

STATUS CHANGE EVENT

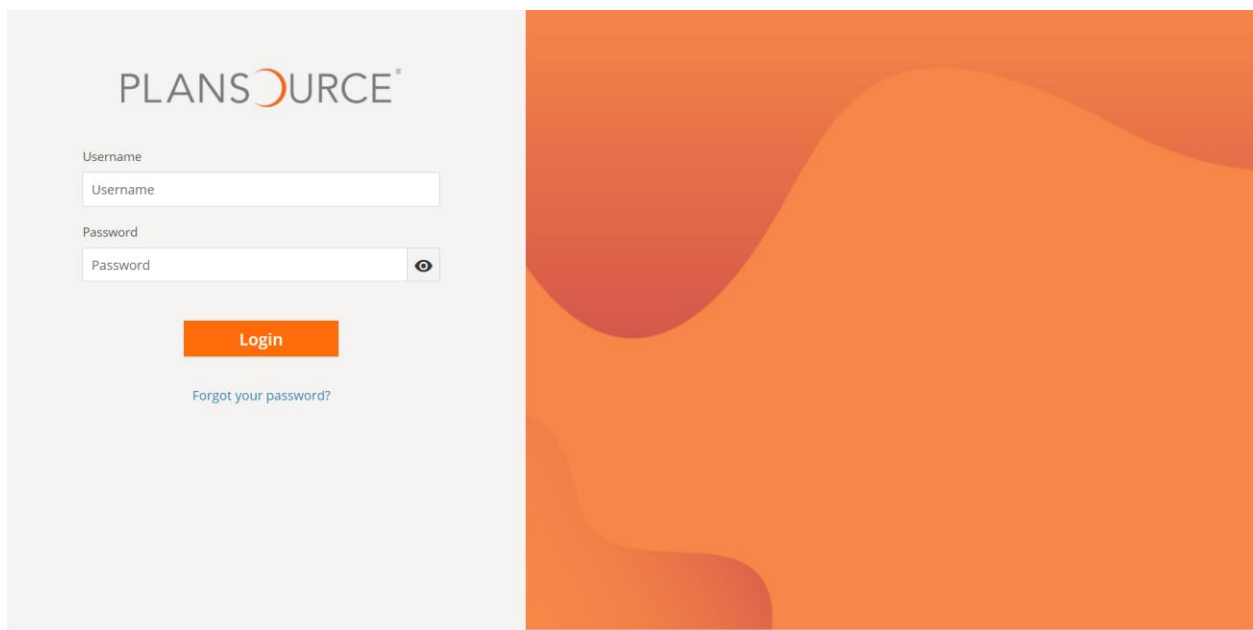
If an employee transfers status to a benefit eligible position (For example: full time or part time from PRN, or to full time from part time, or to part time from full time), they are eligible to change benefit enrollments if they wish.

Please see below for instructions on how to enroll in benefits due to a status change. **You must enroll within 30 days of the last day of the month following the status change.** If you do not make changes by this date, your next opportunity to make benefit changes will be during open enrollment or a different qualifying event. NO LATE ENROLLMENTS OR EXCEPTIONS WILL BE ALLOWED.

The link to get to PlanSource is: <https://benefits.plansource.com/logon> (This link can also be found on the CMH Intranet under Employee Info > Employee Benefits > Employee Benefits)

Once you get to the logon page, it will ask for your User ID and your password. Your User ID will be you're the first initial of your first name, up to 6 letters of your last name (or your whole last name if you do not have 6 letters), and the last four of your social. Hopefully you will know your password. If not, you can always click "Forgot your Password."

If you have never logged onto the PlanSource website, your password will be your date of birth in the following format: YYYYMMDD



PLANSOURCE[®]

Username
Username

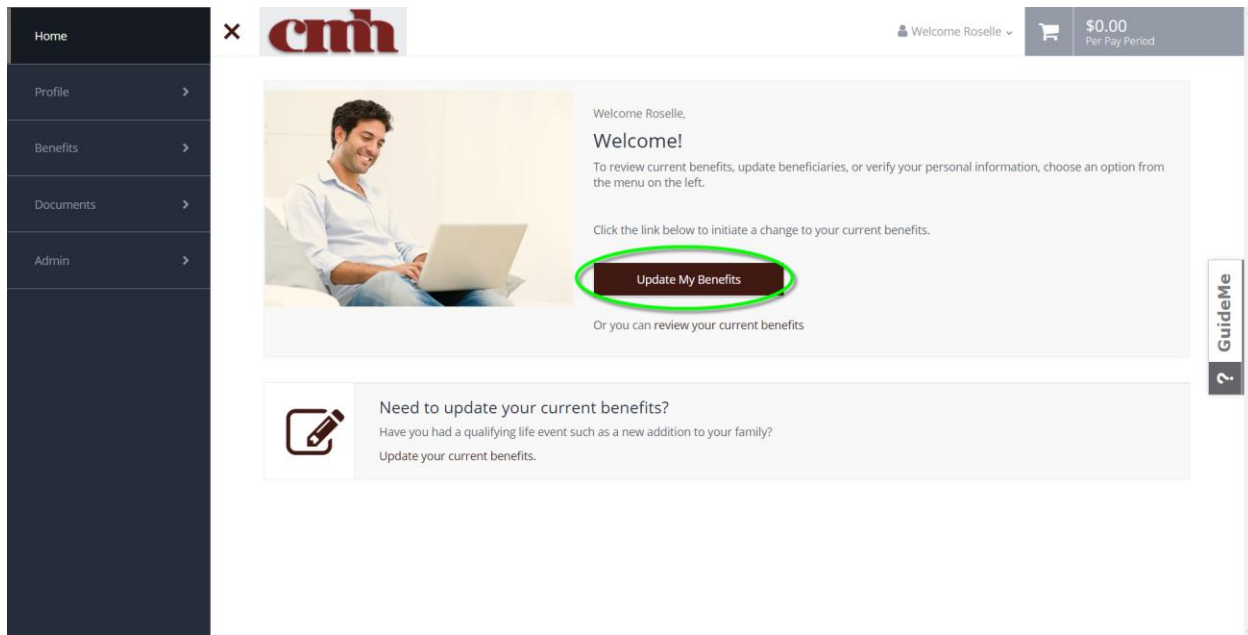
Password
Password

Login

[Forgot your password?](#)

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Next you will log into the website. The homepage looks like this:



You will click “Update My Benefits” and from the Life Event list, you will click “Change In Employment Level.”

Review your information and family. Then make selections, add or remove dependents, or waive benefits as needed, completing each step as you go through the enrollment. Any missing information will deem an event “incomplete” and there will be no update.

It would be beneficial for you to look at the CMH Benefits Guide on the Intranet prior to making your selections. You may also access this Benefit guide on the CMH Intranet page under Employee Info – Employee Benefits – Employee Benefits.

You have **until the last day of the month following your status change date** to make changes to your benefits due to a status change to a benefit eligible position. If you do not elect benefits within these 30 days, the enrollment period will lapse, and you will have to wait until Open Enrollment to make changes to your plan.

If you have any questions, please contact the Benefits Specialist in the Human Resources department.