

# Submitting a Change in Status Request

**NOTE:** You have 30 days from the date the status change was effective to make any eligible changes to your benefits enrollment.

The following are requirements for coverage changes related to qualifying events including changes in family and/or job status: If you are adding dependents as a result of your qualifying event, you must complete the attached dependent verification worksheet(s) and provide proof of eligibility or their enrollment will not be accepted or processed.

All proper documentation and additional forms must be submitted at the time of submission (marriage license, divorce decree, spouse's employer statement, proof of new coverage, etc.)

Medical options may be changed only if certain circumstances apply; for example, changing from \$1500 Deductible Option to \$900 Deductible Option. See "Changing Your Benefit Options" section of the Benefits Handbook. (Page 11)

All changes must be consistent with the qualifying event. See the "Changing Your Benefits Options" section of the Benefits Handbook for details. (Page 11)

Any changes to the Dependent Care Reimbursement accounts must include the date the contribution is to begin or change.

**Return all required documentation and dependent verification worksheets to:**

**Human Resources Customer Service**






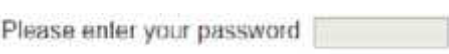
One Corporate Plaza  
3520 N.W. 58<sup>th</sup> Street  
Oklahoma City, OK 73112  
405-945-4480 FAX

If you have questions about your benefits or how to complete this form, please contact Human Resources Customer Service at 405-949-4045 or your local Human Resources office.

# Employee – How to Submit a Change in Status Request

## Overview:

You have 30 days to submit benefit elections as a new hire or following a life event. To get more information about life events, visit the “Benefits” section on HRanytime.

<b>Submitting a Change in Status Online</b>	
<b>Browse to the BenefitElect Website.</b>	<a href="http://www.myintegrisbenefits.com" style="color: blue; text-decoration: underline;">www.myintegrisbenefits.com</a>
<b>Login to the benefits systems.</b>  <b>Note: If you have issues logging in, click the “Forgot Password?” link or contact HR Customer Service at (405)949-4045).</b>	
<b>In the top left corner of the page, click the “Click Here” button.</b>	
<b>A list of qualifying events will appear. Select the qualifying life event and click the “Next” button.</b> <b>Note: You may need to scroll to the bottom of the page.</b>	
<b>Enter the change date and add any dependents you want to add (if eligible).</b>  <b style="background-color: yellow;">Make sure to submit any supporting documentation to Human Resources with the dependent verification worksheet found on HRanytime &gt; HR Forms. Supporting documents must be received in order for your change in status to be approved.</b>	
<b>Click continue and use the navigation bar on the left side of the page to select the benefits you would like to update.</b>	
<b>Once you have made all of your changes, scroll to the bottom and click the “Enrollment Summary” button.</b>	
<b>Verify your elections, then scroll down to the bottom of the page and enter your password to confirm your elections.</b>	

<b>Click the “Finish” button. Your confirmation statement will appear. Save or print a copy for your records</b>	
<b>If your change in status requires documentation such as a dependent verification form or other supporting documentation, please forward to Human Resources</b>	FAX: 405-945-4480 Email: HRCustomerService@integrisok.com
<b>Your change in status will be reviewed within 2 business days.</b>	After consideration, you will be notified of the outcome.

**Reminder: The following may be needed in order to approve your enrollment**

Documentation of Qualifying Event

Dependent Verification Forms (if adding new dependents)

Documentation for Dependents (if adding new dependents)

[Link to Dependent Verification Forms for Spouse and Child](#)