



Review Benefits/Status Change

Website: <https://benefits.plansource.com/>

Username: Beacon Email (jdoe@beaconhealthsystem.org)

Password: YYYYMMDD (your DOB) **You will be prompted to change your password.**

Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.

[Update My Benefits](#)

Or you can [review your current benefits](#)

Want to review your benefits?
You can just review what you are enrolled in without making any changes.

Profile ▾

- You can review your profile – My Profile
- Update/Edit dependent information – My Family
- Update/Edit beneficiary information – My Beneficiaries
- Add contacts to manage your personal contacts (carrier contacts) - Contacts

Current Benefits

[Download](#) [Email](#) [Print](#)

You can print your Confirmation Statement off at any time. Pick your preference.

Life Event/Status Change

31 days from the date of your status change/qualifying event to make change to benefits.

Items you MUST have to enroll

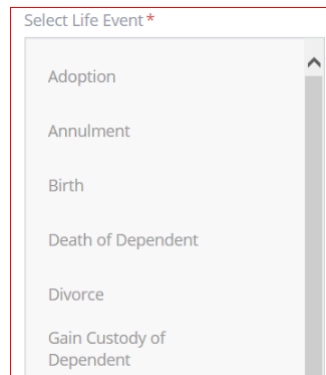
1. Socials for ALL dependents
 2. List Beneficiaries (dates of birth and address)
 3. Make sure to remember your password you will be required to use it again
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Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.

Update My Benefits

1. Select a Life Event



Select Life Event*

- Adoption
- Annulment
- Birth
- Death of Dependent
- Divorce
- Gain Custody of Dependent

If you just want to increase/decrease your HSA Contribution select HSA Change.

- a.
 2. Indicate the Event Date (Date of your Qualifying Event/Status Change)
 3. Review your demographic information
 4. Review/Add Dependents if necessary
 - a. You will be required to enter socials for all dependents
 5. You will be required to walk through all of the benefits offered to you. You will click on “Change Plan or View Plan” for each benefit.
 6. Once you have elected benefits for each plan you will scroll to the bottom of the page and click “Review and Checkout.”
 7. You will need to scroll down to the bottom of the page and click on “Checkout.”
 8. **Don't forget to print your benefit confirmation page.** You will need to provide your confirmation page to benefits if there are errors with your benefits. Benefits will only make changes based off of the confirmation statement.
 9. **You must submit supporting documentation directly into Plansource.** This can only be done once you have completely checked out.

Examples:

- a. **Birth Confirmation Statements** – adding a new dependent
- b. **Divorce Decree (only top page indicating date)** – divorce
- c. **Letter on letterhead from employer/COBRA indicating last day of coverage** – loss of coverage
- d. *Questions about documentation call 574-647-6049 or 574-647-2194.*