BenefitFocus Changes – QLE, HSA, and Beneficiaries

Qualifying Life Event (QLE) Changes:

1. Use your Xavier credentials to login to BenefitFocus at benefits.xavier.edu
2. Select Enroll Now!
3. Select next
4. Select edit your benefits
5. Select the radio button for new life event
6. Use the drop-down box to select a reason for the change and enter the date of the life event
7. Select next
8. Make the desired changes to your benefits (*Please note you will also need to upload the appropriate documentation for proof of the life event)
9. Save changes

Making Health Savings Account (HSA) Changes in BenefitFocus:

1. Use your Xavier credentials to login to BenefitFocus at benefits.xavier.edu
2. Select Enroll Now!
3. Select next
4. Select edit your benefits
5. Select I do not have a specific life event and click next
6. Select next to get through your dependents
7. Select edit contribution
8. You can add a one-time contribution, setup a new on-going contribution, or stop your current contribution

   Add a one-time contribution:
   1. Select the add contribution button
   2. Select the radio button for custom amount and continue
   3. Enter the desired one-time dollar amount, select the paycheck for the withholding, and continue
   4. Select save and continue
   5. Select save again

   Setup a new, ongoing contribution:

   1. Select the stop button in the box of the employee ongoing contribution
   2. Confirm yes, stop contribution
   3. Select add contribution
   4. Select the radio button for custom amount and continue
   5. Select ongoing contribution, enter the new desired dollar amount, and continue

6. Select save and continue
7. Select save again

Stop contributions

1. Select stop
2. Confirm in pop-up dialog box "yes, stop contribution"
3. Select save and continue
4. Select save again

Updating Beneficiaries:

1. Use your Xavier credentials to login to BenefitFocus at benefits.xavier.edu
2. Select Enroll Now!
3. Select next
4. Select view benefits where it says active benefits
5. Find the Basic Life and/or Voluntary Life section
6. Select edit next to the current beneficiaries
7. Select from the name(s) available, indicate primary or secondary, and designate the allocation percentage
    a. If needing to add a new name, select add beneficiary
8. Select next
9. Select next on acknowledgement and agreement
10. Select next on electronic agreement
    a. *Please note, on the voluntary life, it will take you through the acknowledgement and electronic agreement for the spousal and dependent voluntary life, if you made those elections
11. Select save