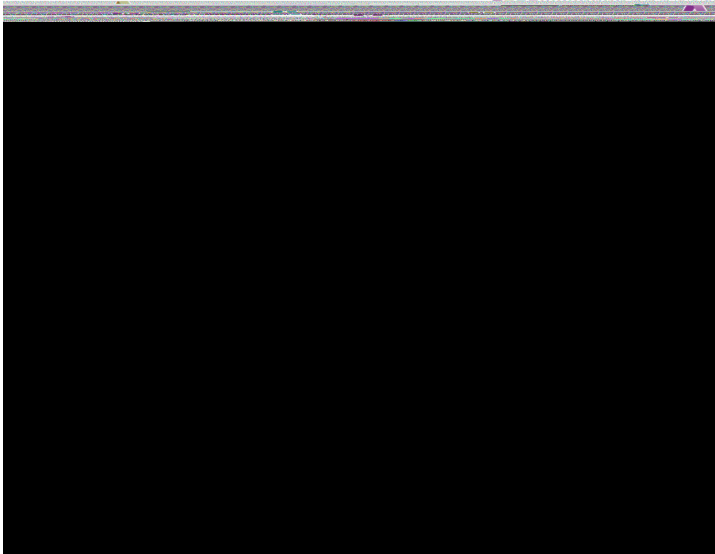


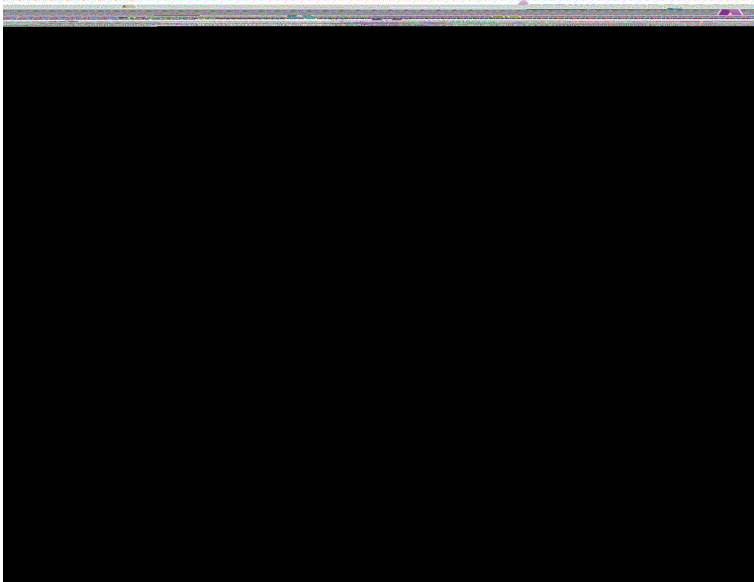
HOW TO CHANGE A BENEFIT ELECTION

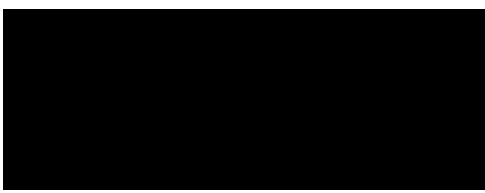
Go to: [\)3QPSUBM_NPSBWJBO_FEV](#)

Type in Net ID use rname and password (This is the username and password you use to log into the computer. Your network ID is either your 'me ' account or your last name first initial)

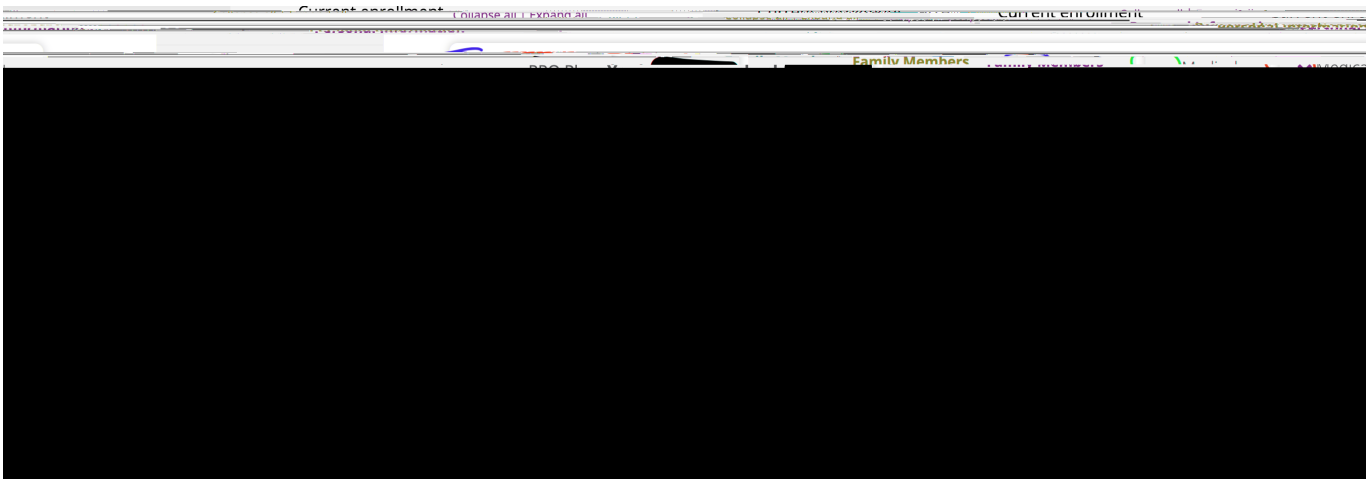


3. Click on “Login”



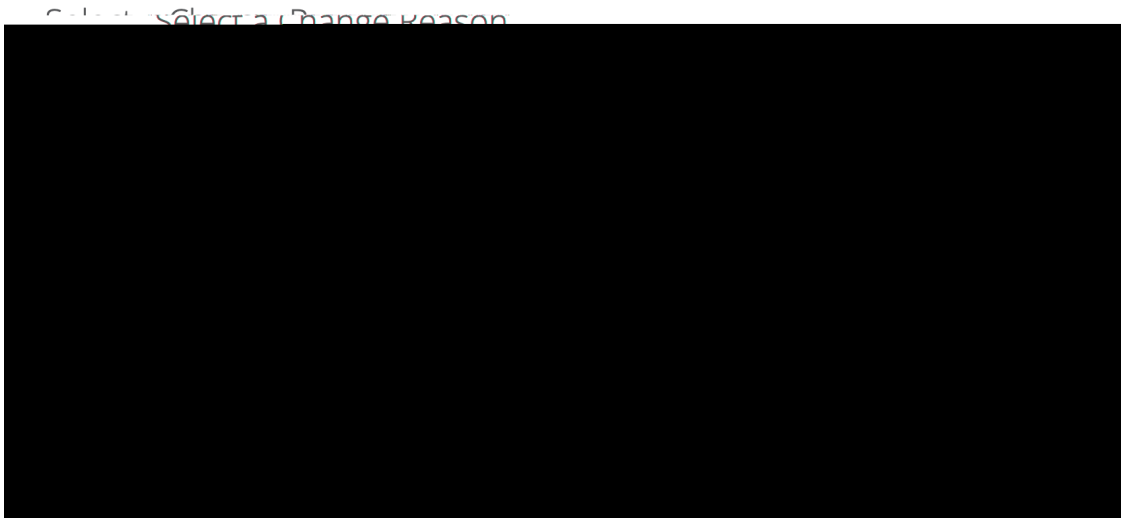


4. (P B ZTF M) Click #F CFJ “Benefit Summary” DMJDL PO UIF ESPQ
 U LF GO S UZV X P V M E UDR B On Click “Cha nge”



5. Select a “Change Reason” and a “Date of Event” and then clic k
 “Next” .

Note: Other than during an open enrollment period, you can only enroll in or make enrollment changes to a Health & Wellness Plan if you experience a qualifying life event. Changes must be made within 3 days of the qualifying life event. [Click here to review qualifying life events.](#)



Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

