

## Automated Std. 692 Dental Form Instructions

### Under **SELECT YEAR & BARGAINING UNIT**

1. Select a plan year.
2. Select a Bargaining Unit.
3. Select a Vesting Option.

### Under **BENEFIT OPTIONS**

4. If you are not making any changes to your health plan, select Opt Out. If you are making changes to your health plan, select a Health Party Rate and a Health Plan.
5. Select a Dental Party Rate and a Dental Plan.
6. Select a Vision Party Rate and a Vision Plan.
7. Click on **Calculate Benefits**.

### Under **BENEFIT RESULTS**

8. Click on **Populate Dental Benefit Form With These Options**.
9. At the **Application Template - View/Print** page, click on **Continue to Form**.
10. At the **Dental Forms Info** page, fill out the automated dental form according to the instructions on the form.

Note: When changing family member enrollment, list all family members currently enrolled, as well as family members to be added and/or deleted. Select an action code (add or delete) besides the names of only those members to be added or deleted.

11. When you have completed the form, click on **Populate Dental Form**.
12. When prompted, **Open** YourBenefitsForm.pdf.
13. Select, **Print Form**.
14. Sign and date form, then turn in to your personnel office.