

# quick steps

## **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.

Welcome	Optional Life						
	Optional Life						
							Courses to alway Enter CCN
🗱 Employer Info							Coverage Lookup, Enter SSN
						2	GO GO
EMPLOYEE INFO						-	
<b>≗</b> + Enroll							Premium Calculator
						4	Export All
Q Look Up							
PAY REPORTS	Changes since last	report					
Submit Report	Evenert		5				
	Export						
	SSN	First Name	Last Name	New Premium	Effective Date	Change	
міsc	XXX-XX-0339			\$19.65	04/01/2023	New Enrollment	
③ Invoices	XXX-XX-7545	Transa	Service .	\$29.90	04/01/2023	New Enrollment	

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.

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## **Optional Life Insurance**

XX-XX-5601	Last Name	New Premium	Effective Date	Change
		\$16.20	03/01/2023	New Enrollment
XX-XX-6768		\$29.90	03/01/2023	New Enrollment
XX-XX-1089		\$17.40	03/01/2023	New Enrollment
XX-XX-0339		\$19.65	04/01/2023	New Enrollment
XX-XX-7545		\$29.90	04/01/2023	New Enrollment
XX-XX-9804		\$0.00	02/27/2023	Termination

Step 6. Start the next monthly report by checking the box.Step 7. Click Next.

	Step	1			Step 2	Step 3
	Premium/Emplo	oyee Info		R	eview & Submit	Make Payment
Premiums Due	10.00					
Fremuns Due	10.00					
port Changes since	last report					
nt		8				
Export		•				
SSN	First Name	Last Name	New Premium	Effective Date	Change	
on XXX-XX-5601			\$16.20	03/01/2023	New Enrollment	
ife XXX-XX-6768	in a second second		\$29.90	03/01/2023	New Enrollment	
			\$17.40	03/01/2023	New Enrollment	
XXX-XX-1085						
			\$19.65	04/01/2023	New Enrollment	
XXX-XX-1085			\$19.65 \$29.90	04/01/2023 04/01/2023	New Enrollment	

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

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#### **Optional Life Insurance**

we were were were were were were were w	🕫 Employer Info	<u>XXX-XX-8918</u>	- Second	Sugar and	KPERS	\$35.23	\$83.45	\$0.00	\$118.68		~
Lock Up XXXXX-3821 Image: Signame intervalue int		<u>XXX-XX-4990</u>			KPERS	\$4.88	\$7.00	\$1.20	\$13.08	<b></b>	~
A Look Up       XXXXX412       KPERS       \$28.22       \$0.00       \$0.00       \$28.22       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		<u>XXX-XX-3821</u>			KPERS	\$15.80	\$0.00	\$0.00	\$15.80	8	~
submit Report       xxxxxx4597       KPERs       \$73.45       \$16.45       \$0.00       \$89.90       III          Ajustment       Xxxxxx8425       KPERs       \$8.00       \$0.00       \$8.00       \$8.00       IIII          c       Xxxxx5339       KPERs       \$14.85       \$9.95       \$0.00       \$24.80       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Look Up	<u>XXX-XX-0412</u>			KPERS	\$28.22	\$0.00	\$0.00			~
Adjustment.       Adjustment.       XXXXXX8425       KPERS       \$8.00       \$0.00       \$8.00       \$8.00       \$1	REPORTS	XXX-XX-4597			KPERS	\$73.45	\$16.45	\$0.00	\$89.90		~
a Aquisment       XXX.XX:5399       KPERS       \$14.85       \$9.95       \$0.00       \$24.80       III											~
b Involces       XXX-XX-2236       KPERS       \$1.00       \$1.20       \$14.20       IIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII											
XXX.XX.2236       KPERS       \$1.00       \$1.20       \$14.20       Image: Control of the contro											~
Optional Life         XXX-XX-7149         KPERS         \$22.18         \$0.00         \$22.18         <		<u>XXX-XX-2236</u>			KPERS	\$13.00	\$0.00	\$1.20	\$14.20		~
D History	Optional Life	<u>XXX-XX-3264</u>			KPERS	\$2.05	\$0.00	\$2.20	\$4.25	<b></b>	~
i Reports 9 9	) History	<u>XXX-XX-7149</u>			KPERS	\$22.18	\$0.00	\$0.00	\$22.18		~
	Reports									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.

😂 Employer Info	Report Totals	
EMPLOYEE INFO		Premium Due :
<b>≗</b> • Enroll	KP&F ~	
Q, Look Up	Child Premium :	\$2.20
PAY REPORTS	Member Premium :	\$448.15
Submit Report	Spouse Premium :	\$17.10
	KPERS ~	
Adjustment	Child Premium :	\$76.20
MISC	Member Premium :	\$2,973.65
③ Invoices	Spouse Premium :	\$684.25
Certification	Total Premium :	\$4,201.55
Optional Life		
う History		
Reports		
	12 Previous	Submit & View Invoice

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**.

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## **Optional Life Insurance**

lake Payment						
Make Payment						
Page 2 of 2 O					Payment Date	15
	OGLI KPERS March		\$508.43		04/06/2023	2
2	OGLI KP&F March		\$46.85		Due 03/24/2023 12 pm CST	
Bank Info					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 KPERS March	\$3,734.10
	Total	\$4,201.55
Return to Dashboard Print/Download PDF		

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