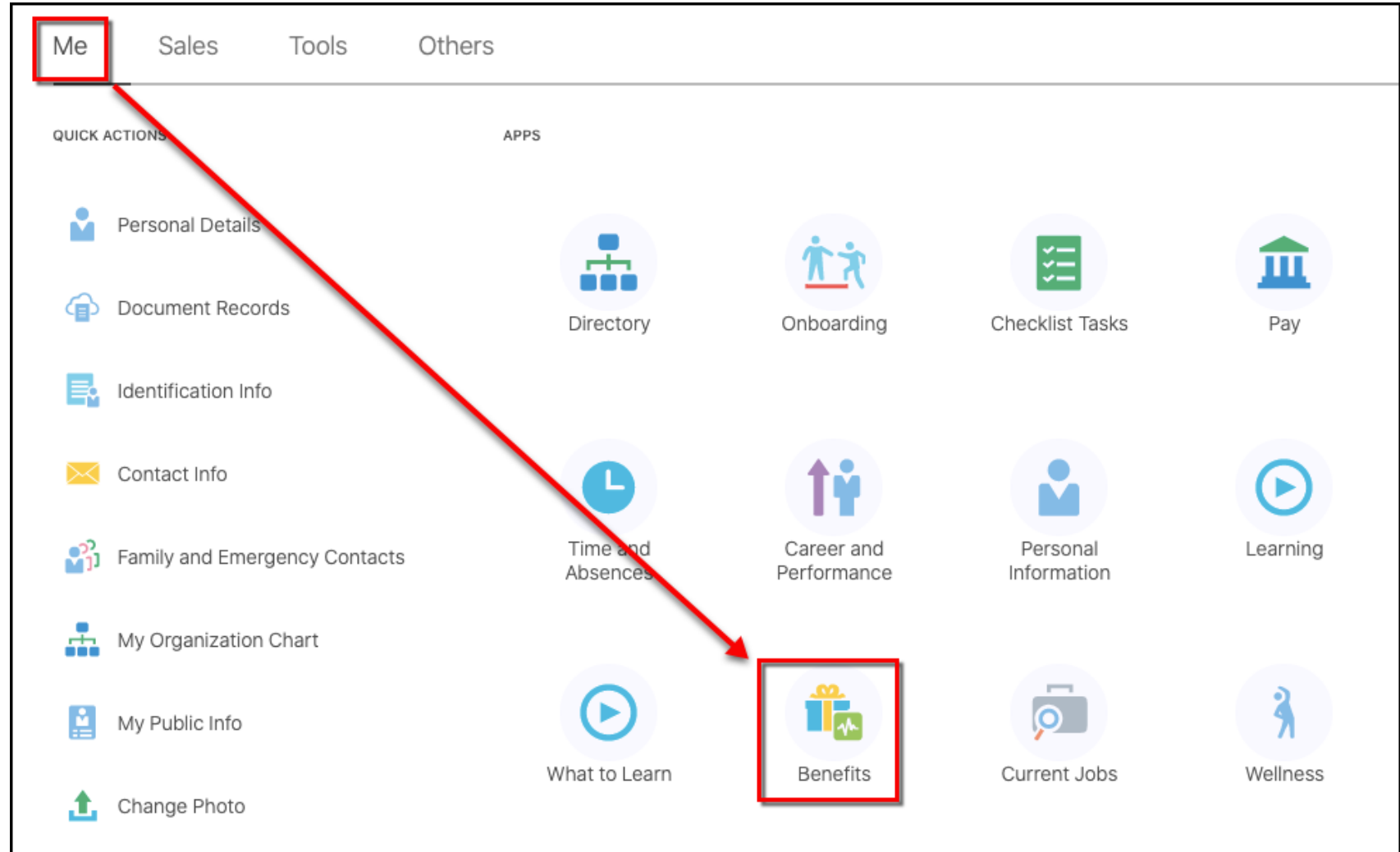


Managing Pending Actions

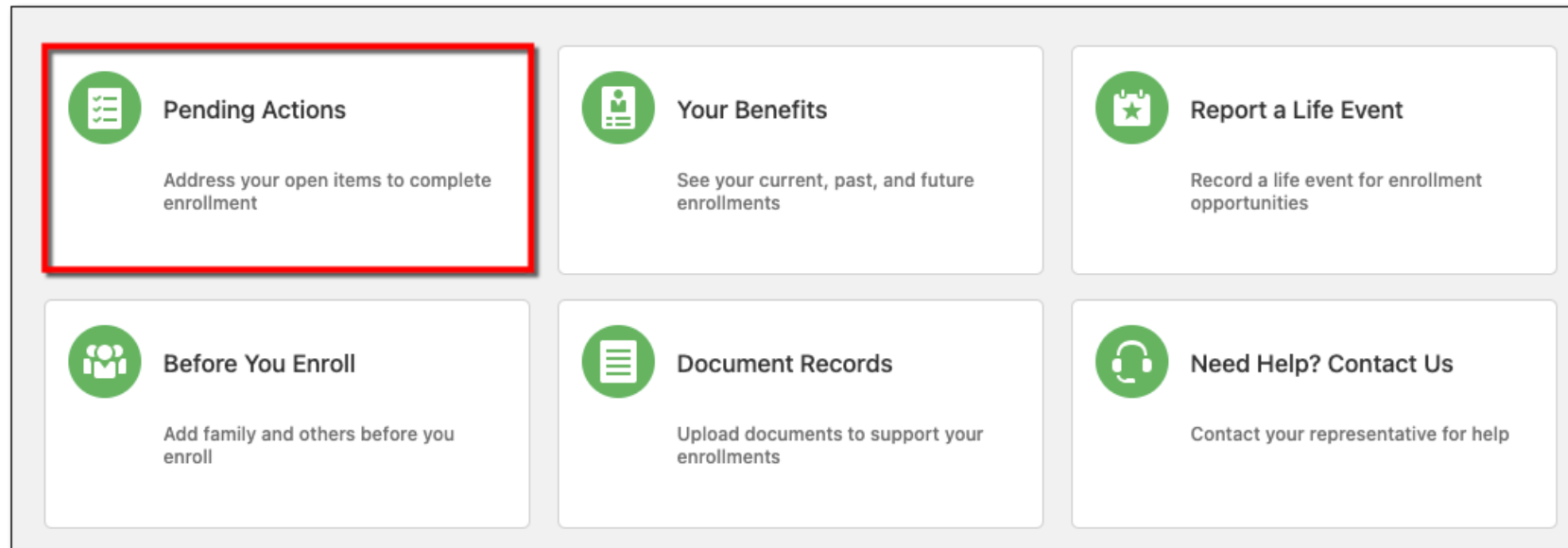
1. Select **Me** to display your employee functions.
2. Click the **Benefits** icon.



Note: After you submit your benefit selections, be sure to check your **Pending Actions**.

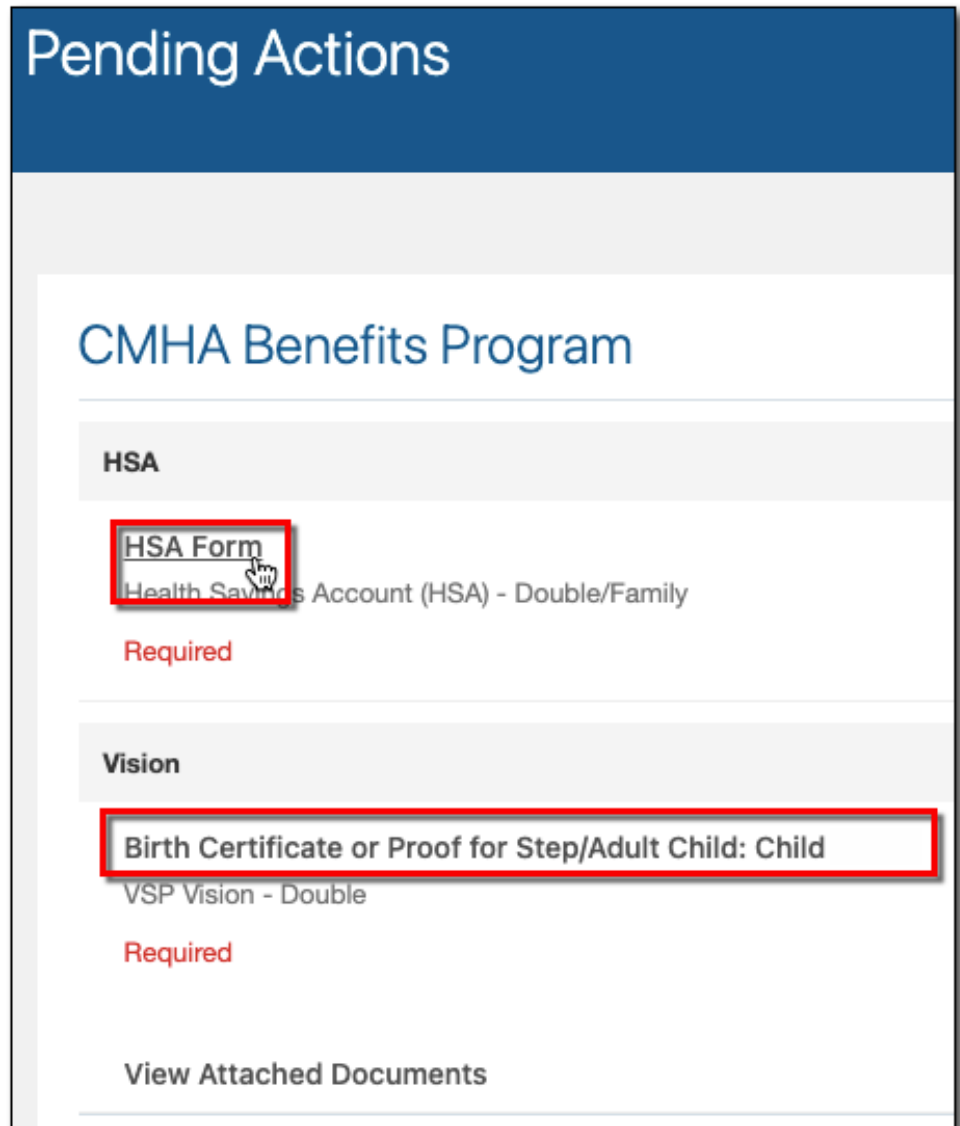
Note: **Pending Actions** will indicate if you need to provide any supporting documents that are required to finalize your enrollment.

3. Click the **Pending Actions** tile.



Note: Be sure to review and address all **Pending Actions** to ensure your enrollment selections get finalized.

4. Click the **title** of a Pending Action.

The screenshot shows a web interface for 'Pending Actions' under the 'CMHA Benefits Program'. It lists two required actions: 'HSA Form' and 'Birth Certificate or Proof for Step/Adult Child: Child'. Both are marked as 'Required' and have a 'View Attached Documents' link at the bottom.

Pending Actions

CMHA Benefits Program

HSA

HSA Form
Health Savings Account (HSA) - Double/Family
Required

Vision

Birth Certificate or Proof for Step/Adult Child: Child
VSP Vision - Double
Required

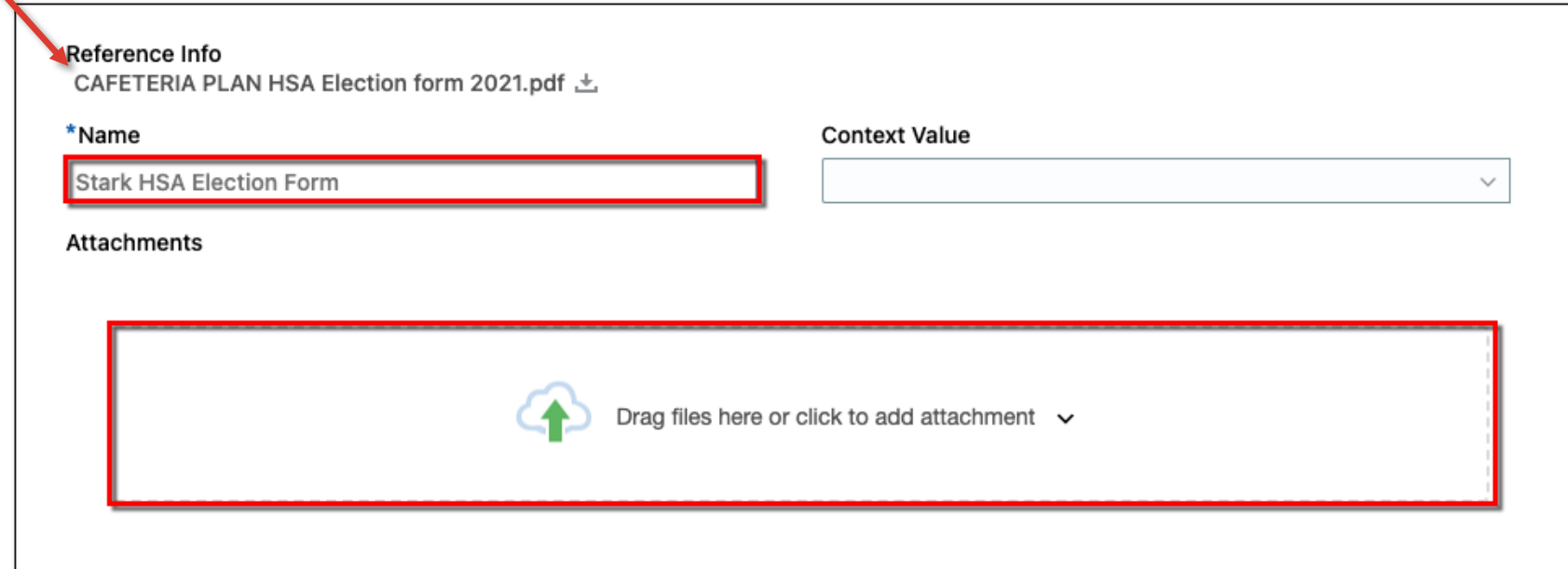
[View Attached Documents](#)

Note: Some actions require a form to be downloaded, completed, and uploaded. Other actions simply require a form to be uploaded.

If a form is not displayed in the **Reference Info** field for download, you will need to provide your own document such as a marriage license or birth certificate.

5. Enter the **name** of the form you are uploading.
6. Drag a completed form into the **Attachments** box or click the link inside the box to navigate to the form.

Note: You do not need to enter anything in the **Context Value** field.

A screenshot of a web application interface for managing documents. It features a 'Reference Info' section with a file name 'CAFETERIA PLAN HSA Election form 2021.pdf' and a download icon. Below this is a required field for '*Name' containing 'Stark HSA Election Form', which is highlighted with a red box. To the right is a 'Context Value' dropdown menu. The 'Attachments' section below contains a large red-outlined box with a cloud and arrow icon and the text 'Drag files here or click to add attachment'. A red arrow points from the first note box to the 'Reference Info' section.

Reference Info
CAFETERIA PLAN HSA Election form 2021.pdf 

*Name

Context Value

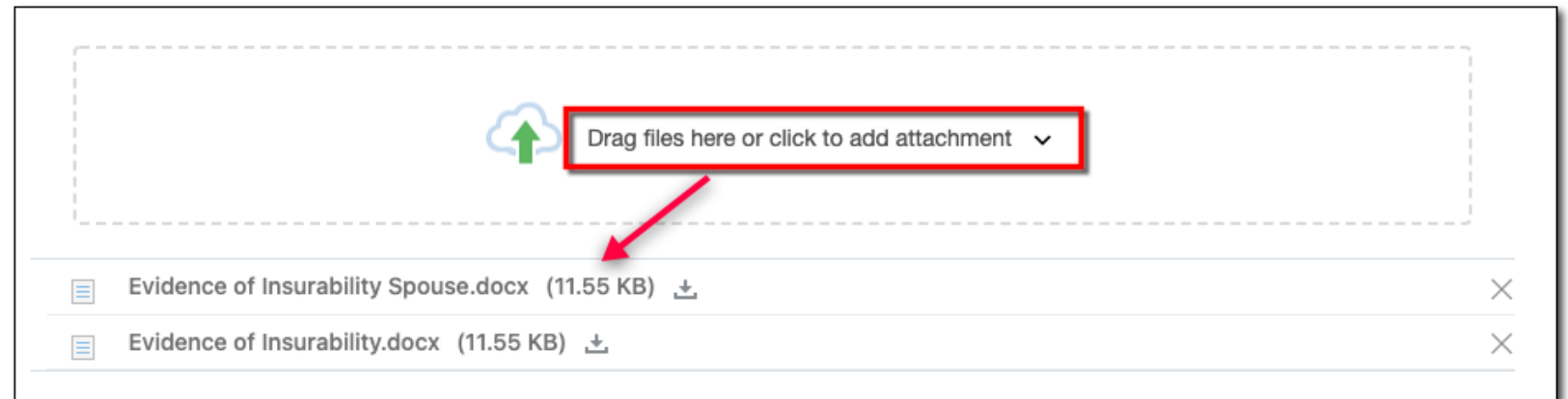
Attachments

 Drag files here or click to add attachment 

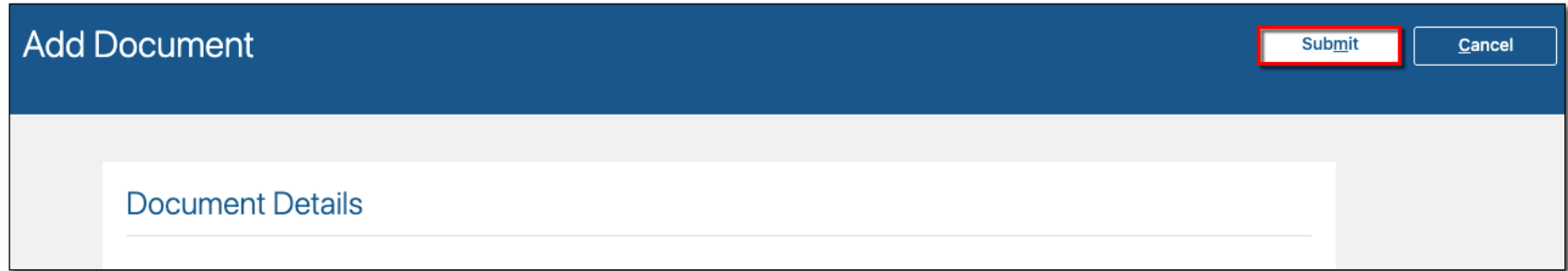
Note: When enrolling your spouse into Cigna Voluntary Life, be sure to upload the Evidence of Insurability forms for you and your spouse if required.

When two of the same Form Types need to be uploaded, they can all be uploaded from the same page.

In this example, the employee was able to upload their Evidence of Insurability form in addition to their spouse's form on the same page using the Drag and Add Attachment link.



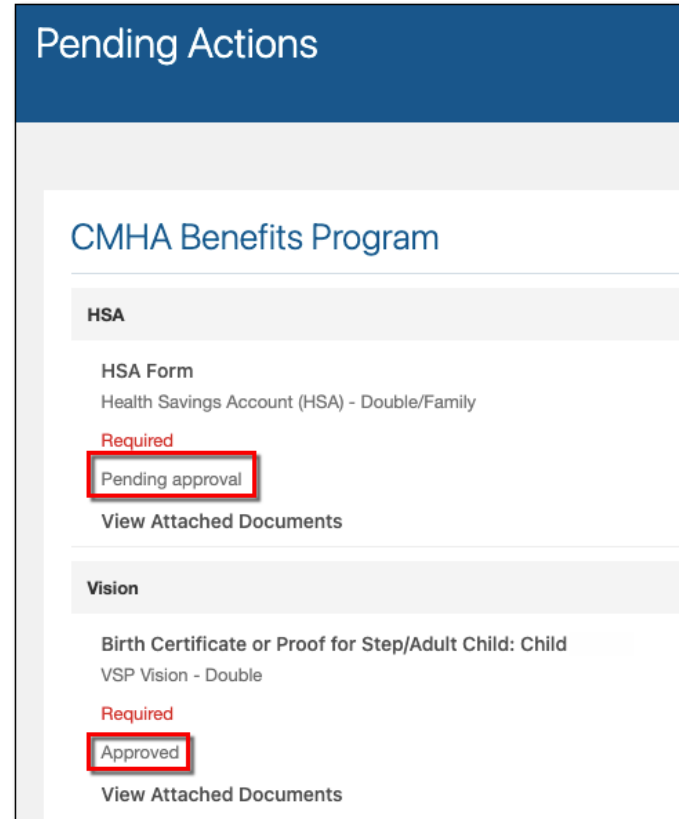
7. Click **Submit** when your document is attached.

A screenshot of a web form titled 'Add Document'. The form has a dark blue header bar with the title 'Add Document' on the left and two buttons, 'Submit' and 'Cancel', on the right. The 'Submit' button is highlighted with a red border. Below the header is a light gray section with a white box containing the text 'Document Details'.

8. Review any other Pending Actions and the associated statuses.

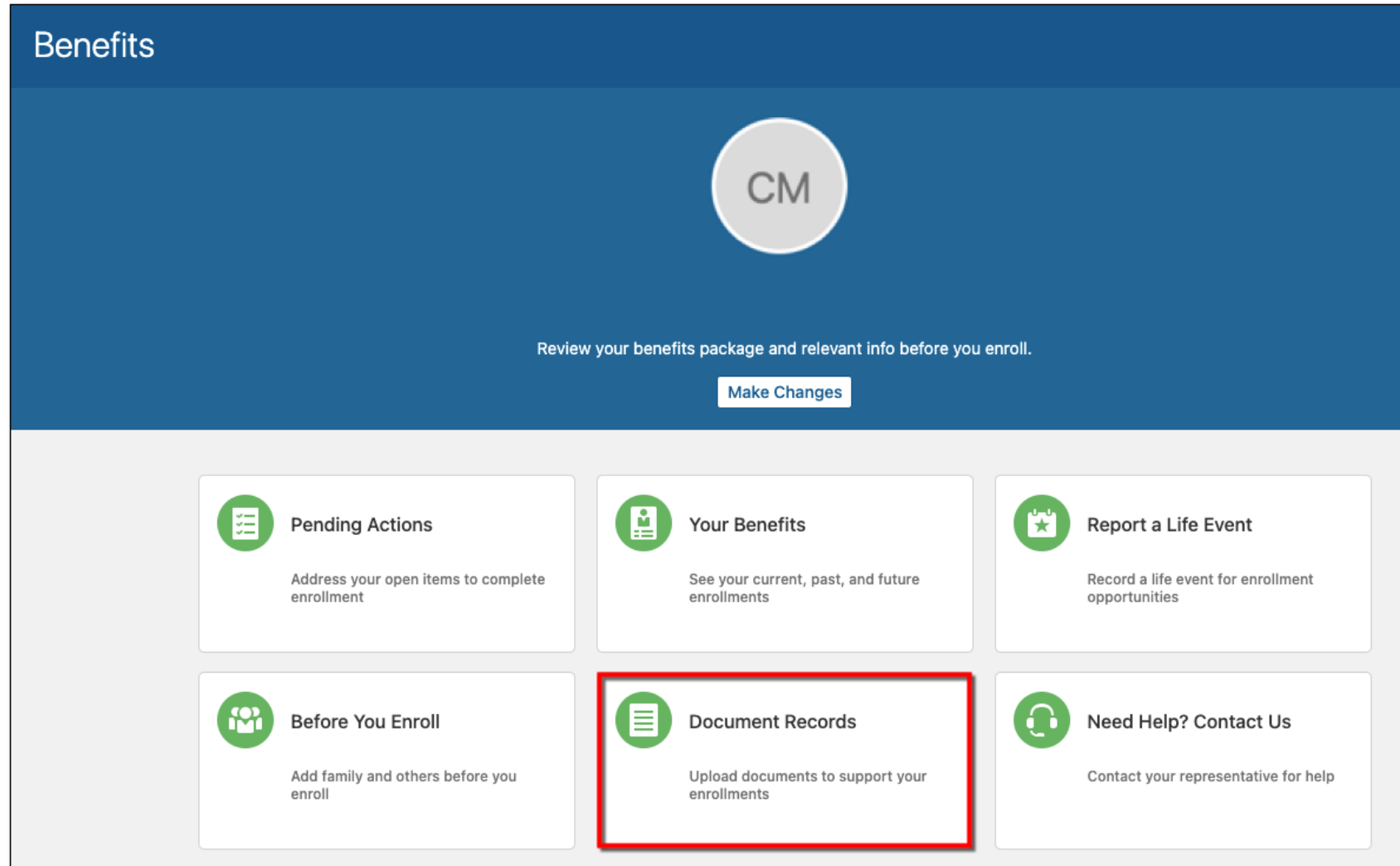
Note: Actions will remain **Pending** until reviewed and approved by Benefits.

9. Complete all Pending Actions that are not **Pending Approval** or **Approved**.

A screenshot of a web page titled 'Pending Actions'. The page has a dark blue header bar with the title 'Pending Actions'. Below the header is a light gray section with a white box containing the text 'CMHA Benefits Program'. Underneath this are two sections: 'HSA' and 'Vision'. The 'HSA' section lists 'HSA Form' and 'Health Savings Account (HSA) - Double/Family'. Below this is a red 'Required' label and a 'Pending approval' status, which is highlighted with a red border. A 'View Attached Documents' link is also present. The 'Vision' section lists 'Birth Certificate or Proof for Step/Adult Child: Child' and 'VSP Vision - Double'. Below this is a red 'Required' label and an 'Approved' status, which is also highlighted with a red border. A 'View Attached Documents' link is also present.

Reviewing Document Records

10. From the Benefits page, click the **Document Records** tile.

A screenshot of the 'Benefits' page. The top section is a dark blue header with the word 'Benefits' in white. Below the header is a large blue area containing a grey circle with the letters 'CM' inside. Underneath this circle is the text 'Review your benefits package and relevant info before you enroll.' and a white button with the text 'Make Changes'. The bottom section of the page is a light grey area containing six white tiles arranged in a 2x3 grid. Each tile has a green circular icon with a white symbol, a title, and a brief description. The tiles are: 'Pending Actions' (checklist icon), 'Your Benefits' (person with ID card icon), 'Report a Life Event' (calendar with star icon), 'Before You Enroll' (family icon), 'Document Records' (document with list icon), and 'Need Help? Contact Us' (headset icon). The 'Document Records' tile is highlighted with a red rectangular border.

Benefits

CM

Review your benefits package and relevant info before you enroll.

Make Changes

Pending Actions
Address your open items to complete enrollment

Your Benefits
See your current, past, and future enrollments

Report a Life Event
Record a life event for enrollment opportunities

Before You Enroll
Add family and others before you enroll

Document Records
Upload documents to support your enrollments

Need Help? Contact Us
Contact your representative for help

11. Review your benefit related document records.

End of Procedure

Document Records			+ Add
Search by type, name, or numl			Show Filters Excluded Payroll Expired
			Sort By Last Updated - Descendi
Document Type Proof of external coverage Category Benefits	Name Stark HSA Election Form Last Updated Date 8/18/21	 	
Document Type Birth certificate Category Benefits	Name Birth Cert Last Updated Date 8/11/21	 	
Document Type Proof of good health Category Benefits	Name 123 Last Updated Date 7/28/21	 	
Document Type Hep B Category Medical	Name 2018-03-26 Last Updated Date 2/3/21	 	
Document Type State of MI Police Category Background Check	Name 2018-03-23 Last Updated Date 2/3/21	 	