

You have recently reported a qualifying event to make changes to your benefits.

You can go to the TBX enrollment platform and make that change. That link is: www.thebenefitsexpert.com/juneau.

Login ID: Full SS#

PIN: Last 4 of SS# & Last 2 of Birth Year

When you log in, you will see the following options on the home screen. You will want to select "Qualifying Life Event".

<p>Qualifying Life Event Go</p> <p>Were you recently married? Had a baby? Lost or gained coverage via your spouse? Select the "Go" and the radio button that best fits your Life Event. Follow the prompts to make and save necessary changes to eligible plans.</p> 	<p>Change A Beneficiary Go</p> <p>Would you like to add, remove, or edit a beneficiary to one of your insurance policies? Use the "Go" button and select the radio button that says "I wish to change the beneficiary of one or more of my benefits." Click the "Next" button on the bottom of the screen and you will be taken to the Beneficiary Screen. This screen will allow you to make the necessary changes to your beneficiary.</p> 
<p>View Your Benefit Elections & Signed Forms Go</p> <p>Do you need to see all the benefits you are enrolled in? Select the "Go" button and you will be taken to a screen displaying all your elections. Any signed benefit forms can be found by scrolling to the bottom of the screen. Select the form you wish to view and it will open in another screen, from there you can review or print the document.</p> 	<p>View Or Print Plan Documents Go</p> <p>Need to view or print forms related to your benefit elections? Select the "Go" button and click on the Library icon in the upper right hand corner. Choose the form or document you need and note that it will open in a separate screen. From there you can review or print your form or document.</p> 

You would then select the life event that applies to your situation.

Life Event

Please choose any of the following that apply.

- I changed my name, address, phone number, or e-mail address.
- I divorced my spouse.
- I have a new child (birth, adoption, or regained custody).
- My spouse or one of my dependents died recently.
- One of my dependents has reached his or her age limit for benefits
- I wish to change the beneficiary of one or more of my benefits.
- My spouse has changed employment status.
- One of my dependents has regained his/her dependent status.
- I (or my eligible dependent) recently lost or gained similar coverage.
- I request a change to my benefits due to a court order.

From there, just follow the prompts through the process to make the benefit elections you'd like.

If you are adding a new dependent, be sure to:

- Add your new dependent information
- Upload the marriage/birth certificate
- Complete the ENTIRE enrollment process adding your dependent to the plans you want them covered on.
 - If you do not complete this process, they will not be added to your plan
 - Confirm this by making sure all dependents are listed under “Covered People”. If they are not, click on the orange pencil to add the new members.

Currently Enrolled

PREMERA STANDARD PLAN

★☆☆

Your Cost:	Per Pay Period
<input type="radio"/> Employee Only:	\$97.45
<input checked="" type="radio"/> Employee+Family:	\$215.20

Covered People: 

Enroll

In addition to the life event changes, you can update your address, beneficiaries & view your current elections.