

## **Benefitexpress Family Status Change Web Instructions**

1. To enter the Benefit Express enrollment site:
  - [forsythbenefits.com](https://forsythbenefits.com)
  - User Name: last 5-digits of social security number and initials of first and last name
  - DOB: mmddyyyy (If you have not already set up a new password)  
**Note: If you need a password reset contact Forsyth County HR**

2. On Life Side of Screen
  - Select Life Events
  - Select Quality Life Event Change and Click enroll
  - Upload Document - **If you do not have access to the document you can still proceed with making the change but you will need to log back into the system prior to your deadline to add document**

**Note: The coverage will not be approved until the appropriate documentation is provided**

- Enter the Date of the Qualifying Life Event
- Acknowledge Receipt of Employee Attestation -Save and Continue
- Enter Medicare Info if Applicable – Save and Continue
- **Step through the remainder of Screen enter applicable information.**

**You must click the Save and Continue to navigate through each benefit page to reach the Election Information which is summary of changes made**

3. Election Information
  - From the Election Information screen you can review your benefit selection(s)
  - Print or email yourself a copy for your records.
  - Retain a copy as proof of the benefits change