Consent', 'W-2 Statements', 'T4 Electronic Consent', 'Current Benefits', and '15-16 Benefit Enrollment'. A black arrow points from the '15-16 Benefit Enrollment' link to a blue text box at the bottom of the slide.

KING'S COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

Welcome Kings Employee!

The following links may display confidential information.

User Account

- [Im New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

Communication

- [My Documents](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Slopends](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)
- [T4 Electronic Consent](#)
- [Current Benefits](#)
- [15-16 Benefit Enrollment](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor^{3.1}
POWERED BY DATATEL

You have two options on this screen. The first is "Current Benefits", which displays your current benefit elections. The second is "15-16 Benefit Enrollment" which is the area you will enter to make your 15-16 Benefit Enrollment elections.

Click on Benefit Enrollment

KING'S COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Kings Employee!

The following links may display confidential information.

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

Communication

- [My Documents](#)

Employee Profile


- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)
- [T4 Electronic Consent](#)
- [Current Benefits](#)
- [15-16 Benefit Enrollment](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

To make your 15-16 Open Enrollment elections, please click-on “15-16 Benefit Enrollment”. You will be allowed to enter this area and make elections through May 22, 2015. After this date, the system will not allow you to enter this area. Please make sure you have the name, DOB, address and SSN# for any new Dependents/beneficiaries you are enrolling. If this information is incomplete, your elections cannot be processed and the coverage will not become effective.

Enroll or Change Benefits

 **KING'S COLLEGE**

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES

Welcome Kings Employee!

15-16 Benefit Enrollment

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Group Life Insurance					Yes
Long Term Disability					No
Retirement Red - 7%	7.0000%				No
VALUE \$300 Deductible Custom PPO	Family - \$72.00				Yes

☒ Enroll or Change Benefits
☐ Change Dependents/Beneficiaries
☐ Proceed to Enrollment Completion

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor^{3.1}
POWERED BY DATATEL

Click on "Enroll or Change Benefits" and then "Continue".

Select every Benefit

https://ws02.kings.edu:8443/webadvisor/colleague?TOKENID... Select all the Benefits Listed Below

Quarterly Taxes TEST WebAdvisor Main M... Datatel Users' Community... Client Support: Ellucian MyKing's King's College Secure Login Creative Ben... Entry Portal TimeTrak 2013 Login SHRM Online - Society for... Welcome — SHRM Visitor...

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Kings Employee!

Select all the Benefits Listed Below

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	Life Insurance
<input checked="" type="checkbox"/>	15-16 Medical Insurance
<input checked="" type="checkbox"/>	15-16 Dental Insurance
<input checked="" type="checkbox"/>	15-16 Vision Insurance
<input checked="" type="checkbox"/>	15-16 Retirement Plans
<input checked="" type="checkbox"/>	15-16 Supplemental Retirement
<input checked="" type="checkbox"/>	15-16 Medical Spending
<input checked="" type="checkbox"/>	15-16 Dependent Care Spending
<input checked="" type="checkbox"/>	15-16 Additional Life Employee
<input checked="" type="checkbox"/>	15-16 Additional Life Ins Spou
<input checked="" type="checkbox"/>	15-16 Add Life Ins Children

Select **EVERY** Benefit option and then click "Continue".

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

3:44 PM
4/19/2015

Select Group Life Insurance

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>. The browser's address bar also shows "Benefit Selection". The page header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, and CONTACT US. The page is titled "EMPLOYEES" and "Welcome Kings Employee!".

The main content area is titled "Benefit Selection". It contains a paragraph stating: "King's College provides, at no cost to you, Basic Life and AD&D Insurance in an amount equal to 1.5 times your annual Earnings to a maximum of \$100,000. Life insurance pays your beneficiary a benefit if you die while you are covered."

Below this paragraph is a table with the following columns: Current Life Insurance Benefits, Coverage or Participation Levels, Dependents, Health Care Provider Information, and Beneficiaries. The table has one row with the following values: Additional Life Insurance Empl, \$10,000.00, and empty cells for the other columns.

Below the table is a paragraph stating: "You must provide your beneficiary information for your Basic Life and AD&D. Your beneficiary is the person (or persons) or legal entity (entities) who receives a benefit payment if you die while you are covered by the policy. It is important that you name a primary and contingent beneficiary. It is important that your beneficiary designation be clear so there will be no question as to your intent."

Below this paragraph is a form with the following sections: Select One, Life Insurance Benefits, Coverage or Participation Levels, and Rate Information. The "Select One" section has a dropdown menu with "Group Life Insurance" selected. The "Life Insurance Benefits" section has a radio button selected for "Save information and go to the next form". The "Coverage or Participation Levels" section has a radio button selected for "Do not save changes and go to the next form". The "Rate Information" section is empty.

A blue callout box with white text and an arrow pointing to the "Group Life Insurance" dropdown menu contains the text: "Select Group Life Insurance and hit Continue. This is to designate your beneficiaries."

Below the form is a "Continue" button.

The footer of the page includes the navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, and CONTACT US. The footer also includes the "WebAdvisor 3.1" logo and the text "POWERED BY DATATEL".

Designation of Beneficiaries

Browser address bar: <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>

Navigation links: [CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [HELP](#) | [CONTACT US](#)

KING'S COLLEGE

EMPLOYEES Welcome Kings Employee!

Beneficiaries for This Benefit

Benefit: **Group Life Insurance**

Select	Beneficiary Name	Relationship	Beneficiary Type	Beneficiary Percentage
<input type="checkbox"/>	Mrs. Fake Employee	Spouse	PRJ - Primary	100
<input type="checkbox"/>	Mr. Notreal Employee	Child	CON - Contingent	50

☐ Save information and go to the next form
☒ Add or Manage Beneficiaries
☐ Do not save changes and go to the next form

Continue

WebAdvisor 3.1

4:48 PM 4/23/2014

Select individuals to be named your beneficiary or if individual or entity is not already listed, then select "Add or Manage Beneficiaries" and hit Continue

CORE Life Insurance

Browser address bar: <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>

Navigation links: [Datatel Users' Community...](#), [Client Support: Ellucian](#), [MyKing's King's College](#), [Municipal Statistics Tax R...](#)

KING'S COLLEGE

EMPLOYEES Welcome Kings Employee!

Dependent/Beneficiary Pool

Select	Name	Address	Gender	Relationship to Employee	Birth Date	SSN	Marital Status
<input type="radio"/>	Mrs. Fake Employee	123 Main Street Now here PA 18711	F	Spouse	02/01/64		Married
<input type="radio"/>	Mr. Notreal Employee	123 Main Street Now here PA 18711	M	Child	04/25/00	123-12-3123	
<input checked="" type="radio"/>	ADD NEW						
<input type="radio"/>	Return to the Beneficiaries for This Benefit form						

Submit

Navigation links: [CHANGE PASSWORD](#), [LOG OUT](#), [MAIN MENU](#), [EMPLOYEES MENU](#), [HELP](#), [CONTACT US](#)

WebAdvisor 3.1
POWERED BY DATATEL

Select "ADD NEW" if beneficiary or entity is not listed and hit Submit

Windows taskbar: 4:49 PM, 4/23/2014

CORE Life Insurance

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>. The page title is "Maintain Dependent/Beneficiary". The form is titled "Maintain Dependent/Beneficiary" and contains the following sections:

- Organization Information:**
 - Use this field to enter an organization name only if the entity is an organization or trust.
 - Organization Name:
 - Is this a trust or trustee? ☐
- Individual Information:**
 - Enter the name and demographic information for an individual below.
 - Prefix:
 - First Name:
 - Middle Name:
 - Last Name:
 - Suffix:
 - Marital Status:
 - Birth Date:
 - SSN:
 - Gender:
 - Relationship to Employee:
 - Full-Time Student: ☐
- Address Information:**
 - Enter the address data information below for both individuals and organizations.
 - Address Lines:
 -
 -
 - City:
 - State:
 - Zip:
 - Country:
- Buttons:**
 - ☒ Save information and go to the next form
 - ☐ Do not save changes and go to the next form
 -

The Windows taskbar at the bottom shows the time as 4:53 PM on 4/23/2014.

Fill in form with beneficiary information. Select the Save Information and go on to the next from and hit the Submit button

CORE Life Insurance

Browser address bar: <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=...> Dependent/Beneficiary Pool

Navigation links: [CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [HELP](#) | [CONTACT US](#)

KING'S COLLEGE

EMPLOYEES Welcome Kings Employee!

Dependent/Beneficiary Pool

Select	Name	Address	Gender	Relationship to Employee	Birth Date	SSN	Marital Status
<input type="radio"/>	Mrs. Fake Employee	123 Main Street Now here PA 18711	F	Spouse	02/01/64		Married
<input type="radio"/>	Fake Child 2 Employee	123 Now here Street Now where Town PA 18711			04/01/14	000-00-0000	
<input type="radio"/>	Mr. Notreal Employee	123 Main Street Now here PA 18711	M	Child	04/25/00	123-12-3123	
<input type="radio"/>	ADD NEW						
<input checked="" type="radio"/>	Return to the Beneficiaries for This Benefit form						

[Continue](#)

Navigation links: [CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [HELP](#) | [CONTACT US](#)

WebAdvisor 3.1
POWERED BY DATATEL

If you do not need add more beneficiaries then select "ADD NEW" again otherwise select Return to Beneficiaries for this Benefit form and hit the Continue button.

Windows taskbar: 4:54 PM 4/23/2014

CORE Life Insurance

Browser address bar: <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=...>

Navigation links: [CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [EMPLOYEES MENU](#) [HELP](#) [CONTACT US](#)

WELCOME KINGS EMPLOYEE!

Beneficiaries for This Benefit

Benefit: **Group Life Insurance**

Select	Beneficiary Name	Relationship	Beneficiary Type	Beneficiary Percentage
<input checked="" type="checkbox"/>	Mrs. Fake Employee	Spouse	PRJ - Primary	100
<input checked="" type="checkbox"/>	Fake Child 2 Employee		CON - Contingent	50
<input checked="" type="checkbox"/>	Mr. Notreal Employee	Child	CON - Contingent	50

Actions:

- ☒ Save information and go to the next form
- ☐ Add or Manage Beneficiaries
- ☐ Do not save changes and go to the next form

Submit button

Footer: 4:57 PM 4/23/2014

Select all the individuals or entities you want as your beneficiaries. Make sure to name a primary and a contingent. The percentage for each much equal 100%

Select Save information and go on to the next form and hit the Submit button

Medical Insurance

[CHANGE PASSWORD](#)
[LOG OUT](#)
[MAIN MENU](#)
[EMPLOYEES MENU](#)
[HELP](#)
[CONTACT US](#)

EMPLOYEES

Welcome Kings Employee!

Benefit Selection

Please make your benefit elections for the fiscal year 2015-2016 below. Please note that all elections must be completed by May 22, 2015 and will become effective on July 1, 2015. If you are enrolling your spouse and/or child and his/her information is not appearing as a dependent option you will need to enter ALL of his/her information including DOB, SSN# and address if their information is not already listed.

Current 15-16 Medical Insurance Benefits

Coverage or Participation Levels

Dependents

Health Care Provider Information

Beneficiaries

VALUE \$300 Deductible Custom PPO

Family - \$72.00

Pending Elections for This Enrollment Period

Enrollment Action

Coverage or Participation Levels

Dependents

Health Care Provider Information

Beneficiaries

You currently have no pending elections for this benefit type.

If you have medical insurance coverage through a different plan, you may decline coverage. Please be advised that the

☐ Opt out of 15-16 Medical Insurance

Please select your medical plan and coverage from the options listed below. Please note the different plan options and the coverage levels. Please ensure you verify or fully complete all sections for any dependents you are covering under this benefit. If there is missing or incomplete information the dependent will not be covered under this benefit.

Select One	15-16 Medical Insurance Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	VALUE \$300 Deductible Custom PPO	Employee - Only - Single	Rates
<input type="checkbox"/>	Value \$300 Deductible Custom Ppo	Parent & Child(ren)	Rates
<input type="checkbox"/>	VALUE \$300 Deductible Custom PPO	Employee & Spouse	Rates
<input type="checkbox"/>	VALUE \$300 Deductible Custom PPO	Family	Rates
<input type="checkbox"/>	CORE \$500 Deductible PPO	Employee - Only - Single	Rates
<input type="checkbox"/>	CORE \$500 Deductible PPO	Parent & Child(ren)	Rates
<input type="checkbox"/>	CORE \$500 Deductible PPO	Employee & Spouse	Rates
<input type="checkbox"/>	CORE \$500 Deductible PPO	Family	Rates
<input type="checkbox"/>	PREMIER \$150 Deductible PPO	Employee - Only - Single	Rates
<input type="checkbox"/>	PREMIER \$150 Deductible PPO	Parent & Child(ren)	Rates
<input type="checkbox"/>	PREMIER \$150 Deductible PPO	Employee & Spouse	Rates
<input type="checkbox"/>	PREMIER \$150 Deductible PPO	Family	Rates

☐ Save information and go to the next form
 ☐ Do not save changes and go to the next form

Continue

If you do not need health insurance click-on “**Opt Out**”.

Select “one” plan and coverage level & continue.

If you click on the blue text “Rates” it will take you to the rate table for each benefit.

Medical Insurance

Browser address bar: <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=>

Page Title: Dependents for This Benefit

Navigation: CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES | Welcome Kings Employee!

Dependents for This Benefit

Benefit
VALUE \$300 Deductible Custom PPO - Family

Select	Dependent Name	Relationship to Employee	Full Time Student
<input checked="" type="checkbox"/>	Mrs. Fake Employee	Spouse	No
<input checked="" type="checkbox"/>	Fake Child 2 Employee		No
<input checked="" type="checkbox"/>	Mr. Notreal Employee	Child	No

☒ Save information and go to the next form
☐ Add or Manage Dependents
☐ Do not save changes and go to the next form

Continue

If you select employee coverage you will not get this screen. This screen will only appear for those coverage's with dependents. Select the dependents you wish to cover under each respective benefit that is listed. If he/she is not listed you will need to add him/her by selecting "Add or Manage Dependents".

Dependent Info

Maintain Dependent/Beneficiary

Use this field to enter an organization name only if the entity is an organization or trust.

Organization Name

Is this a trust or trustee?

Enter the name and demographic information for an individual below .

Prefix

MRS - Mrs.

First Name

Fake

Middle Name

Last Name

Employee

Suffix

Marital Status

M - Married

Birth Date

02/01/64

SSN

111111111

Gender

F

Relationship to Employee

S - Spouse

Full-Time Student

Enter the address data information below for both individuals and organizations.

Address Lines

123 Main Street

City

Nowhere

State

PA - Pennsylvania

Zip

18711

Country

Save information and go to the next form

Do not save changes and go to the next form

SUBMIT

If you need to add a dependent you must enter his/her name, DOB, SSN, address. When all have been entered click on "SUBMIT".

Dependent Info

Maintain Dependent/Beneficiary

Use this field to enter an organization name only if the entity is an organization or trust.

Organization Name

Is this a trust or trustee? ☐

Enter the name and demographic information for an individual below .

Prefix

First Name

Middle Name

Last Name

Suffix

Marital Status Birth Date SSN Gender Relationship to Employee Full-Time Student ☐

Enter the address data information below for both individuals and organizations.

Address Lines

City State Zip Country

If you are covering more than 1 dependent you will continue to click-on “Add another dependent” and fill in the information for each. When done entering all of the dependents you are covering under this benefit, please click-on “Save information and go to the next form” and “Continue”.

Dental Insurance

The screenshot shows a web browser window with the URL <https://wra02.kings.edu:8443/webadvisor/colleague?TOKENID>. The page title is "Benefit Selection".

Benefit Selection

Please indicate if you would like to enroll in group dental coverage by making a selection below. If you do not wish to enroll in this coverage you will elect "Opt Out". If you are currently enrolled in this benefit and wish to continue this coverage for 2015-2016 fiscal year you MUST indicate this by selecting the appropriate coverage from the options below. If you are enrolling or re-enrolling your spouse or dependent children in this plan you will need to select them from your dependent options or enter his/her information including DOB, SSN#, and address.

Current 15-16 Dental Insurance Benefits Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You are currently not enrolled in any benefits.

Pending Elections for This Enrollment Period Enrollment Action Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You currently have no pending elections for this benefit type.

Dental insurance is an optional benefit. You have the opportunity to elect this benefit once a year during Open Enrollment. After this period you cannot make changes unless you experience a "change in status".

☐ Opt out of 15-16 Dental Insurance

Opt out of this benefit here.

If you wish to enroll or retain this insurance for the 2015-2016 fiscal year, please select your dental coverage from the options listed below. Please note the different coverage levels; Employee, Employee + 1 or Family coverage. Current and new enrollees, please ensure you select the dependents from your list or if the dependent has not previously been covered, enter all of the information for any him/her. If the information is missing or incomplete the dependent will not be covered.

Select	15-16 Dental Insurance Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	Dental Employee		Rates
<input type="checkbox"/>	Dental Employee + 1		Rates
<input type="checkbox"/>	Dental Family		Rates

☒ Save information and go to the next form

☐ Do not save changes and go to the next form

Continue

Annotations: A blue box highlights the "Opt out of this benefit here." text. A black arrow points from the "Opt out of this benefit here." text to the "Opt out of 15-16 Dental Insurance" checkbox. Another black arrow points from the "Opt out of this benefit here." text to the "Continue" button.

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Once you complete your health insurance benefit election, the system will prompt you to elect coverage for the dental benefit. You will repeat the same process for dependents you completed for health insurance. In this example, the employee is electing "Employee" coverage, so he will not be prompted for dependent information.

Vision Insurance

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

Please indicate if you would like to enroll in group vision coverage by making a selection below. If you do not wish to enroll in this coverage you would choose "Opt Out". If you are currently enrolled in this benefit and wish to continue this coverage you MUST indicate this by selecting the appropriate coverage from the options below. If you are enrolling your spouse or dependent children in this plan and they do not appear in your dependent list, you will need to enter his/her information including name, DOB, SSN#, and address.

Current 15-16 Vision Insurance Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You are currently not enrolled in any benefits.				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

Vision insurance is an optional benefit. You have the opportunity to elect this benefit once a year during Open Enrollment. After this period you cannot make changes outside of a Life Event

☐ Opt out of 15-16 Vision Insurance

Current and new enrollees, please ensure you either select or enter all of the information for any dependent you are covering under this benefit. If the information is missing or incomplete the dependent will not be covered.


Select	15-16 Vision Insurance Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	Vision Employee		Rates
<input type="checkbox"/>	Vision Family		Rates

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Continue

You will complete the same process for vision benefits as you did for health and dental. Select "Opt Out" if you do not wish to elect vision benefits or to cancel your current election. If you are covering any dependents you will need to enter the information for each person you are covering under this benefit.

Retirement

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EMPLOYEES

Welcome Kings Employee!

Benefit Selection

The College offers a sliding scale for retirement contributions. Please click on the "Rates" hyperlink to view the various contribution levels.

Your current payroll deduction for retirement is listed below. Please be advised that if you currently contribute greater than 5%, and wish to continue contributing greater than 5%, please elect Retirement 5% below and put the remainder amount in the Supplemental Retirement % or Supplemental Retirement Amount.

Current 15-16 Retirement Plans Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Retirement Red - 7%	7.0000%			

Please note that in addition to Benefit Enrollment, you can change your retirement percentage throughout the year by filling out an Agreement for Salary Reduction form located on the Human Resources website.

Select One	15-16 Retirement Plans Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	Retirement Red - 1%		Rates
<input type="checkbox"/>	Retirement Red - 2%		Rates
<input type="checkbox"/>	Retirement Red - 3%		Rates
<input type="checkbox"/>	Retirement Red - 4%		Rates
<input type="checkbox"/>	Retirement Red - 5%		Rates

☒ Save information and go to the next form


☐ Do not save changes and go to the next form

Continue

If you wish to contribute more than 5%, then select 5% and put the remaining amount into a Supplemental Retirement Percentage on the next screen

Please select the amount you would like withheld from your pay for the TIAA-CREF 403(b) retirement account. The employer contribution is a sliding scale. Click on the blue "Rates" hyperlink to view the various contribution levels. If you wish to maintain the same percentage please choose the corresponding percentage from the options listed. Click Continue.

Supplemental Retirement

 **KING'S COLLEGE**

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EMPLOYEES

Welcome Kings Employee!

Benefit Selection

You can only make a additional contribution into a Supplemental Retirement Amount or Supplemental Retirement % if you currently are or elected 5%. You can contribute either a flat dollar amount or a percentage, but not both. Please indicate the amount or percentage additional you would like withheld for your Retirement Account. If you do not want to contribute an additional amount to your 5%, please select "Opt Out".

Your current SRA dollar amount or percentage withholding is identified on your pay stub under the codes "SRA" for a flat dollar amount or "SRAP" for a percentage. If neither of these codes are displayed on your pay stub, you do not currently have an SRA and cannot make an election. Please choose "Opt Out".

Current 15-16 Supplemental Retirement Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You are currently not enrolled in any benefits.				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

☐ Opt out of 15-16 Supplemental Retirement

If you are not contributing at the 5% max level for retirement,
Then choose Opt out

Please select the dollar amount or percentage additional to withhold from you pay.

Select	15-16 Supplemental Retirement Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	Supplemental Retirement Amount		
<input checked="" type="checkbox"/>	Supplemental Retirement Percentage		

☒ Save information and go to the next form

☐ Do not save changes and go to the next form

Continue

If you are have elected to contribute at the 5% level and wish to contribute more, select Supplemental Retirement Amount or Supplemental Retirement Percentage.

Supplemental Retirement Amount or Percentage

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Enter Benefit Percentage

Benefit	Maximum Annual Amount	Maximum Percentage Allowed	Percentage
Supplemental Retirement Percentage	\$999,999.99	100.0000%	2.0

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In this example, the employee choose to have an percentage withheld from his pay in addition to his 5%. As such he will enter a percentage above. If he choose a dollar amount, a similar screen will appear and you would enter a bi-weekly flat dollar amount to withhold for this benefit. If you choose "Opt Out" this screen will not appear. Please click-on "Submit" when your selections are complete.

Medical Spending

KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

A Medical spending account will reimburse you with pre-tax dollars for healthcare expenses not reimbursed under your medical plan. In general, expenses incurred to treat a medical condition or to alleviate pain are eligible for reimbursement.

Medical Flexible Spending Accounts must be elected each year. If you wish to enroll, please select an ANNUAL Amount you would like withheld on a pre-tax basis from your pay. The minimum is \$300 and the maximum is \$2,550. Please refer to your benefit booklet for more information. If you do not wish to enroll in this benefit, please select "Opt Out". PLEASE NOTE: If electing this benefit you will be entering an ANNUAL amount, not a bi-weekly amount.

Current 15-16 Medical Spending Benefits Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You are currently not enrolled in any benefits.

Pending Elections for This Enrollment Period Enrollment Action Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You currently have no pending elections for this benefit type.

You have the ability to enroll in this benefit during each Open Enrollment period. If you choose not to enroll, you will not be eligible to elect coverage until the next Open Enrollment period, outside of a Life Event.

☐ Opt out of 15-16 Medical Spending

If you wish to enroll in this benefit for the 2014-2015 fiscal year, please enter the annual amount you would like to have withheld from your pay. An additional paper form must be completed. These forms can be found by clicking on the hypertext link "Rates" text below or can be found on the Human Resources webpage. Please remember that this benefit must be elected every year. It automatically terminates on June 30th of each year.

Select 15-16 Medical Spending Benefits Coverage or Participation Levels Rate Information

☐ Medical Spending Account ☐ Medical Flexible Spending [Rates](#)

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Annotations:

- Arrow from "Opt Out of 15-16 Medical Spending" to a blue box: "If you do not want this benefit click-on 'Opt Out'".
- Arrow from "Medical Spending Account" to a blue box: "Medical Spending accounts must be elected each year. If you would like to enroll in this benefit, click-on 'Medical Spending Account' and 'Continue'. If you do not want this benefit, click-on 'Opt Out' and then 'Continue'."

Medical Spending accounts must be elected each year. If you would like to enroll in this benefit, click-on "Medical Spending Account" and "Continue". If you do not want this benefit, click-on "Opt Out" and then "Continue".

Medical Spending

The screenshot shows the 'Enter Annual Flexible Spending Amount' form for King's College. The form includes a table with columns for Flexible Spending Benefit, Maximum Amount Allowed, Number of Pay Periods, and Annual Amount. The 'Medical Spending Account - Medical Flexible Spending' row shows a maximum of \$2,550.00 and 26 pay periods, with the annual amount set to 2550.00. Below the table are two radio buttons: 'Save information and go to the next form' (selected) and 'Do not save changes and go to the next form'. A 'Continue' button is at the bottom. A black arrow points from the 'Continue' button to the text box in the blue instruction box below.

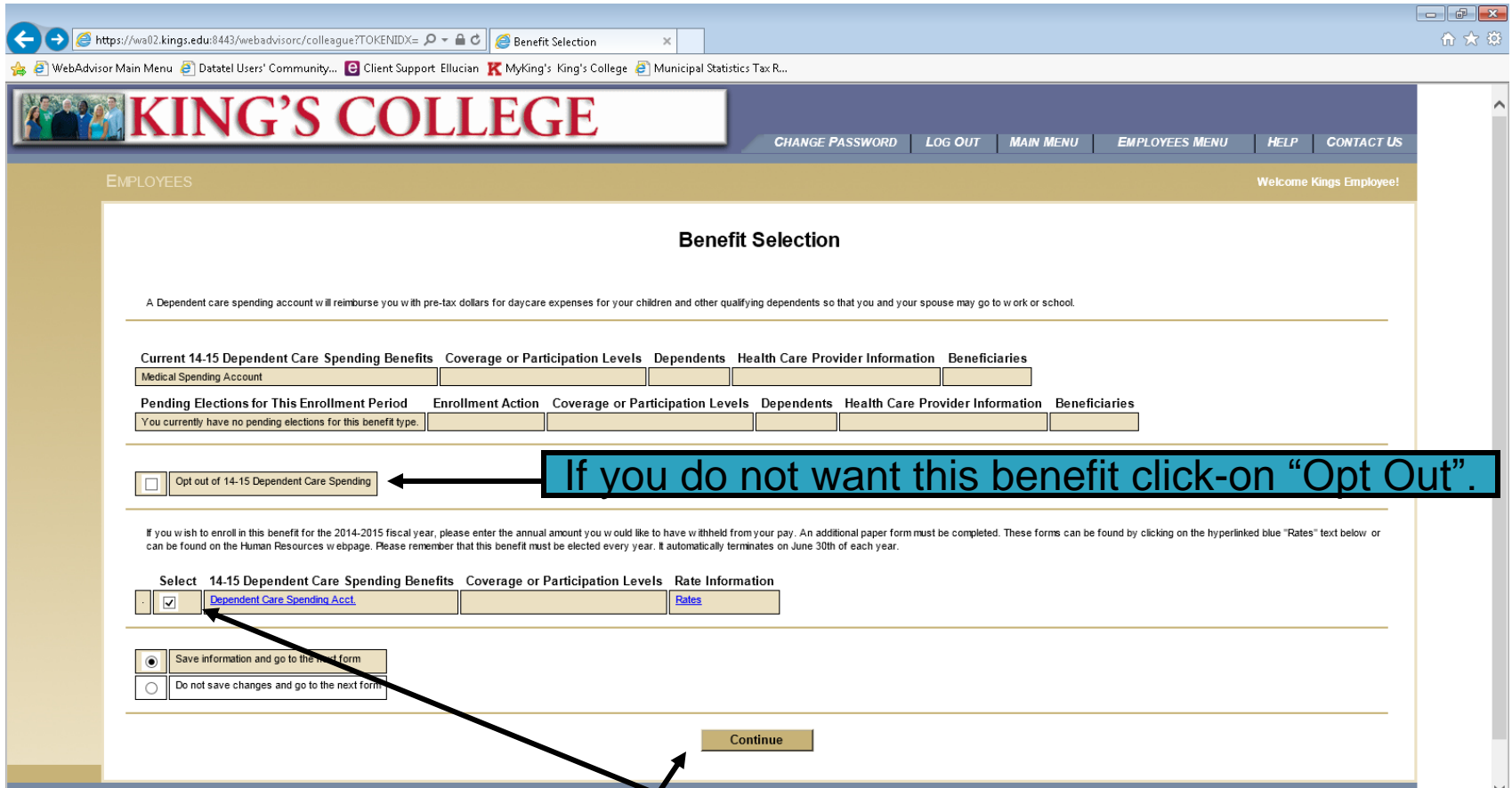
Flexible Spending Benefit	Maximum Amount Allowed	Number of Pay Periods	Annual Amount
Medical Spending Account - Medical Flexible Spending	\$2,550.00	26	2550.00

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Continue

If you chose to enroll in the Medical Spending Account, you will have this screen in front of you. Please select an ANNUAL dollar amount you wish to have withheld from your pay on a tax-deferred basis for eligible medical expenses and click-on "Continue". If you chose "Opt Out" for this benefit, this screen will not appear.

Dependent Care Spending



KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

A Dependent care spending account will reimburse you with pre-tax dollars for daycare expenses for your children and other qualifying dependents so that you and your spouse may go to work or school.

Current 14-15 Dependent Care Spending Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Medical Spending Account				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

☐ Opt out of 14-15 Dependent Care Spending

If you wish to enroll in this benefit for the 2014-2015 fiscal year, please enter the annual amount you would like to have withheld from your pay. An additional paper form must be completed. These forms can be found by clicking on the hyperlinked blue "Rates" text below or can be found on the Human Resources webpage. Please remember that this benefit must be elected every year. It automatically terminates on June 30th of each year.

Select	14-15 Dependent Care Spending Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	Dependent Care Spending Acct.		Rates

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Continue

Dependent Care Spending accounts must be elected each year. If you would like to enroll in this benefit, click-on "Dependent Care Spending Account" and "Continue". If you do not want this benefit, click-on "Opt Out" and then "Continue".

Dependent Care Spending

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX= Benefit Selection

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KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

A Dependent care spending account will reimburse you with pre-tax dollars for daycare expenses for your children and other qualifying dependents so that you and your spouse may go to work or school.

Current 14-15 Dependent Care Spending Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Medical Spending Account				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

☒ Opt out of 14-15 Dependent Care Spending

If you wish to enroll in this benefit for the 2014-2015 fiscal year, please enter the annual amount you would like to have withheld from your pay. An additional paper form must be completed. These forms can be found by clicking on the hyperlinked blue "Rates" text below or can be found on the Human Resources webpage. Please remember that this benefit must be elected every year. It automatically terminates on June 30th of each year.

Select	14-15 Dependent Care Spending Benefits	Coverage or Participation Levels	Rate Information
<input type="checkbox"/>	Dependent Care Spending Acct.		Rates

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

If you chose to enroll in the Dependent Care Spending Account, you will have this screen in front of you. Please select an ANNUAL dollar amount you wish to have withheld from your pay on a tax-deferred basis for eligible dependent care expenses and click-on "Continue". If you chose "Opt Out" for this benefit, this screen will not appear.

Additional Life– Employee

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX= Benefit Selection

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KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

You may choose Additional life Insurance coverage for yourself. If you currently have an election it will be displayed on this page. If you do not have coverage and wish to enroll you will be required to complete an enrollment form and an Evidence of Insurability application if you exceed the Guarantee Issue of \$50,000. If eligible you can purchase insurance in increments of \$10,000 up to a maximum of \$300,000. The rates are driven by the amount of coverage and your age.

If you currently have coverage and wish to maintain the amount of coverage in effect, please indicate this below. If you do not have coverage and/or wish to cancel any coverage in effect, please "Opt Out". Your current coverage is identified in this area. If you wish to simply maintain this coverage please enter the corresponding amount on this page.

Current 14-15 Additional Life Employee Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Additional Life Insurance Empl	\$10,000.00			

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

If you do not have coverage and/or wish to cancel the coverage currently in effect, please select "Opt Out".

☐ Opt out of 14-15 Additional Life Employee

Please select the amount of coverage you wish to maintain or apply for. Insurance can be purchased in increments of \$10,000 up to a maximum of \$300,000. New applicants and any employee who wished to increase current coverage amounts will be subject to Evidence of Insurability if applying for more than the Guarantee Issue amount of \$50,000. Please return applicable forms to the Human Resources office by May 25, 2014. Forms can be obtained from the Human Resource Department Web Page.

Select	14-15 Additional Life Employee Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	Additional Life Insurance Empl		Rates

☒ Save information and go to the next form

☐ Do not save changes and go to the next form

If you currently have supplemental life insurance on yourself you will receive this screen indicating the amount of coverage in effect. To maintain, enroll or change this benefit, please click-on "Additional Life Insurance" and "Continue". Please select "Opt Out" if you do not wish to elect coverage.

Additional Life-Employee

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=... Enter Insurance Coverage ...

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EMPLOYEES Welcome Kings Employee!

Enter Insurance Coverage Amount

Insurance	Minimum Coverage Amount Allowed	Maximum Coverage Amount Allowed	Insurance Coverage Amount
Additional Life Insurance Empl	\$10,000.00	\$300,000.00	50000 x

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

If you elected to maintain, change or enroll in this benefit you will receive this screen. Please enter the amount of life insurance you wish to apply for or the amount currently in effect to maintain coverage.

Please note any changes or new enrollees must also complete a hard copy enrollment form and an "Evidence of Insurability" form if the amount exceeds the Guarantee Issue amount.

Forms can be found on the Human Resources web page .

All applications are subject to approval by the insurance carrier.

Completion and submission of required forms by May 27, 2015 are the sole responsibility of the employee.

Additional Life- Spouse

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=>. The page title is "Benefit Selection".

Benefit Selection

You can elect to purchase additional life insurance on your spouse only if you elect to purchase additional life insurance for you as the employee. Insurance can be purchased in \$10,000 increments. The amount of this insurance cannot exceed the amount of additional life insurance you purchase for yourself. Increases in the amount of insurance currently in effect or new enrollees who exceed the Guarantee Issue amount of \$10,000 are subject to Evidence of Insurability. These forms are available on the Human Resources web page.

Your current coverage for this benefit is detailed here. If this section is blank you currently do not have coverage. To maintain your current coverage please make the appropriate selection below. To cancel any current coverage or if you do not wish to purchase insurance, please select "Opt Out".

Current 14-15 Additional Life Ins Spou Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Additional Life Insurance Empl	\$10,000.00			

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

Please select "Opt Out" if you do not wish to purchase any additional life insurance or if you wish to cancel any insurance currently in effect.

☐ Opt out of 14-15 Additional Life Ins Spou

If you wish to maintain any insurance currently in effect, please select the appropriate coverage below. Increases to the amount of insurance currently in effect OR new enrollees will be required to complete an enrollment form for the insurance carrier and if the amount exceeds the Guarantee Issue amount of \$10,000 you will be required to fill out an Evidence of Insurability Form. These forms are available on the Human Resources Web page. It is your responsibility to complete the required paperwork and submit it to the Human Resources Department by May 25, 2014.

Select	14-15 Additional Life Ins Spou Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	Additional Life Spouse		Rates

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Continue

Two black arrows point from the bottom text box to the "Additional Life Spouse" option and the "Continue" button.

If you currently have supplemental life insurance on your spouse you will receive this screen indicating the amount of coverage in effect. To maintain, enroll or change this benefit, please click-on "Additional Life Insurance Spouse" and "Continue". Please select "Opt Out" if you do not wish to elect coverage.

Additional Life-Spouse

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KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Enter Insurance Coverage Amount

Insurance	Minimum Coverage Amount Allowed	Maximum Coverage Amount Allowed	Insurance Coverage Amount
Additional Life Spouse	\$10,000.00	\$300,000.00	10000 x

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

SUBMIT

If you elected to maintain, change or enroll in this benefit you will receive this screen. Please enter the amount of life insurance you wish to apply for or the amount currently in effect to maintain coverage.

Please note any changes or new enrollees must also complete a hard copy change form and an "Evidence of Insurability" form if the amount exceeds the Guarantee amount which can be found on the Human Resources web page. All applications are subject to approval by the insurance carrier. Completion and submission of required forms by May 27, 2015 are the sole responsibility of the employee. You will not be reminded to complete this process.

Additional Life– Child(ren)

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX= Benefit Selection

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KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Benefit Selection

You can elect to purchase additional life insurance on your child(ren) only if you elect to purchase additional life insurance for you as the employee. It is a flat amount of \$10,000 for each child. The rate is \$0.60/month regardless of the number of children covered.

Your current coverage for this benefit is detailed here. If this section is blank you currently do not have coverage. To maintain your current coverage please make the appropriate selection below. To cancel any current coverage or if you do not wish to purchase insurance, please select "Opt Out".

Current 14-15 Add Life Ins Children Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
Additional Life Insurance Empl	\$10,000.00			

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You currently have no pending elections for this benefit type.					

Please select "Opt Out" if you do not wish to purchase any additional life insurance or if you wish to cancel any insurance currently in effect.

☐ Opt out of 14-15 Add Life Ins Children

If you wish to maintain any insurance currently in effect, please select the appropriate coverage below. You will be required to enter all of the dependent information for the individual you are covering including DOB, SSN # and address.

Select	14-15 Add Life Ins Children Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	Additional Life Child(ren)		Rates

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

Continue

If you currently have supplemental life insurance on your dependent child(ren) the coverage amount is indicated above. To maintain, enroll or change this benefit, please click-on "Additional Life Insurance Child(ren)" and "Continue". Please select "Opt Out" if you do not wish to elect coverage.

Additional Life-Children

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KING'S COLLEGE

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EMPLOYEES Welcome Kings Employee!

Enter Insurance Coverage Amount

Insurance	Minimum Coverage Amount Allowed	Maximum Coverage Amount Allowed	Insurance Coverage Amount
Additional Life Child(ren)	\$10,000.00	\$10,000.00	10000 x

☒ Save information and go to the next form
☐ Do not save changes and go to the next form

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

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The coverage amount for dependent life insurance is \$10,000 for each child. Please enter "10000" in the "Insurance Coverage Amount" and click-on "Submit"

Enrollment Confirmation

IMPORTANT

YOUR ELECTIONS ARE NOT COMPLETE UNTIL YOUR FORM IS SIGNED.

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
15-16 Dependent Care Spending	Opt Out				
15-16 Add Life Ins Children	Opt Out				
Group Life Insurance	Keep/Update				False Employee 100% (Primary); Notreal Employee 100% (Contingent)
VALUE \$300 Deductible Custom PPO	Keep/Update	Family	Happy Everyday		
Dental Family	Enroll		False Employee; Notreal Employee; Happy Everyday		
Vision Employee	Enroll				
Retirement Red - 5%	Enroll				
Supplemental Retirement Percentage	Enroll	2.0000%			
Medical Spending Account	Enroll	Medical Flexible Spending - Annual: \$2,550.00; Pay Period: \$98.08			
Additional Life Insurance Empl	Enroll	\$50,000.00			
Additional Life Spouse	Enroll	\$50,000.00			

☐ Save Choices and Complete Later

☐ Save and go back to make other selections or corrections

☐ Manage Dependents/Beneficiaries

☒ Ready to sign

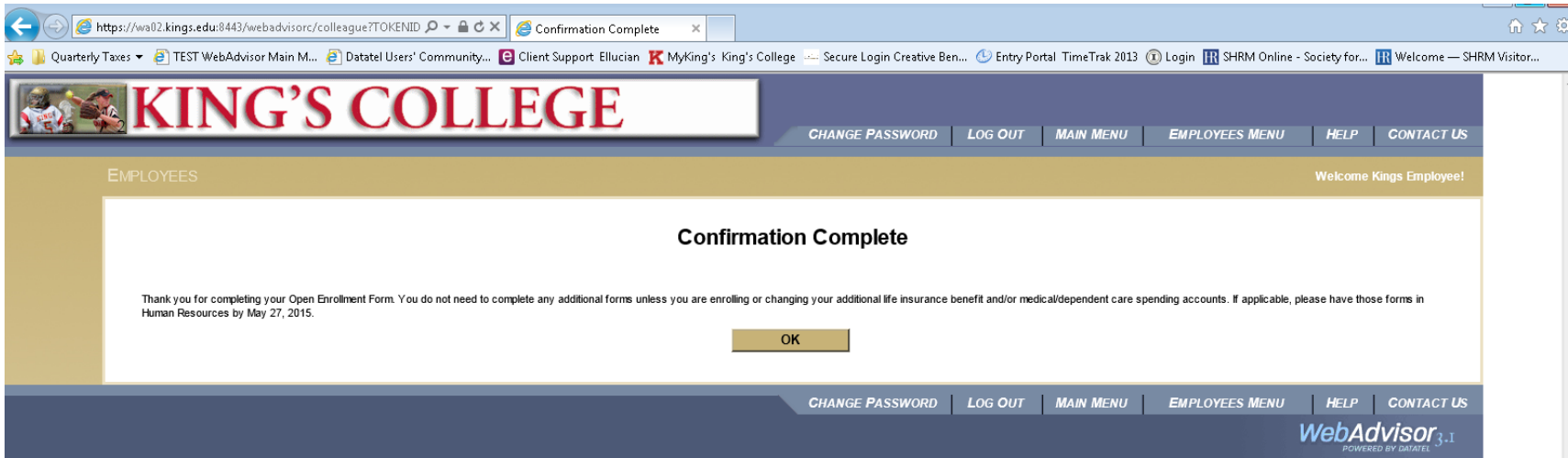
By clicking the Submit Final Enrollment button below, I understand that I cannot change or revoke my election for medical, dental, vision, additional life insurance, or flexible spending accounts as of any date prior to the next open enrollment period unless I notify the Human Resources office within 30 days of a qualified change in status. The information provided is true and correct to the best of my knowledge and I accept the provisions that I have read and understood. Please note: If you are enrolling or changing your additional life benefit, or elected a medical or dependent care spending account, an additional paper application is needed. You can obtain the applications on the HR webpage or the HR office. Please have forms in to HR by May 27, 2015. All medical, dental, vision, medical/dependent care spending accounts will be taken on a pre-tax basis.

☒ Electronic Signature for Final Enrollment

SUBMIT

Once you have made all of your elections, you will receive this screen. Please take a minute to review it for accuracy. select "Ready to Sign" and the "Electronic Signature Box" and then "Submit".

Confirmation Complete



This is the confirmation page you will receive to indicate your 15-16 Open Enrollment elections are complete.