## Enroll/Make Changes to your Benefits

- 1. Go to mybenefits.illinois.gov
- 2. Click Login

TO	Illinois Department of Central Management Services CONS TO BROWSE THE PORTAL AS A GUEST, PLEASE TELL US IN WHICH STATE OF ILLINOIS GROUP INSURA				OUP INSURANCE PROGRAM YC	Login Make a Payment (E-Pay) How to Register (Video) ANCE PROGRAM YOU BELONG:		
	STATE EMPLOYEES GROUP INSURANCE PROGRAM (SEGIP)	c	DLLEGE INSURANCE PROGRAM (CIP)		LOCAL GOVERNMENT HEALTH PLAN (LGHP)		TEACHERS' RETIREMENT INSURANCE PROGRAM (TRIP)	
	Select 🗸		Select 🗸		Select		Stlect 🗸	

- 3. If this is your first time ever visiting this site, click Register and follow the prompts. If you've already registered, type in your username and password and log in.
  - a. If you've forgotten your username, password, or both, there are retrieval options on the screen that will send you the information to either your IMSA or personal email you provided when you were onboarded.

		Need Help?		
	Welcome.			
	This site provides information and	tools related to your Group Insurance Benefits.		
	If you are logging onto the site for	the first time, click on " <u>Register.</u> "		
	If you are unable to login, contact the MyBenefits Service Center (toll-free) 844-251-1777, or 844-251-1778 TDD/TTY, Monday - Friday, 8:00 AM - 6:00 PM CT.			
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Nor C		7		
NU I ZON	PASSWORD	Forgot my password		
		4		
	Login	Logging in for the first time? Register Browse as guest		
Contacts & Resources   Terms Of Use   Privacy Policy		© 2019 Morneau Shepeli Ltd.		

4. After logging in, you'll be brought to the homescreen. Scroll down to the recap of your benefits. Select Self Service Tools and select Enroll/make changes from the menu.

YOUR BENEFITS	ANNUAL VALUE OF YOUR BENEFITS T COST	oloyee Only	DECISION SUPP TOOL FY2019 07/01/2018 06/30/2019
Benefits	Plan	Your Monthly Cost	
Medical			
Dental		_	
Basic Life	View MyElectio	ns	Compare Plan
Optional Member Life	Enroll/make ch	anges	
Voluntary AD&D	Update my em	ail	
-	View Required Upload require	Documents d documents	
View All	s	elf-Service Tools	

5. This will bring you to the Enroll/Change Tool. Select the appropriate qualifying change of status that has affected you. Please note you have 60 days from the date of the event to make your enrollments/changes.

## Enroll / Change Tool

To make changes to your current selections and/or personal information, choose the applicable link from the table. In some cases, you may need to make your changes within a certain time period.

You may also view the history of your pending and processed selections made during previous activities.

Description	You must complete your changes within
Life Event	
Birth/Adoption/Legal Guardianship	60 days of the event date
Divorce/Legal Separation Non MAPD	60 days of the event date
Gain of Dependent Eligibility	60 days of the event date
Gain of Other Coverage	60 days of the event date
Loss Of Other Coverage	60 days of the event date
Marriage Non MAPD	60 days of the event date
Temporary Guardianship Verification	60 days of the event date
Voluntary Benefit Change (Anytime Event)	n/a

6. You'll be prompted to type in the date of the specified event.

	Ø
Enter the effective date	
Enter the date for the event you selected. Loss Of Other Coverage.	
MM/DD/YYYY	
The time limit within which you may make your changes as a result of event date.	
Continue Cance	

7. You'll be brought to a new screen that allows you to add/remove dependents, make changes in benefits, finalize your selections, and upload documentation.