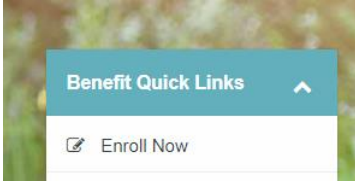
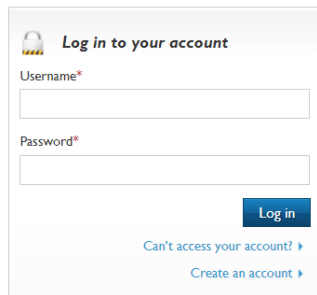


How to make a change in coverage due to a life event

1. Go to www.rsfbenefits.com
2. Click on Enroll Now



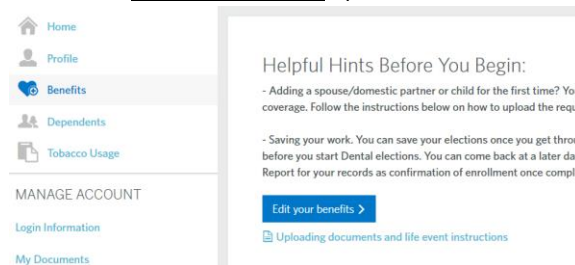
3. Log into the benefits enrollment website

A screenshot of a login page. At the top, it says "Log in to your account" next to a user icon. Below this are two input fields: "Username*" and "Password*". To the right of the password field is a blue "Log in" button. Below the button are two links: "Can't access your account? >" and "Create an account >".

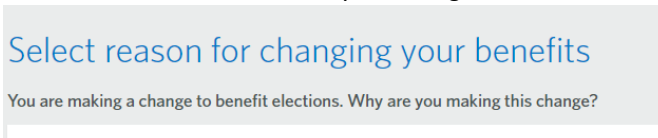
4. Choose Click Here



5. Choose the Edit Your Benefits option



6. Select the life event reason for your change

A screenshot of a form titled "Select reason for changing your benefits". Below the title is a text prompt: "You are making a change to benefit elections. Why are you making this change?". Below the prompt is a text input field.

7. Enter the date that the life event took place and click Next
8. Continue through the prompts to update the coverage you wish to change

How to upload documentation:

1. Follow steps 1-4 above to get into the benefits website.
2. Choose My Documents

 [Home](#)

 [Profile](#)

 [Benefits](#)

 [Dependents](#)

 [Tobacco Usage](#)

MANAGE ACCOUNT

[Login Information](#)

[My Documents](#)

[View Tax Documents](#)

[View HSA Contribution](#)

[Life Change](#)

3. Click on the box that is asking for the appropriate documentation and choose Upload
4. Once you have uploaded the documentation from your computer, click Save at the bottom of the screen.