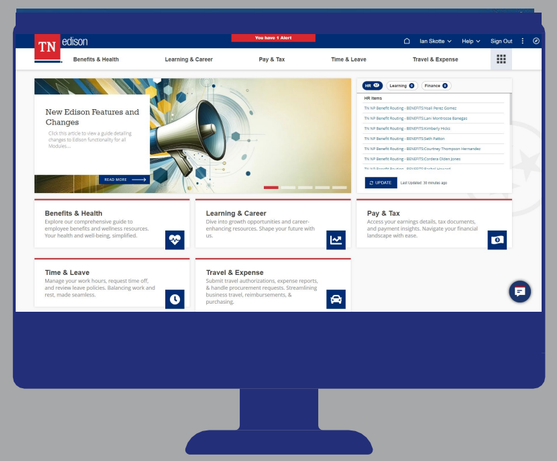
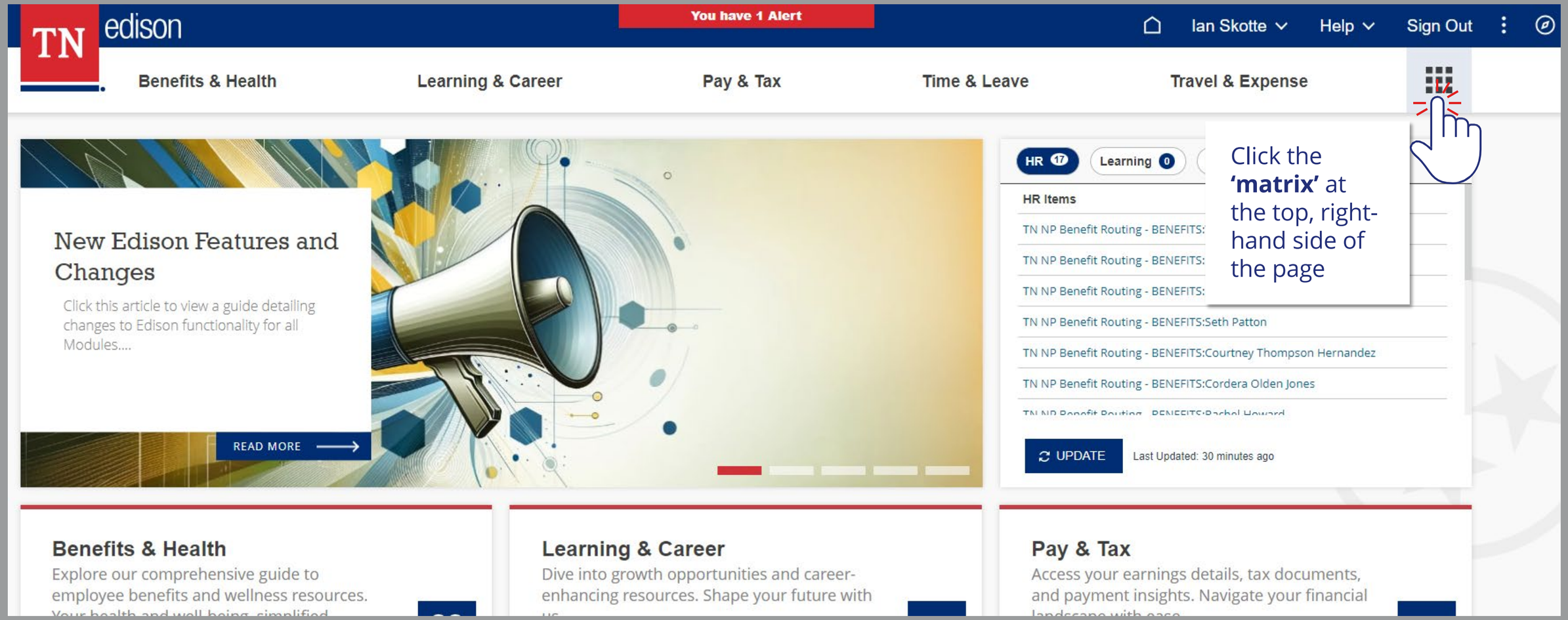
SQE Benefits eForm Training



PARTNERS FOR HEALTH

Create an SQE eForm

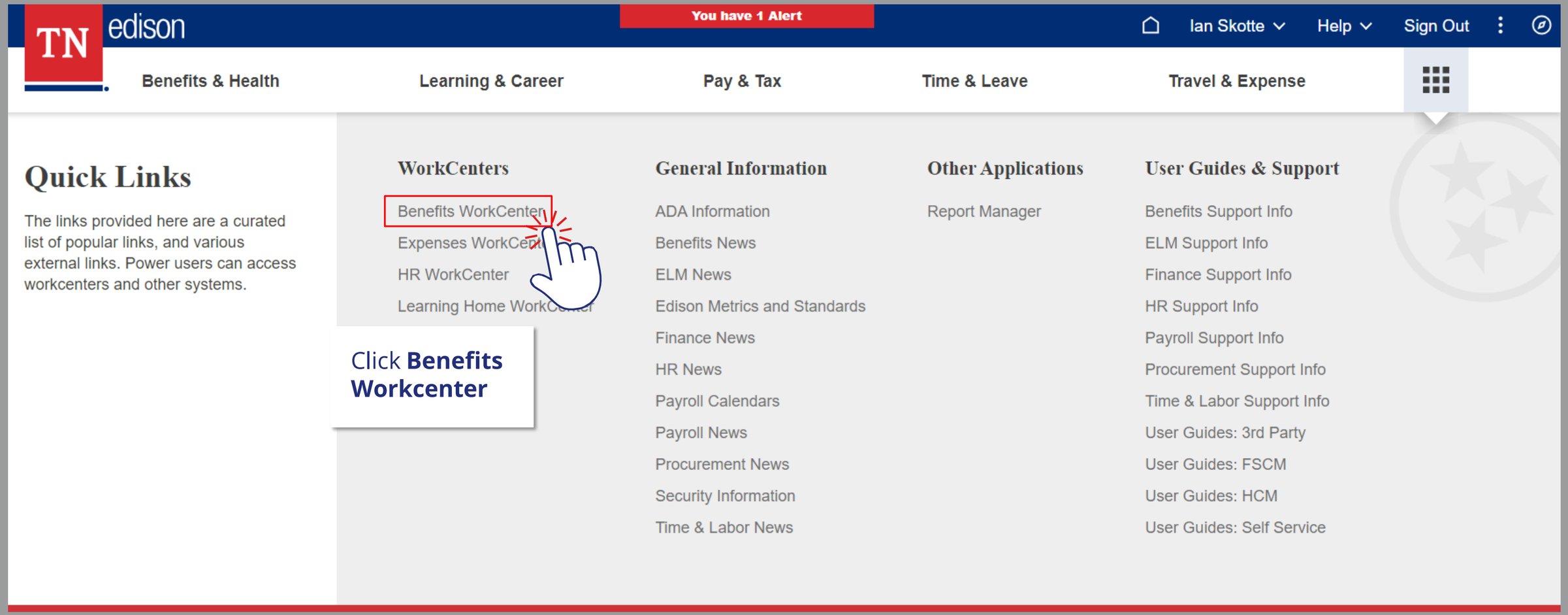
From the Edison Homepage



Click the **'matrix'** at the top, right-hand side of the page

PARTNERS FOR HEALTH

Create an SQE eForm



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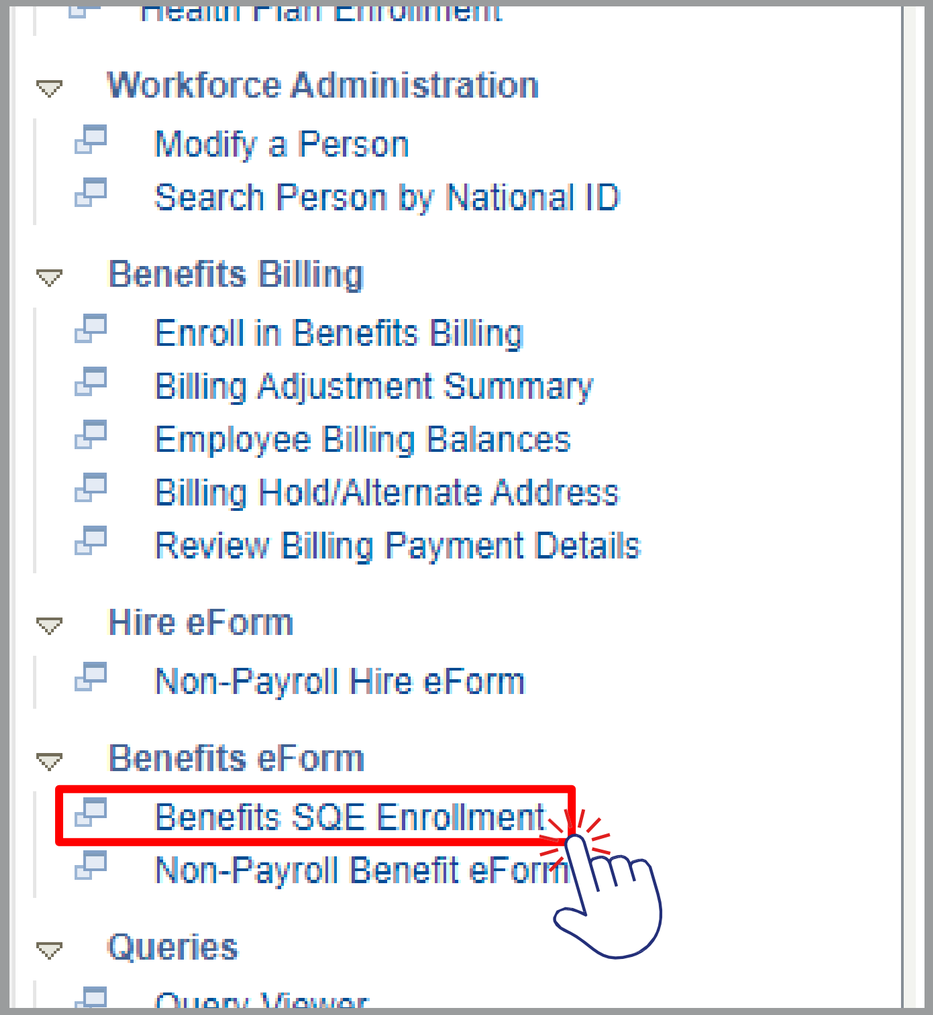
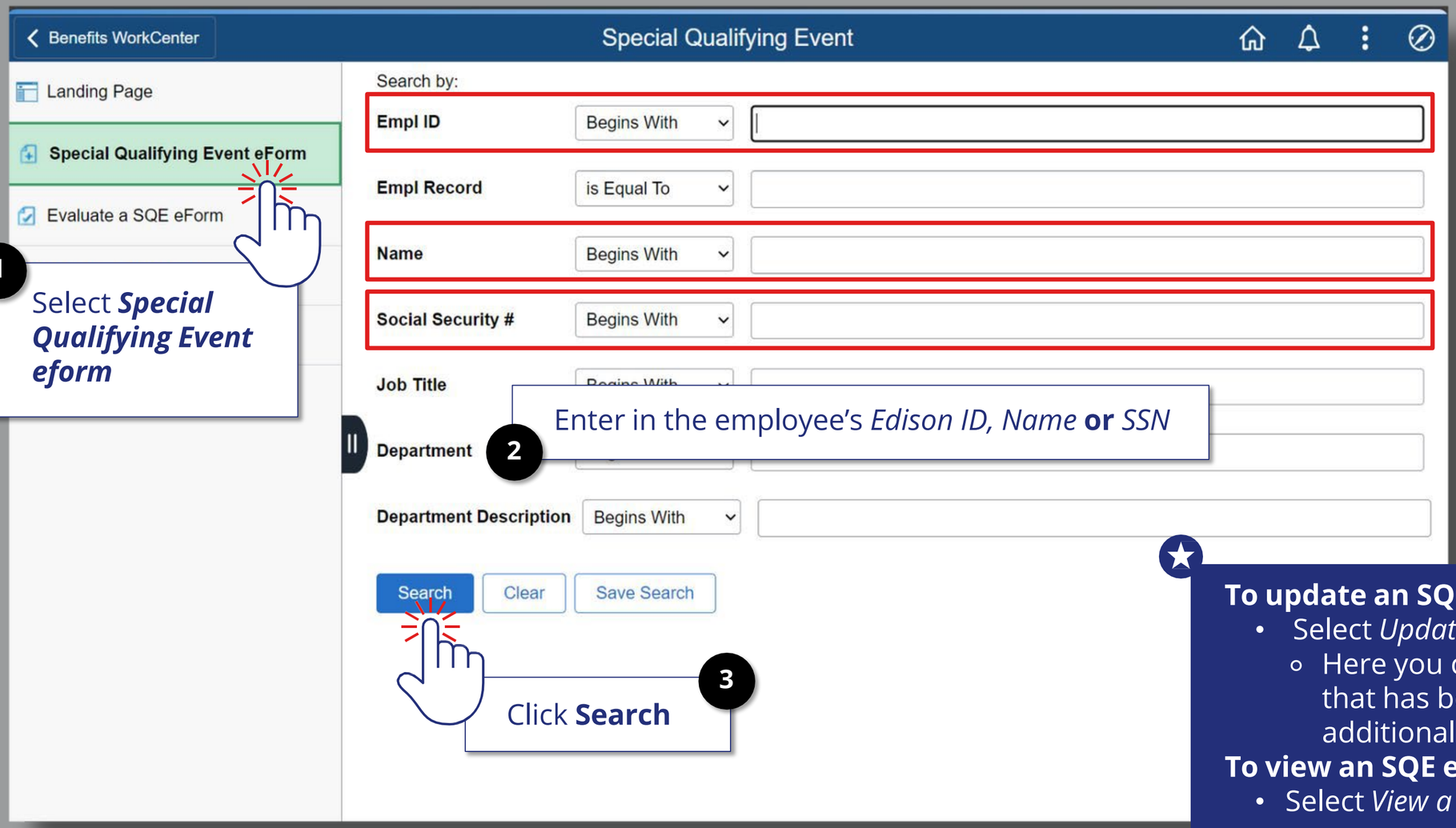
Create an SQE eForm



Click **Benefits SQE Enrollment**

PARTNERS FOR HEALTH

Create an SQE eForm



1. Select ***Special Qualifying Event eform***

2. Enter in the employee's *Edison ID, Name* **or** *SSN*

3. Click **Search**

To update an SQE eForm

- Select *Update a SQE eForm*.
  - Here you can make changes to a form that has been recycled and add additional documentation if requested

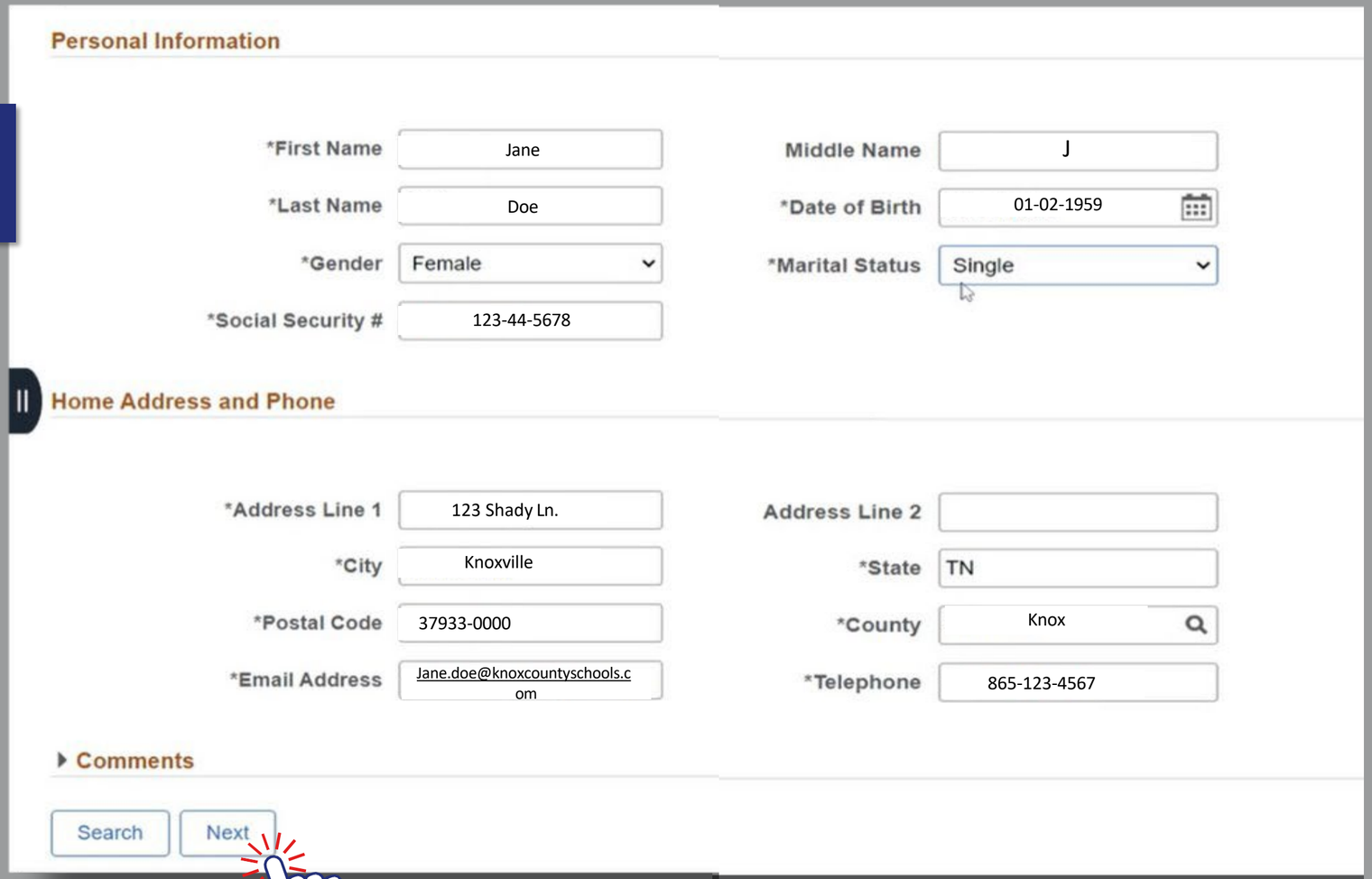
To view an SQE eForm

- Select *View a SQE eForm* option.

PARTNERS FOR HEALTH

Verify/Update Employee Information

You can verify the employee and update biographical information such as **name, address or email.**



To move forward, select ***Next***

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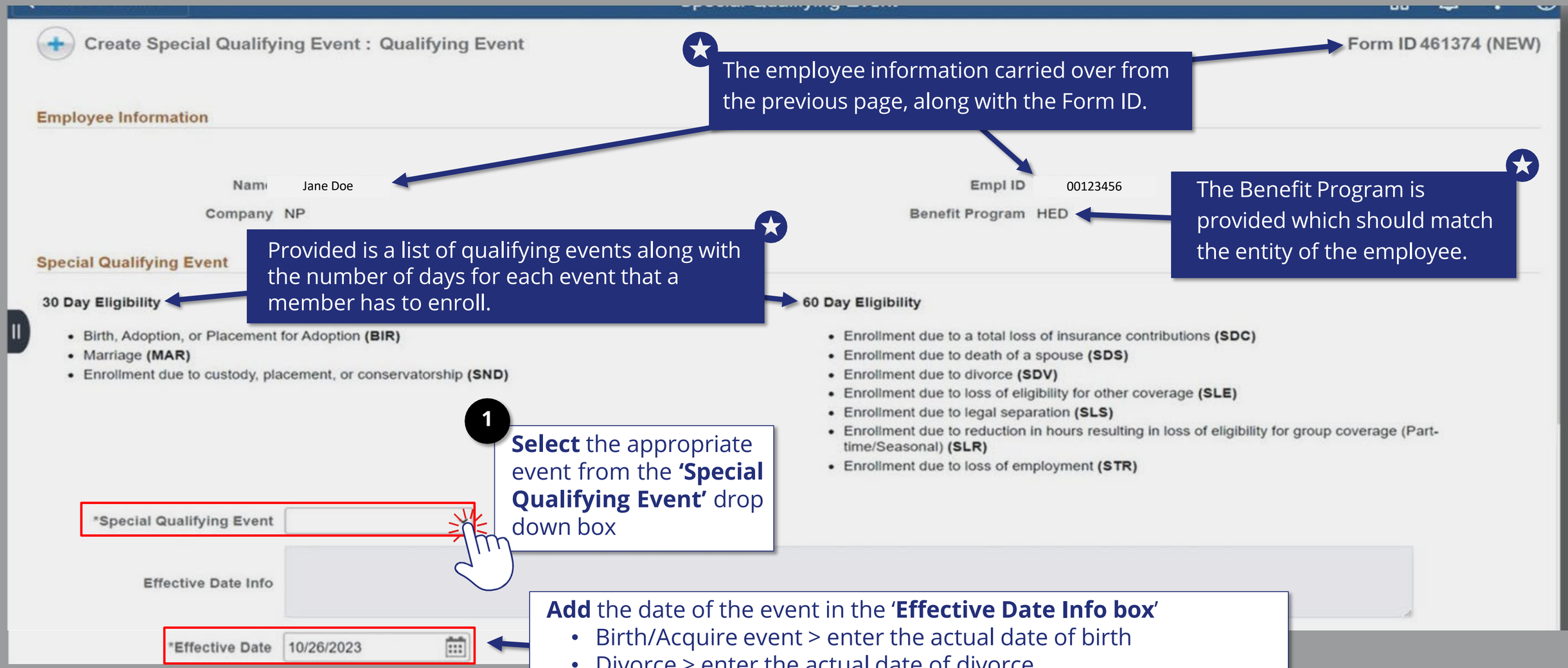
Select SQE Type



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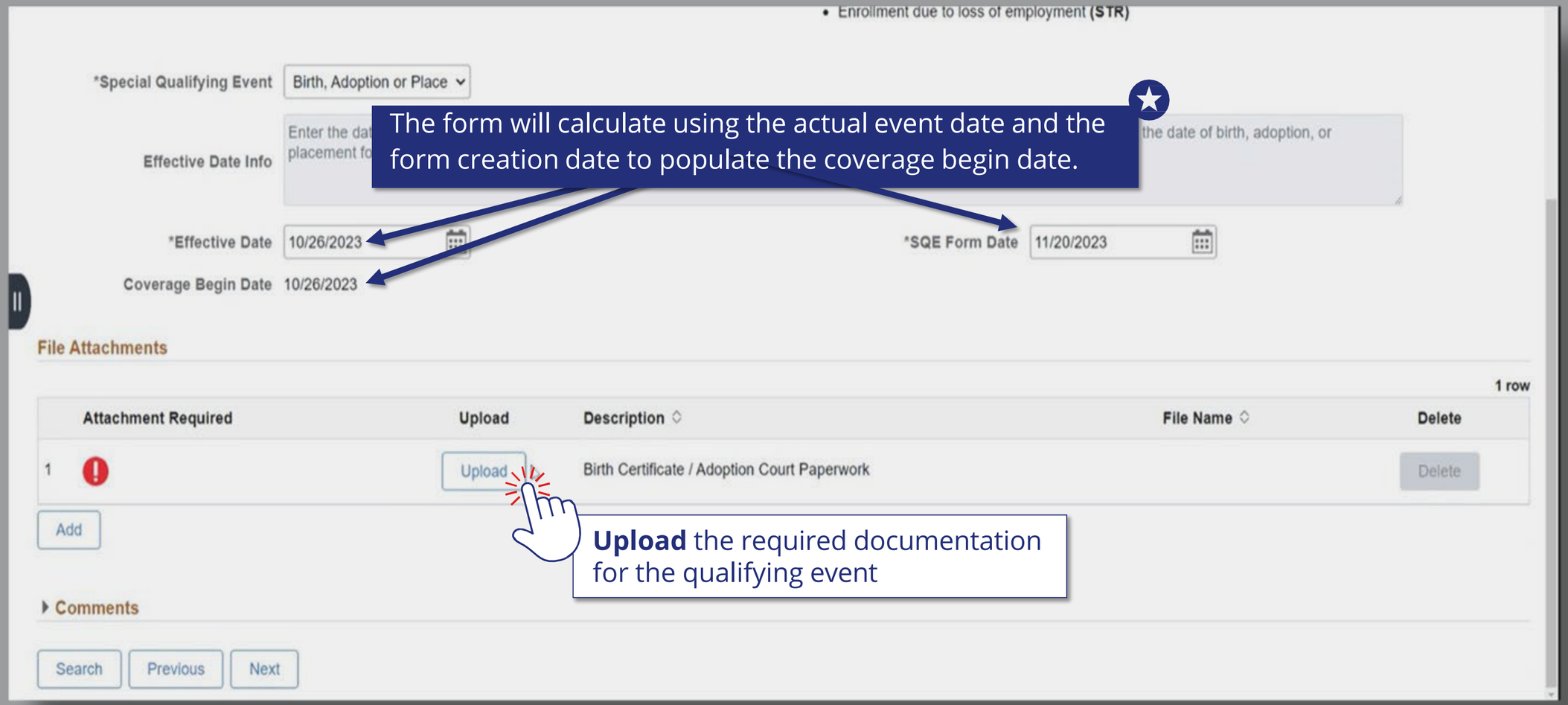
Uploading Documents



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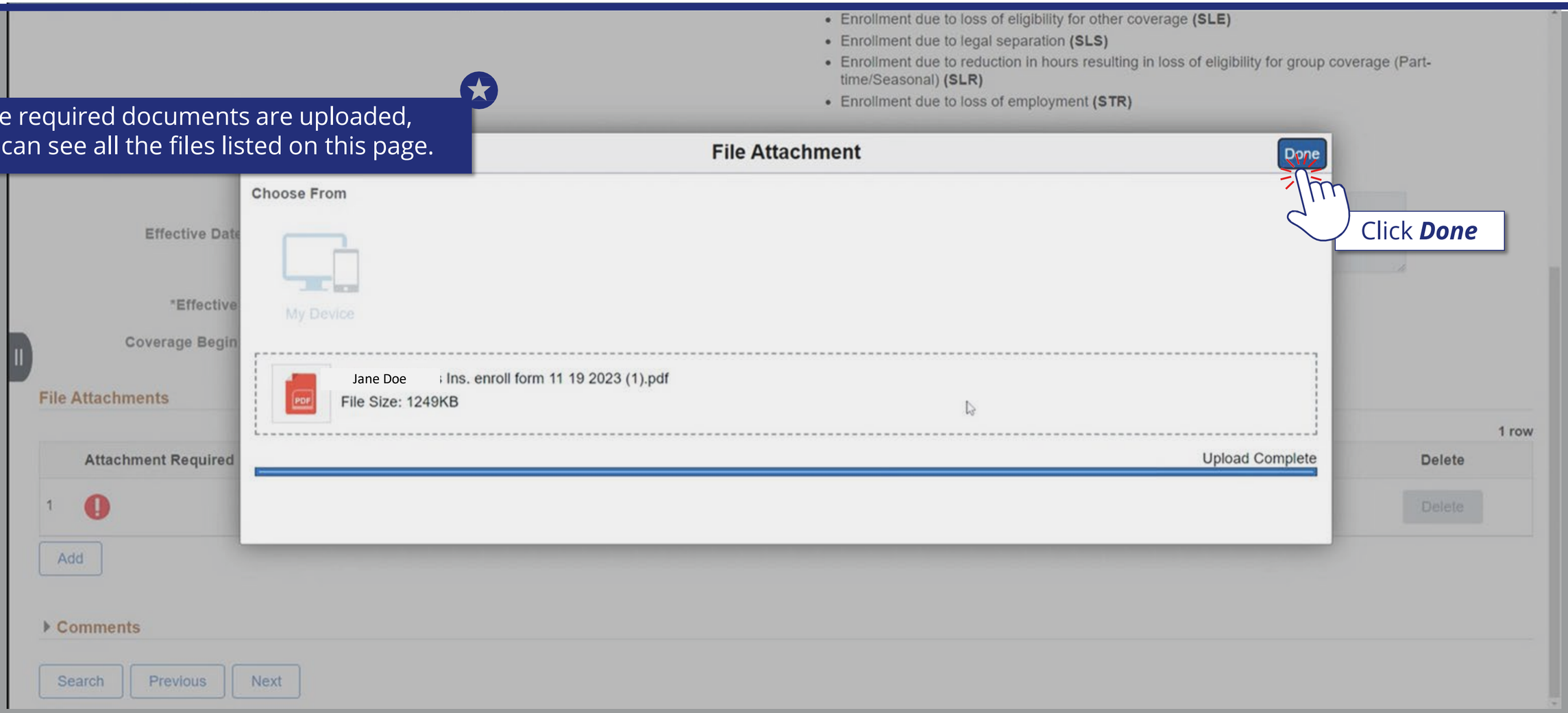
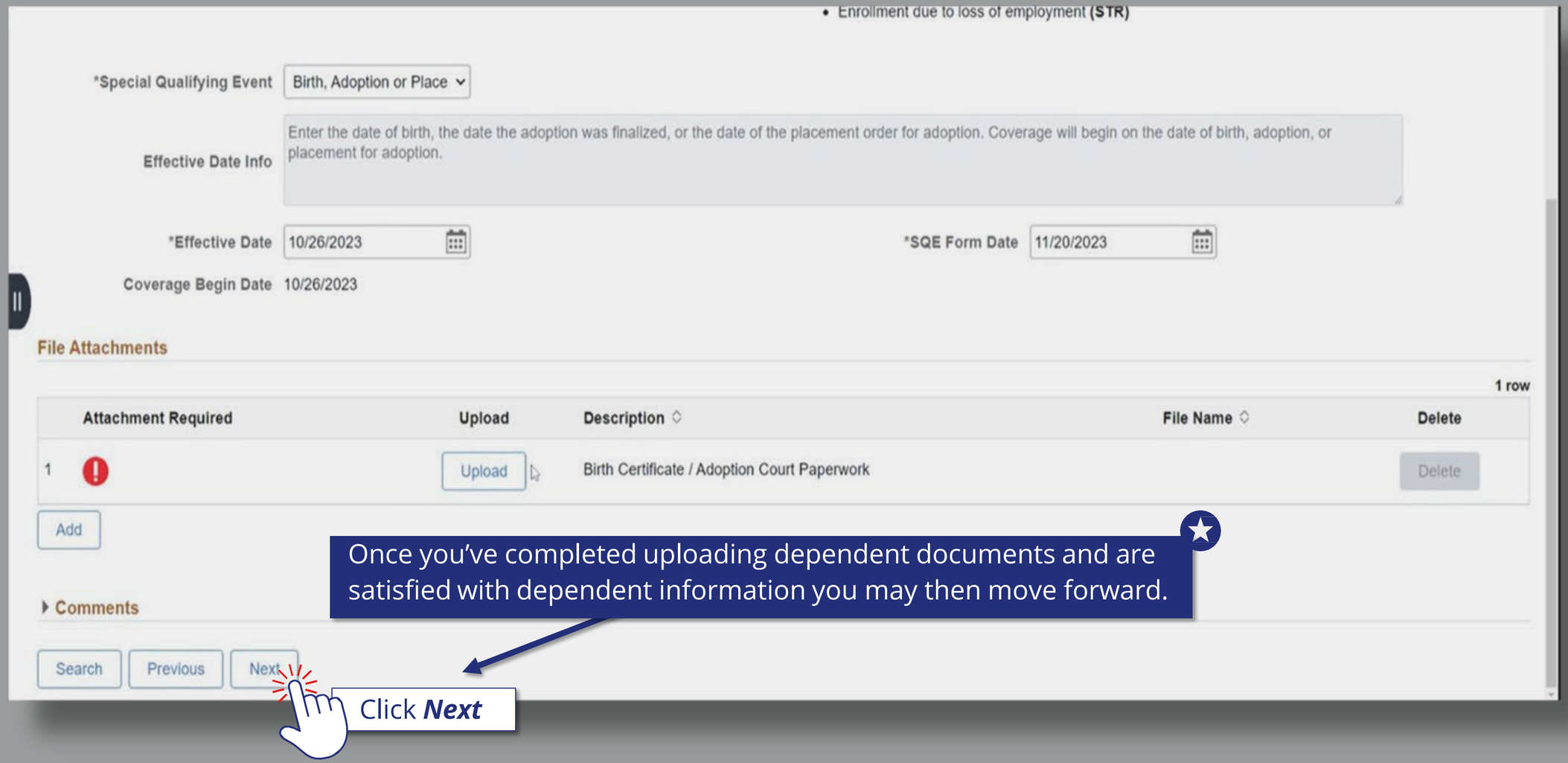
Uploading Documents

Once required documents are uploaded, you can see all the files listed on this page.



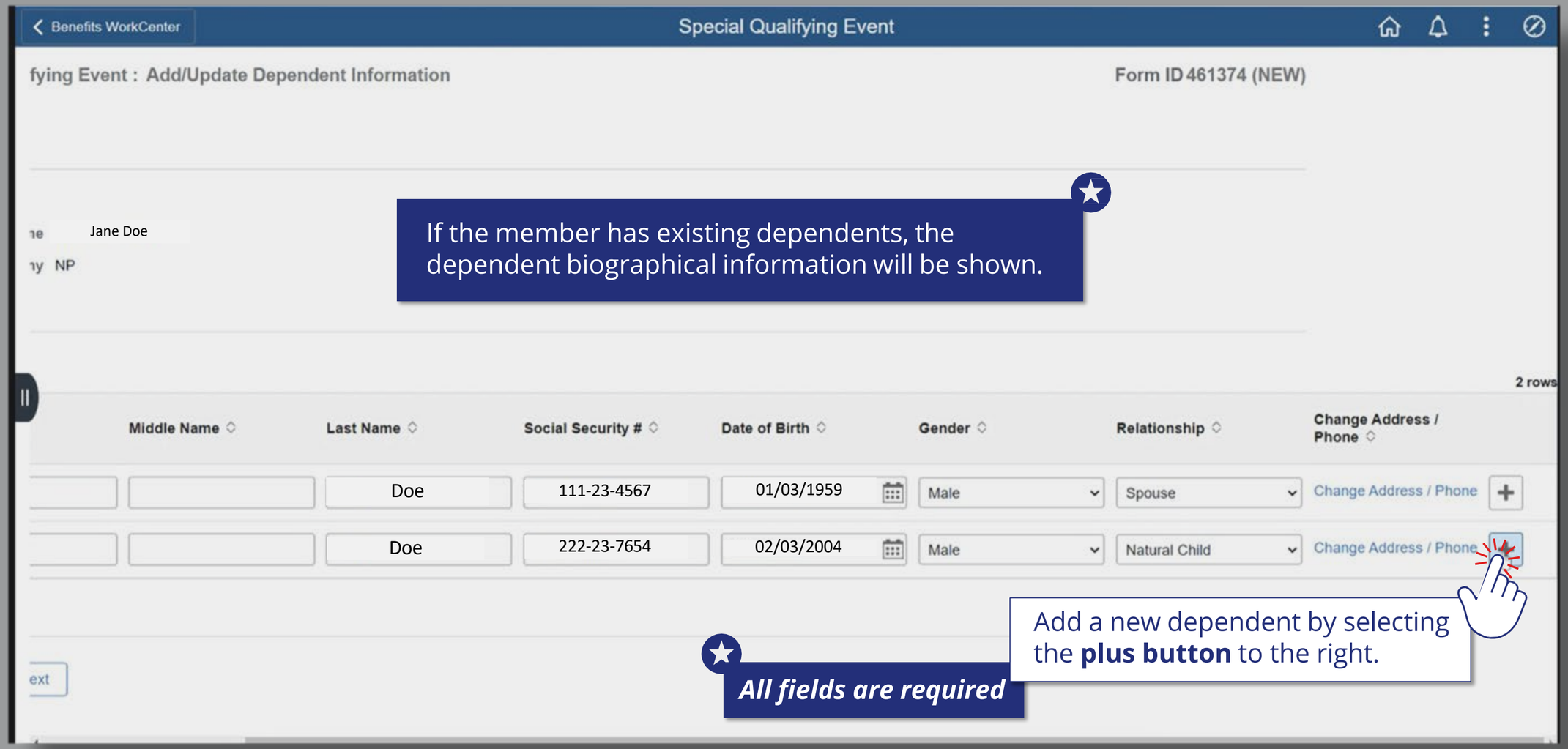
PARTNERS FOR HEALTH

Dependent Information



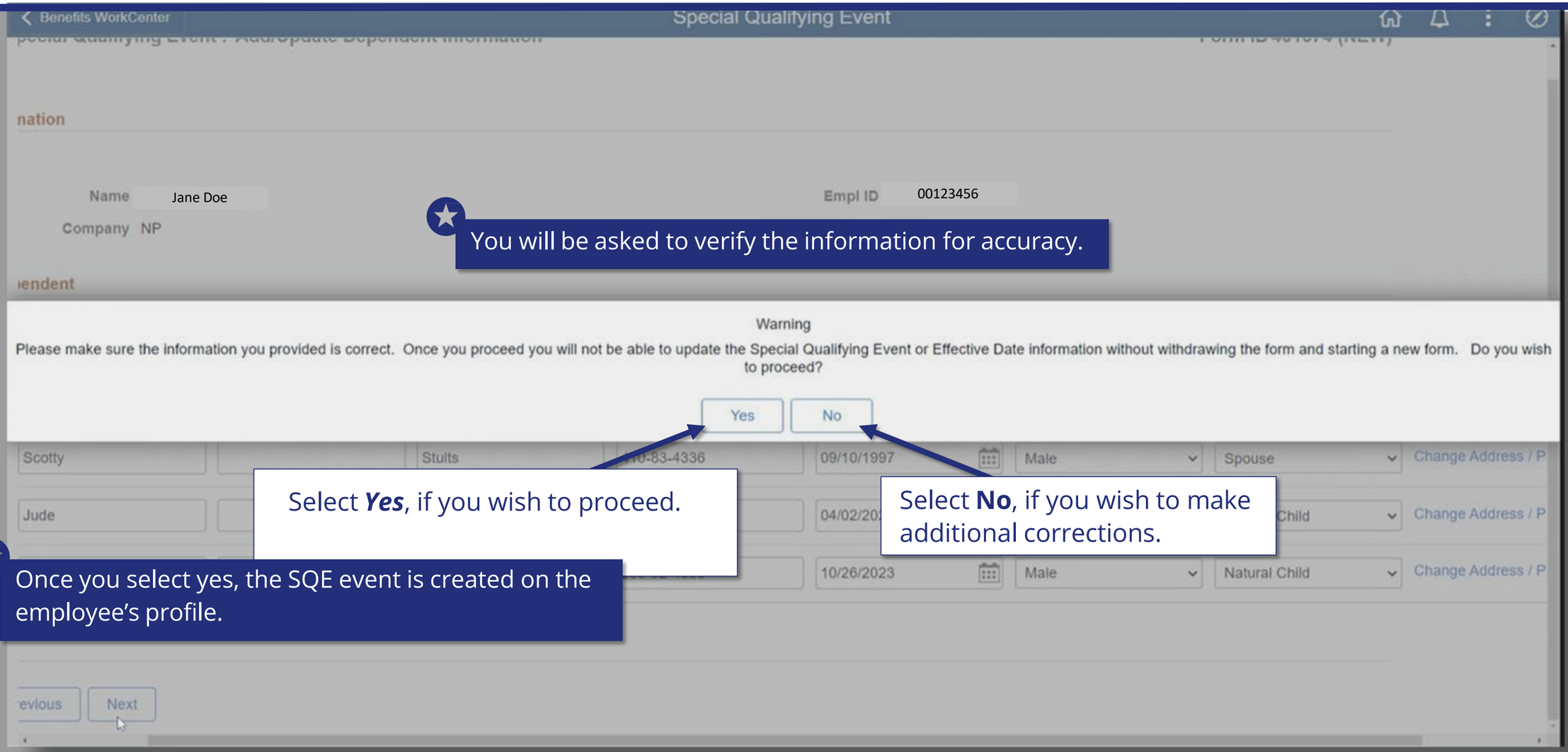
PARTNERS FOR HEALTH

Dependent Information



PARTNERS FOR HEALTH

Dependent Information



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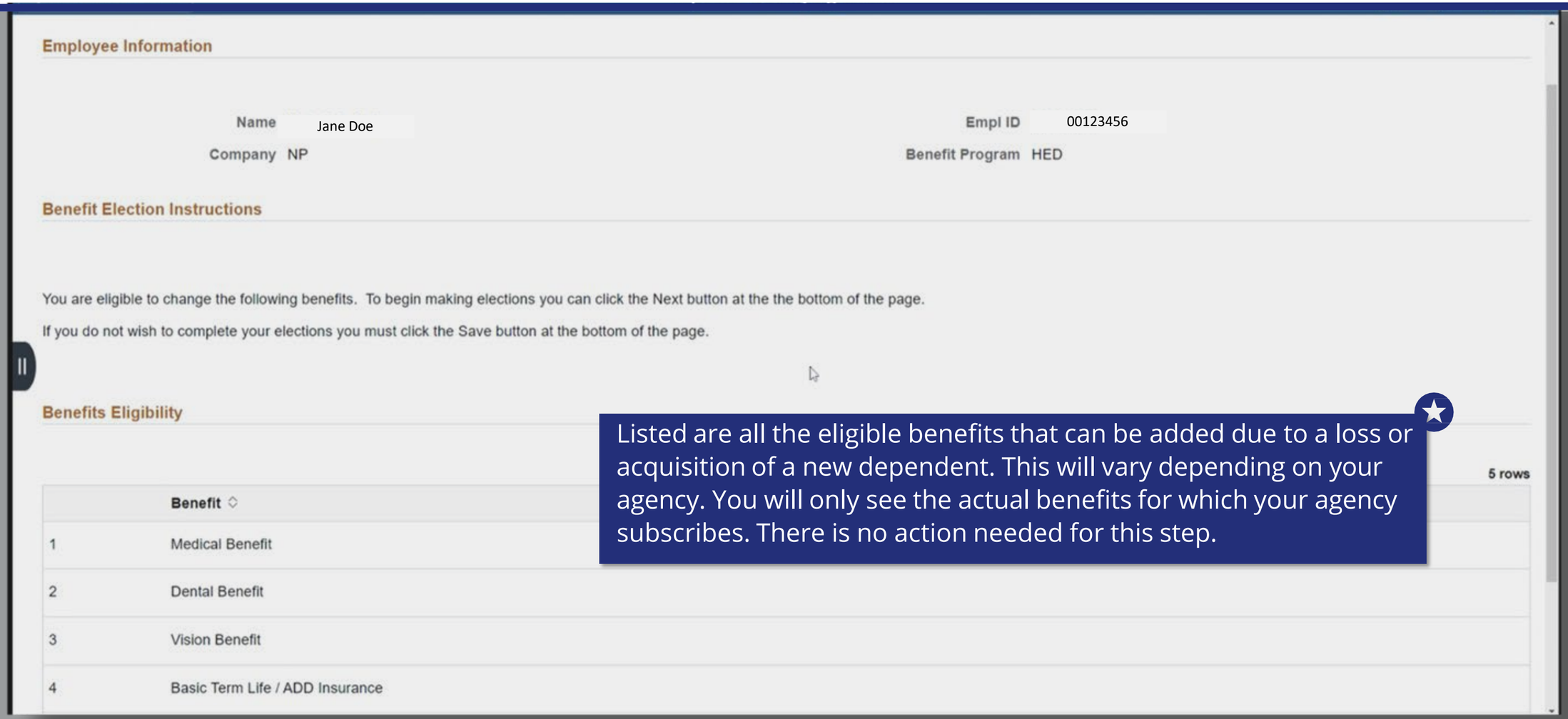
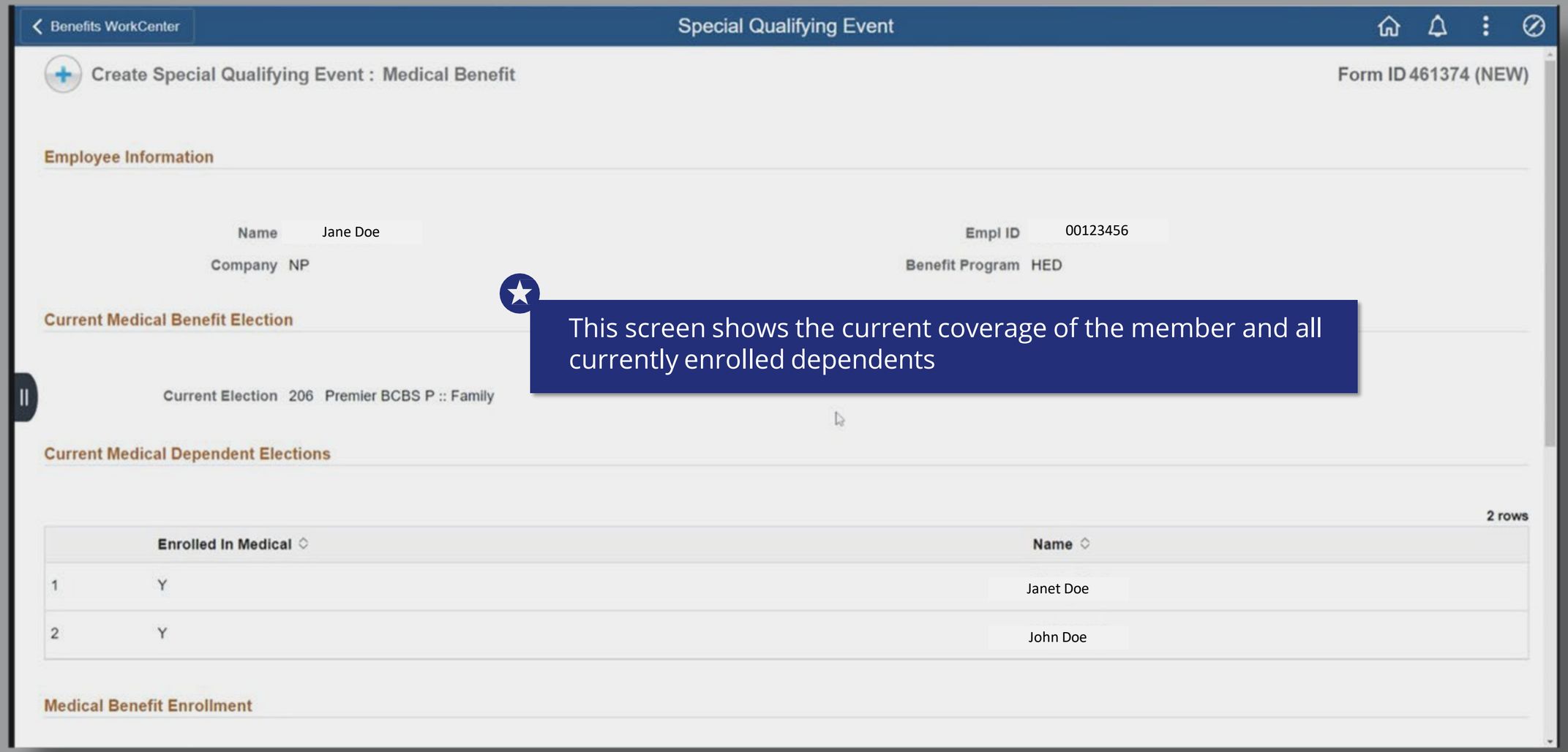
Eligible Benefits



Listed are all the eligible benefits that can be added due to a loss or acquisition of a new dependent. This will vary depending on your agency. You will only see the actual benefits for which your agency subscribes. There is no action needed for this step.

PARTNERS FOR HEALTH

Current Benefits



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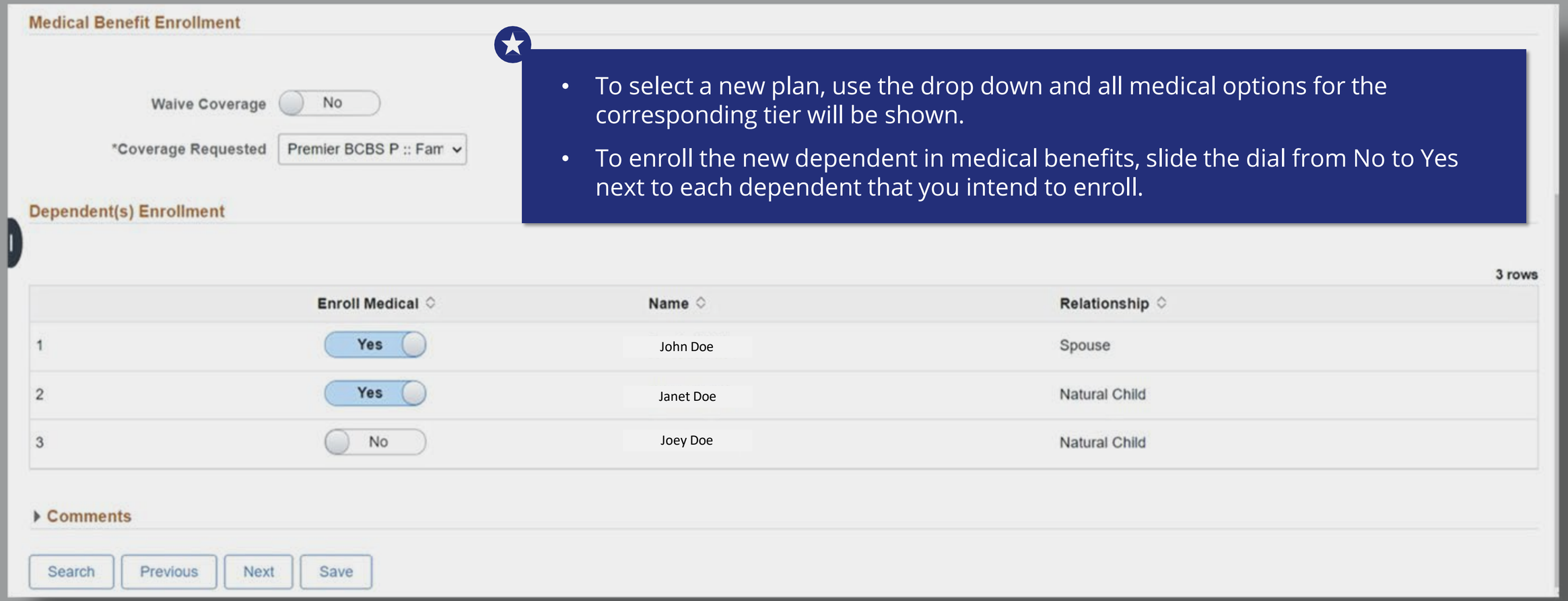
Medical Benefits Election



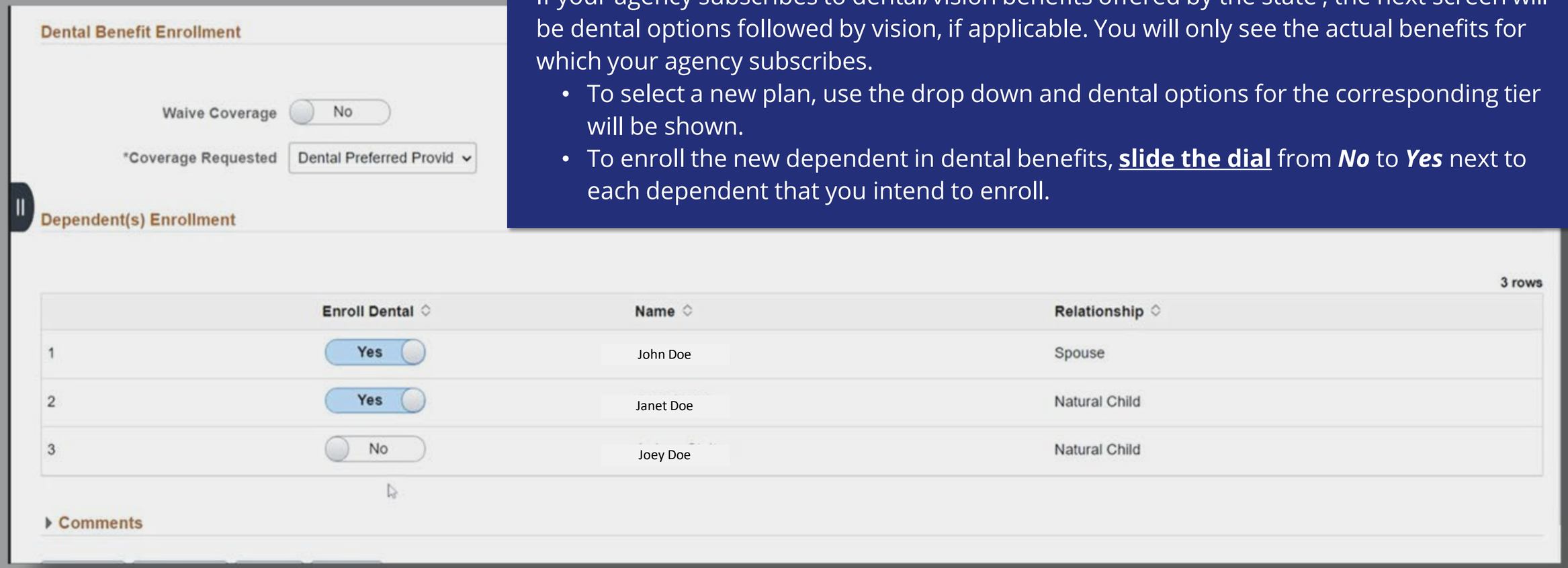
- To select a new plan, use the drop down and all medical options for the corresponding tier will be shown.
- To enroll the new dependent in medical benefits, slide the dial from No to Yes next to each dependent that you intend to enroll.

PARTNERS FOR HEALTH

Voluntary Benefits Election

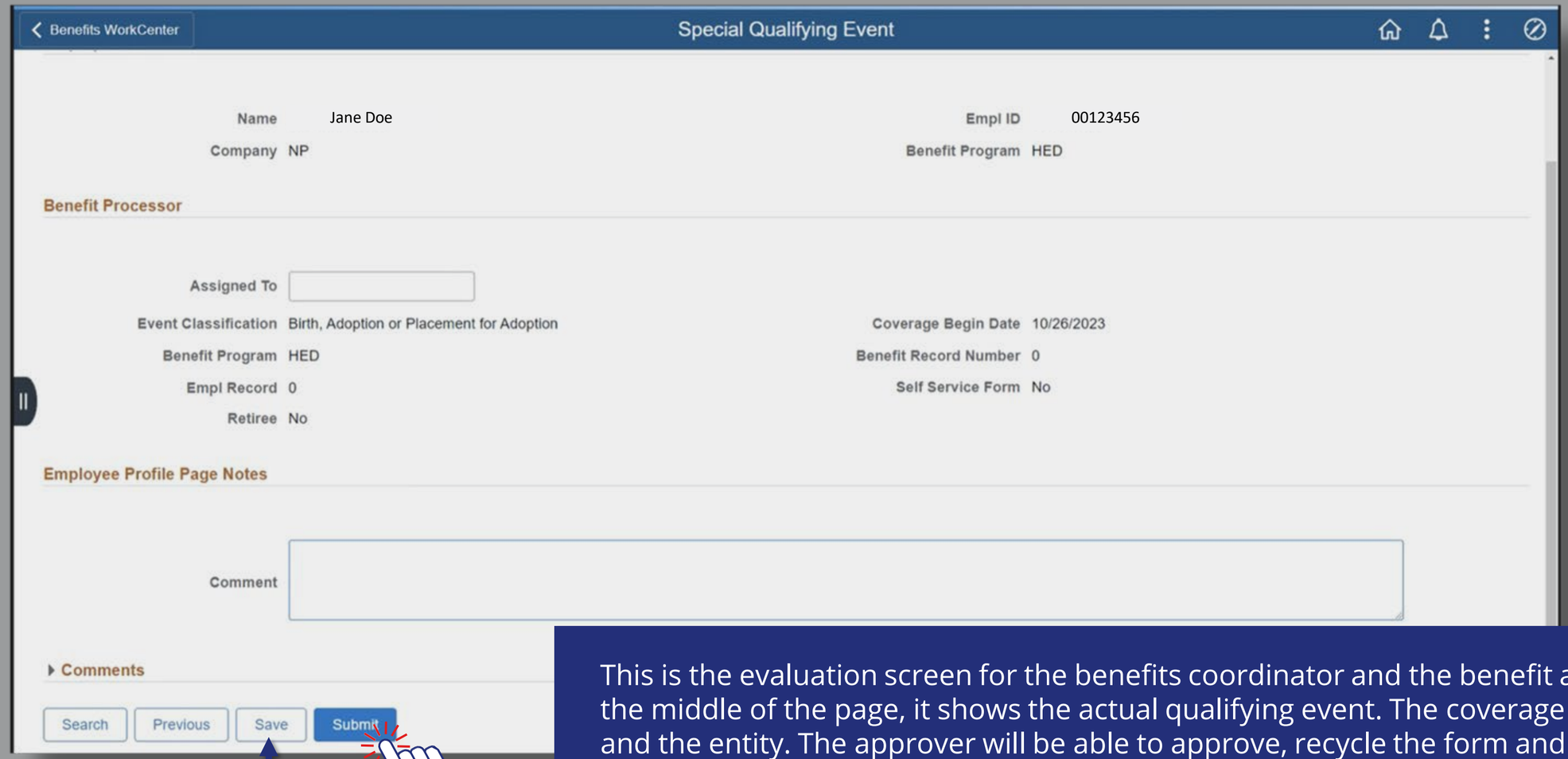
If your agency subscribes to dental/vision benefits offered by the state , the next screen will be dental options followed by vision, if applicable. You will only see the actual benefits for which your agency subscribes.

- To select a new plan, use the drop down and dental options for the corresponding tier will be shown.
- To enroll the new dependent in dental benefits, **slide the dial** from ***No*** to ***Yes*** next to each dependent that you intend to enroll.



PARTNERS FOR HEALTH

Evaluation Screen



This is the evaluation screen for the benefits coordinator and the benefit approver. In the middle of the page, it shows the actual qualifying event. The coverage begin date and the entity. The approver will be able to approve, recycle the form and add notes.

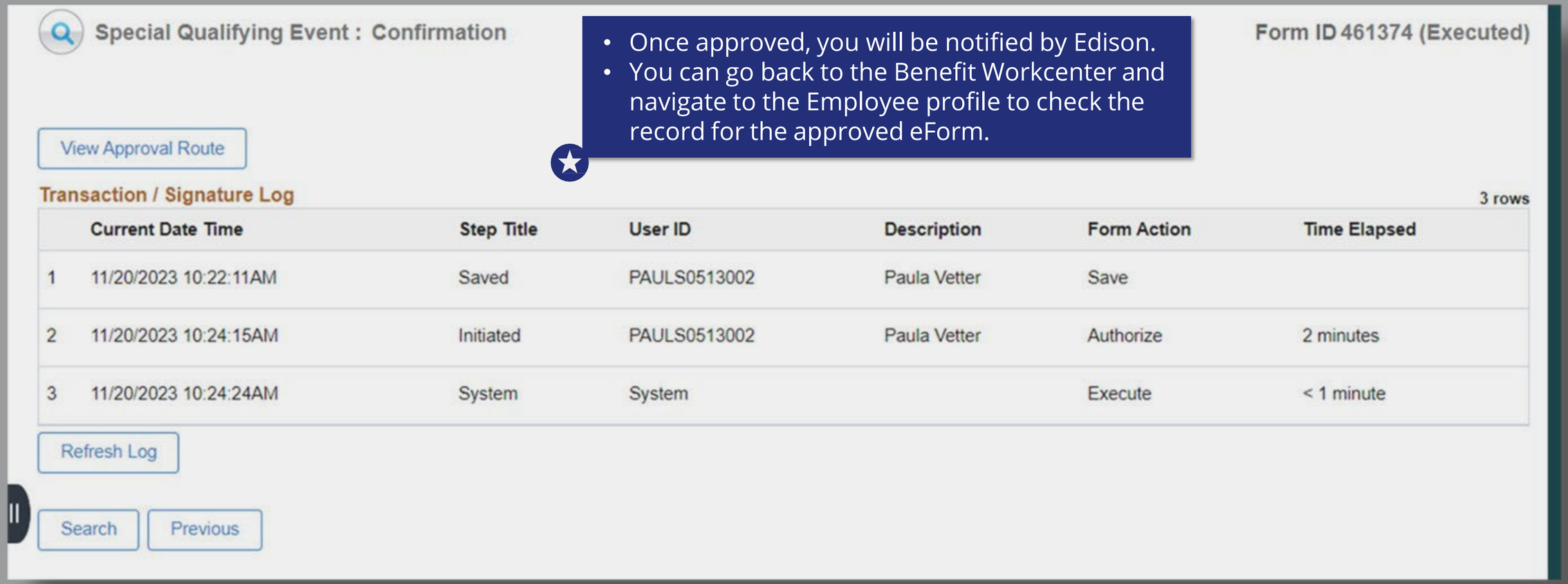
Click ***Submit***

Click ***Save***

If you wish to save the form and come back to it later.

PARTNERS FOR HEALTH

Approved Form

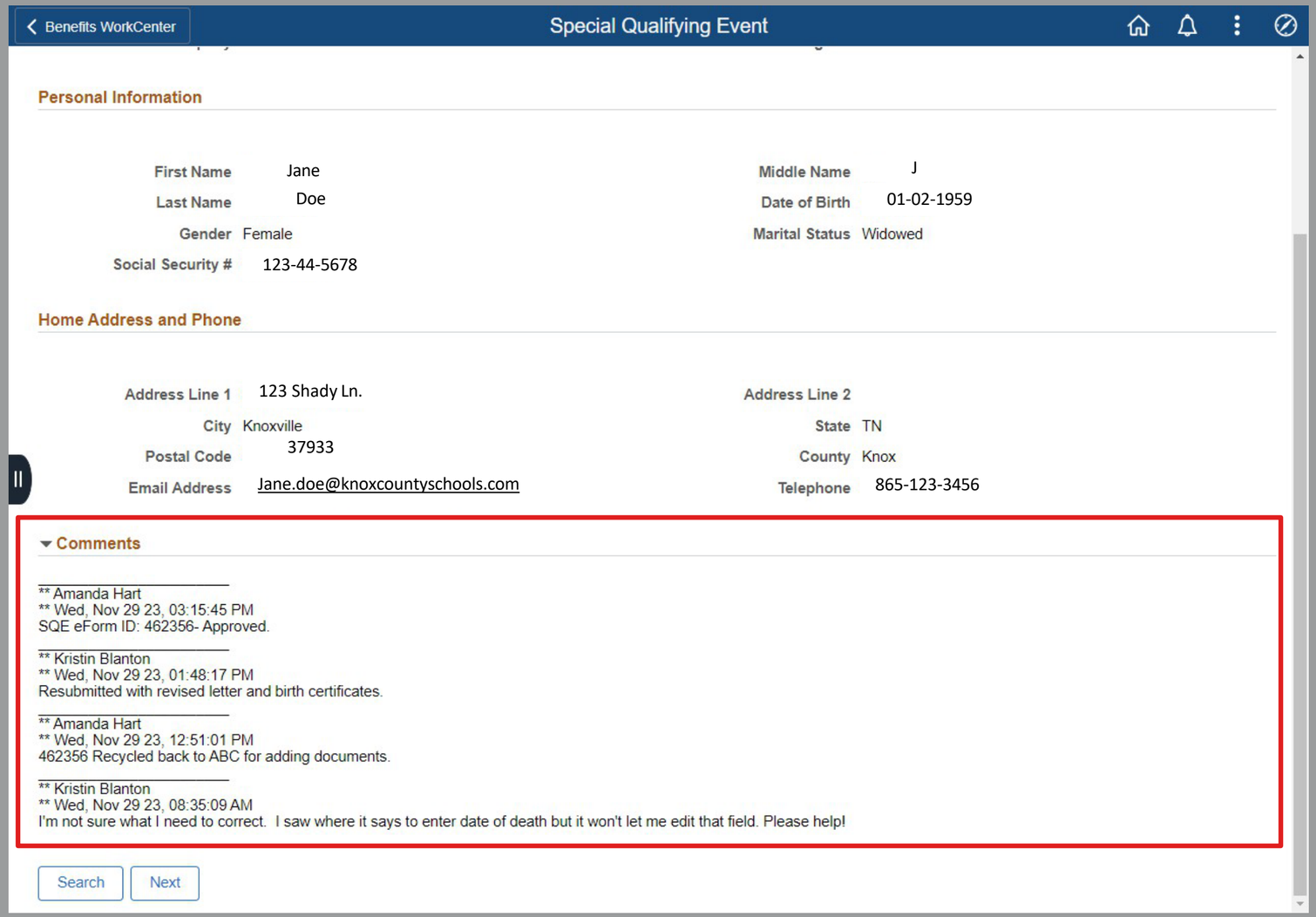


	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	11/20/2023 10:22:11AM	Saved	PAULS0513002	Paula Vetter	Save	
2	11/20/2023 10:24:15AM	Initiated	PAULS0513002	Paula Vetter	Authorize	2 minutes
3	11/20/2023 10:24:24AM	System	System		Execute	< 1 minute

- Once approved, you will be notified by Edison.
- You can go back to the Benefit Workcenter and navigate to the Employee profile to check the record for the approved eForm.

PARTNERS FOR HEALTH

Service Center Comments



If the SQE benefit eForm is recycled back to you, meaning it is not approved, you must either submit additional information or the employee is not eligible to add coverage at that time.

In order to view the comments from the service center regarding the form, you must view the form and go to the last page of the form to view the comments.

PARTNERS FOR HEALTH