

# LIFE INSURANCE

## **Insurance Elections screen**

This screen is for enrollment in Voluntary Term Life and Voluntary AD&D insurance. Eligible employees will also see the District-paid Basic Life, Basic AD&D and Long Term Disability plans.



**Once you make your changes, or wish to leave your enrollment as is, click on Continue.**

To elect Voluntary Life or Voluntary AD&D:

1. Click the "Elect" radio button for the plan(s) you want to enroll in.
2. Click on the prompt to choose the coverage level you desire.
3. If applicable, enter which dependent(s) are covered in that plan.
4. If your dependent is not in the list, follow these instructions found on page 6 of this booklet.

- 1) Click on "Add My Dependent From Enrollment"
- 2) Answer "Use your new dependent as a beneficiary?"
- 3) Click on YES and OK
- 4) Enter these required fields
- 5) Click OK

To increase, decrease or waive Voluntary Life or Voluntary AD&D:

1. To increase or decrease coverage level, click the prompt on the Coverage Level field and choose your new coverage level.
2. To waive, click the "Waive" radio button.

Grandfathered Plans – Once you waive out of a grandfathered plan, you waive all grandfathered Life and AD&D plans. You can always enroll back into the plans in the future but will no longer have access to the grandfathered rates.

To elect coverage for a spouse and/or child, you must also elect coverage for yourself.

Coverage levels for Spouse Life are limited to no more than 50% of the employee coverage level.

**Paper Enrollment Forms:** Even though your election is in Workday, the Hartford still requires that paper forms be completed. You will also need to complete Evidence of Insurability with any new election or increase in coverage level. It is Hartford that determines if your coverage levels will be approved. These forms are available on this Insurance Elections Screen as links.

To enroll or increase coverage for Voluntary Life/Voluntary AD&D, the Hartford still requires that paper form be completed  
[ENROLLMENT FORM](#)  
[EVIDENCE OF INSURABILITY FORM](#)