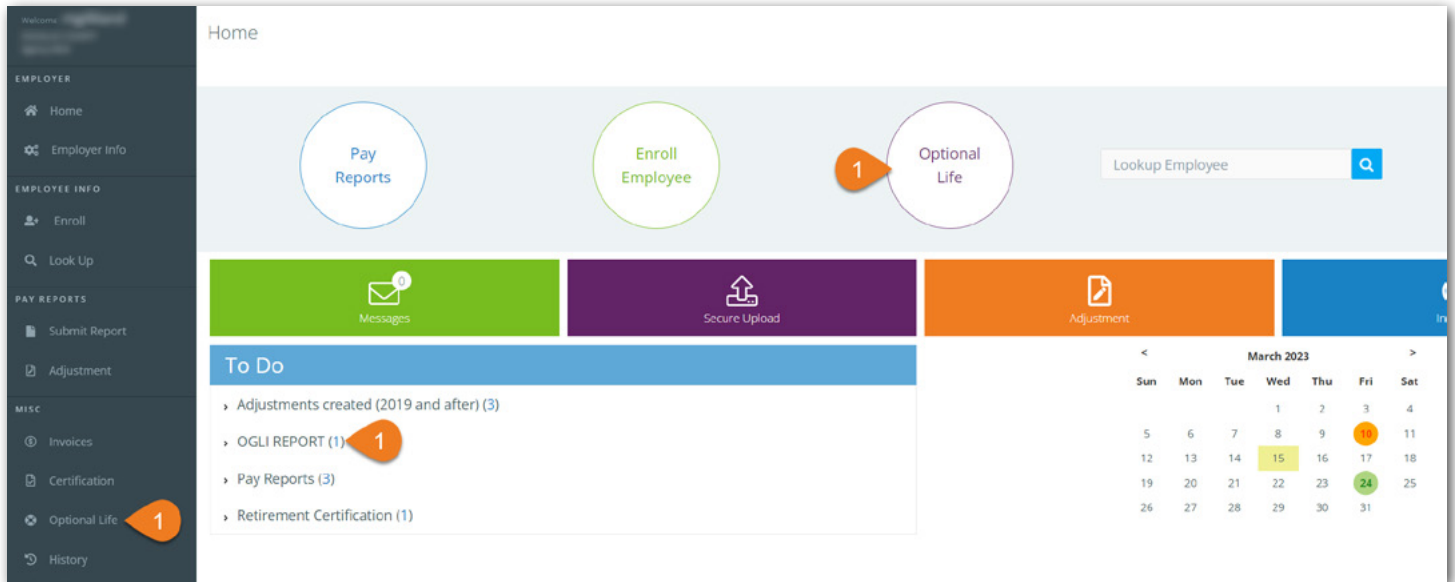
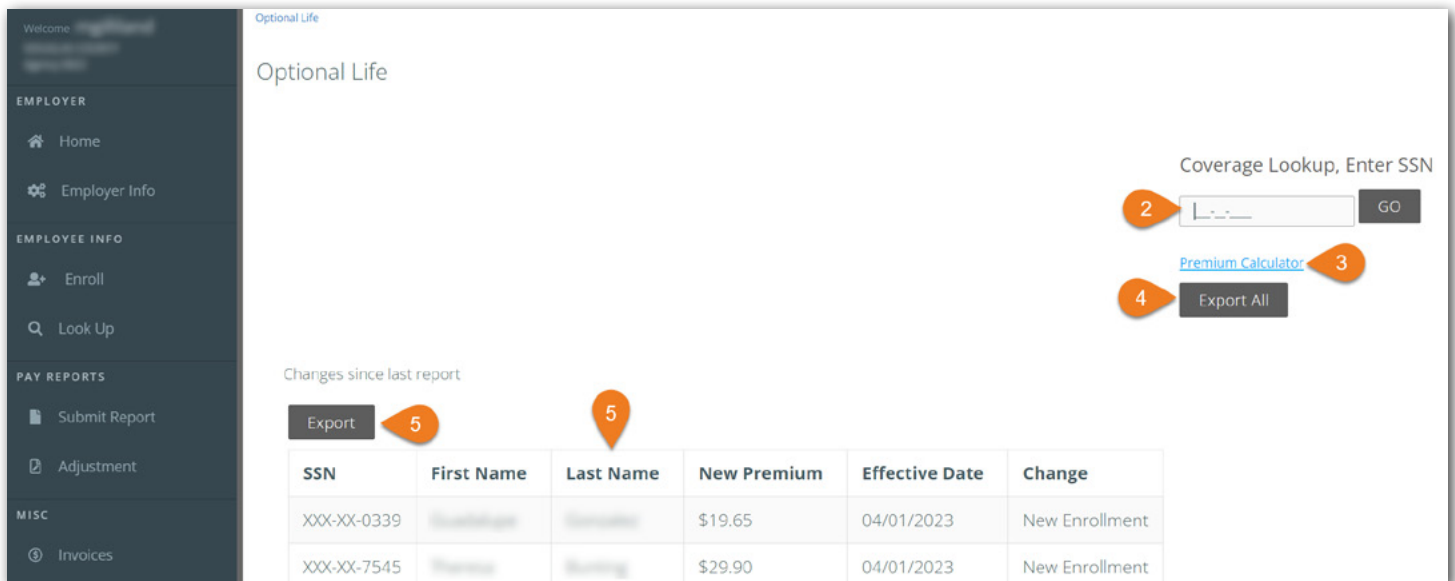


Optional Life Insurance



[Login](#) to employer web portal (EWP)

Step 1. Click **Optional Life** under Misc in the side menu, at the top or in the To Do list.



Step 2. **Look up** employees to see their optional coverage, effective date, premium history and more.

Step 3. Use the **Premium Calculator** to see the cost of optional coverage or age-bracket changes.

Step 4. Click **Export All** to list all employees' coverage info, including spouse and child coverage.

Step 5. See all changes in coverage since the last optional life report. Click **Export** for a spreadsheet of only these changes.

Optional Life Insurance

Export

SSN	First Name	Last Name	New Premium	Effective Date	Change
XXX-XX-5601	Robert	Roberts	\$16.20	03/01/2023	New Enrollment
XXX-XX-6768	Robert	Roberts	\$29.90	03/01/2023	New Enrollment
XXX-XX-1089	John	Johns	\$17.40	03/01/2023	New Enrollment
XXX-XX-0339	Robert	Roberts	\$19.65	04/01/2023	New Enrollment
XXX-XX-7545	Thomas	Thomas	\$29.90	04/01/2023	New Enrollment
XXX-XX-9804	John	Johns	\$0.00	02/27/2023	Termination

Start a report

<input checked="" type="checkbox"/>	Month	Year -	Premiums Due
<input checked="" type="checkbox"/>	March	2023	\$0.00

6
7 Next

Step 6. Start the next monthly report by **checking** the box.

Step 7. Click **Next**.

Step 1
Premium/Employee Info
Step 2
Review & Submit
Step 3
Make Payment

Premiums Due \$0.00

Changes since last report

Export

SSN	First Name	Last Name	New Premium	Effective Date	Change
XXX-XX-5601	Robert	Roberts	\$16.20	03/01/2023	New Enrollment
XXX-XX-6768	Robert	Roberts	\$29.90	03/01/2023	New Enrollment
XXX-XX-1089	John	Johns	\$17.40	03/01/2023	New Enrollment
XXX-XX-0339	Robert	Roberts	\$19.65	04/01/2023	New Enrollment
XXX-XX-7545	Thomas	Thomas	\$29.90	04/01/2023	New Enrollment
XXX-XX-9804	John	Johns	\$0.00	02/27/2023	Termination

Step 8. First, you'll see changes since the last report. You may have to scroll down to see the full optional life report.

Optional Life Insurance

Employee ID	Plan	Rate	Employer	Member	Spouse	Child	Total	End Date	Reason
XXX-XX-8918	Health	Health	KPERs	\$35.23	\$83.45	\$0.00	\$118.68		
XXX-XX-4990	Health	Health	KPERs	\$4.88	\$7.00	\$1.20	\$13.08		
XXX-XX-3821	Health	Health	KPERs	\$15.80	\$0.00	\$0.00	\$15.80		
XXX-XX-0412	Health	Health	KPERs	\$28.22	\$0.00	\$0.00	\$28.22		
XXX-XX-4597	Health	Health	KPERs	\$73.45	\$16.45	\$0.00	\$89.90		
XXX-XX-8425	Health	Health	KPERs	\$8.00	\$0.00	\$0.00	\$8.00		
XXX-XX-5399	Health	Health	KPERs	\$14.85	\$9.95	\$0.00	\$24.80		
XXX-XX-2236	Health	Health	KPERs	\$13.00	\$0.00	\$1.20	\$14.20		
XXX-XX-3264	Health	Health	KPERs	\$2.05	\$0.00	\$2.20	\$4.25		
XXX-XX-7149	Health	Health	KPERs	\$22.18	\$0.00	\$0.00	\$22.18		

9 9

10 Next

Step 9. If an employee has ended employment, enter the **End Date** & **Reason** here. It will flow through to the entire system.

Step 10. If everything looks correct, click **Next**. If something looks wrong, contact KPERs Fiscal Services.

Report Totals	
Premium Due :	
KP&F	
Child Premium :	\$2.20
Member Premium :	\$448.15
Spouse Premium :	\$17.10
KPERs	
Child Premium :	\$76.20
Member Premium :	\$2,973.65
Spouse Premium :	\$684.25
Total Premium :	\$4,201.55

11

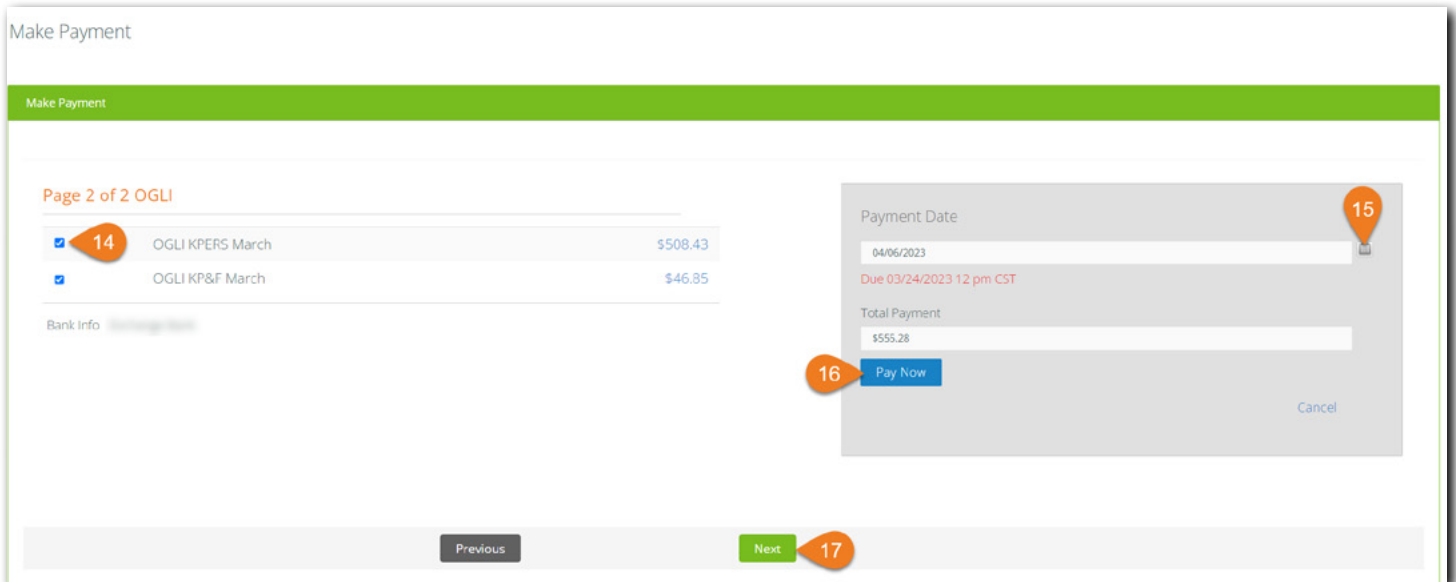
12 Previous Submit & View Invoice 13

Step 11. Check **Total Premium** amount.

Step 12. If amount is incorrect, click **Previous** to re-check the report.

Step 13. If everything looks right, click **Submit & View Invoice**.

Optional Life Insurance



Make Payment

Make Payment

Page 2 of 2 OGLI

<input checked="" type="checkbox"/>	14	OGLI KPER March	\$508.43
<input checked="" type="checkbox"/>		OGLI KP&F March	\$46.85

Bank Info

Payment Date 15

04/06/2023

Due 03/24/2023 12 pm CST

Total Payment

\$555.28

16 [Pay Now](#)

[Cancel](#)

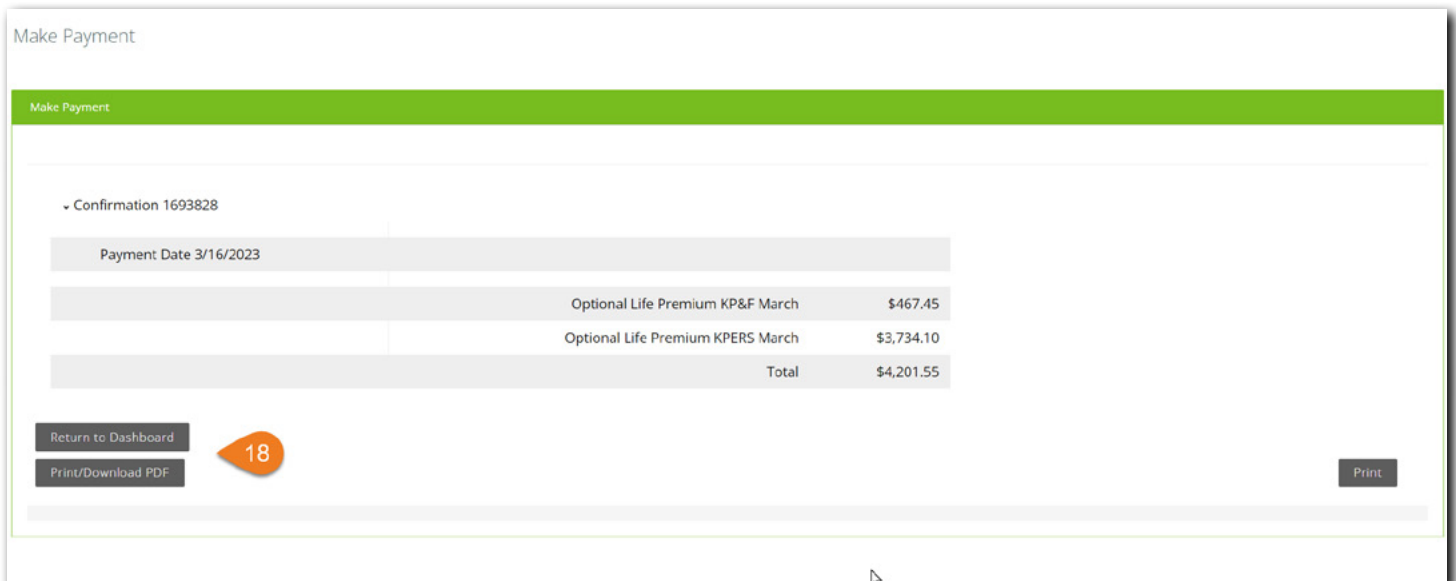
[Previous](#)
[Next](#) 17

Step 14. Select the **invoice(s)** you want to pay.

Step 15. Select a **Payment Date**.

Step 16. Click **Pay Now** to pay the invoice.

Step 17. Click **Next**.



Make Payment

Make Payment

Confirmation 1693828

Payment Date 3/16/2023

Optional Life Premium KP&F March	\$467.45
Optional Life Premium KPER March	\$3,734.10
Total	\$4,201.55

[Return to Dashboard](#)
18
[Print](#)

[Print/Download PDF](#)

Step 18. You can print or download a PDF of your confirmation.