



## **Miami-Dade County**

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# Reviewing Optional Life Details Job Aid

Version 1.0

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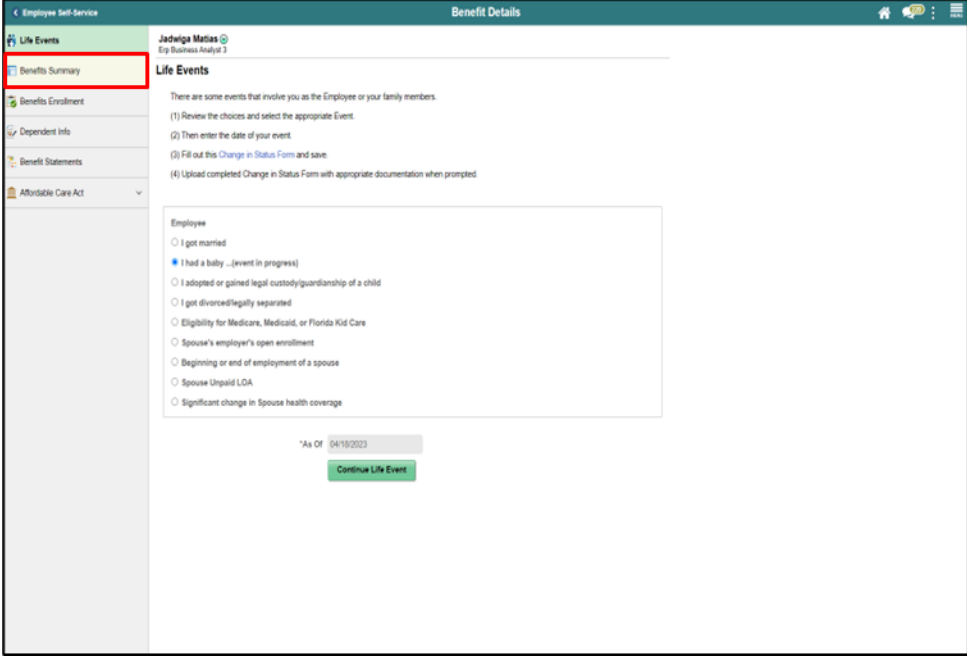
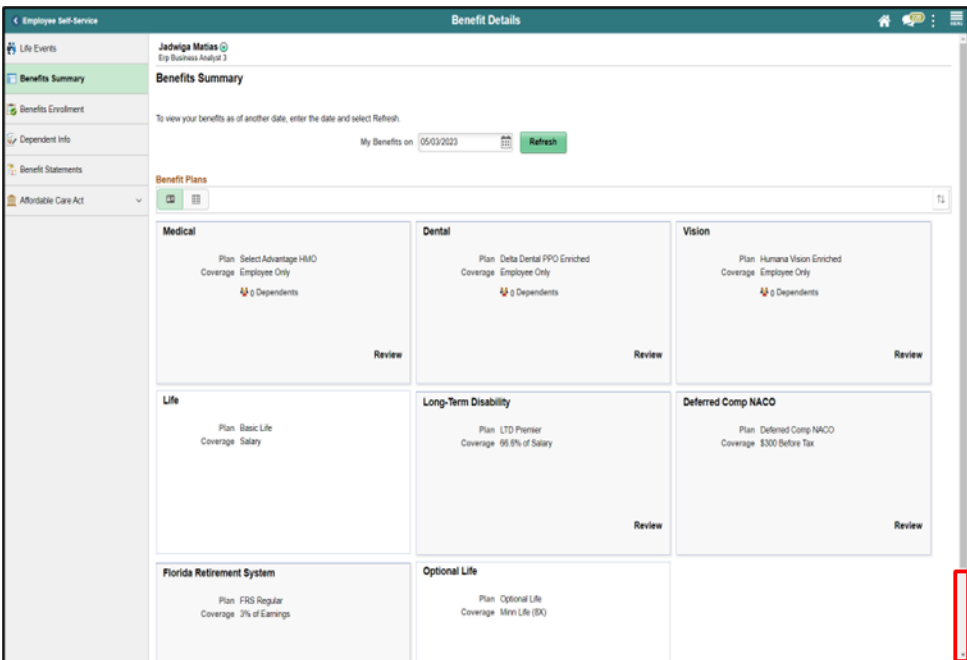
## PURPOSE

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### Purpose

This document explains the key activities involved in reviewing the Optional Life details. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## REVIEWING OPTIONAL LIFE DETAILS

Step	Action
1.	Navigate to <b>Employee Self-Service &gt; Benefit Details</b>
2.	<p>Select the <b>Benefits Summary</b> pane.</p> 
3.	<p>Select the scrollbar.</p> 

Step	Action
4.	<p><b>View <u>Optional Life</u> details.</b></p> <p>The screenshot displays the 'Benefit Details' page for an employee. On the left is a navigation menu with options like 'Life Events', 'Benefits Summary', 'Benefits Enrollment', 'Dependent Info', 'Benefit Statements', and 'Affordable Care Act'. The main content area shows a grid of benefit plans. The 'Optional Life' plan is highlighted with a red border. The details for the 'Optional Life' plan are: Plan: Optional Life, Coverage: Minn Life (BX). Other plans shown include Medical (Select Advantage HMO), Dental (Delta Dental PPO Enriched), Vision (Humana Vision Enriched), Life (Basic Life), Long-Term Disability (LTD Premier), Deferred Comp NACO (Deferred Comp NACO), and Florida Retirement System (FRS Regular).</p>