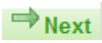
This is a 3 step process that will be outlined below:

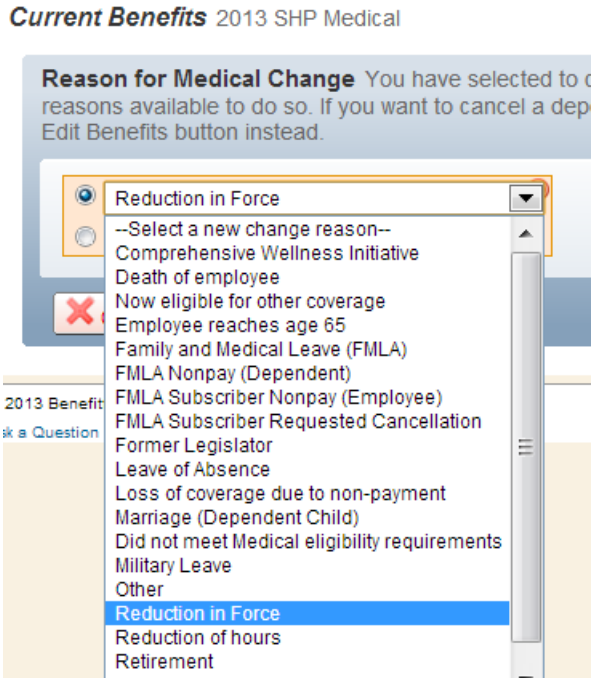
1. Cancel benefits due to Reduction in Force
2. Enroll in benefits with the change reason of Enroll in 12 Month RIF
3. Change the category on the work tab to 12 Month RIF enrollee = YES

Step 1: Cancel benefits due to Reduction in Force

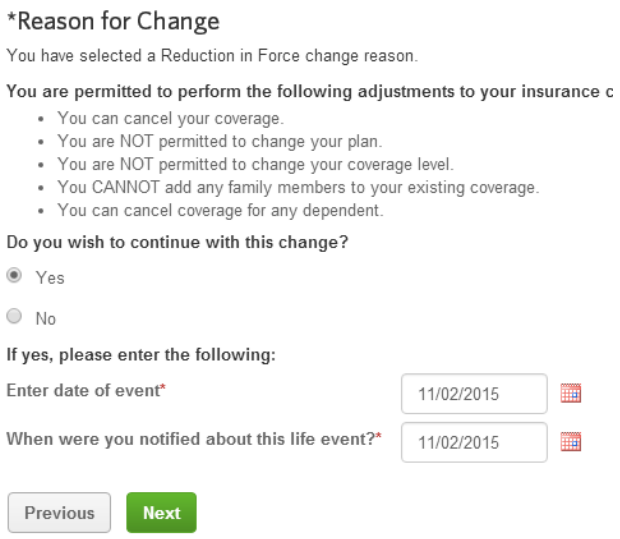
Cancel benefits due to Reduction in Force:

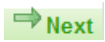
Click 

Choose “reduction in force” as your reason:

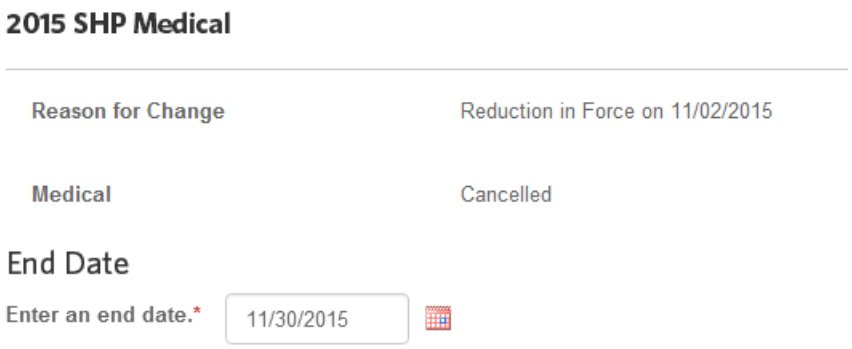


Enter yes, the date of event (in the recent case it is 11/2/2015), and when you were notified about the event.



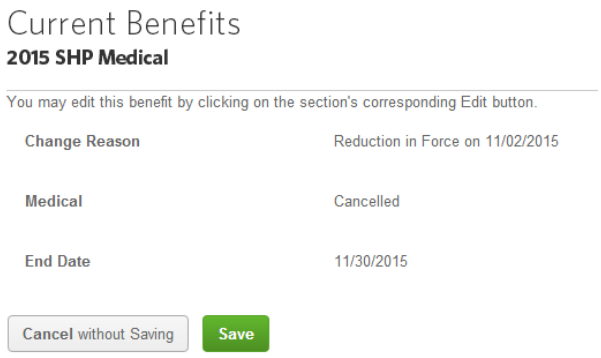
Click 

The benefit end date should populate correctly (end of the month)

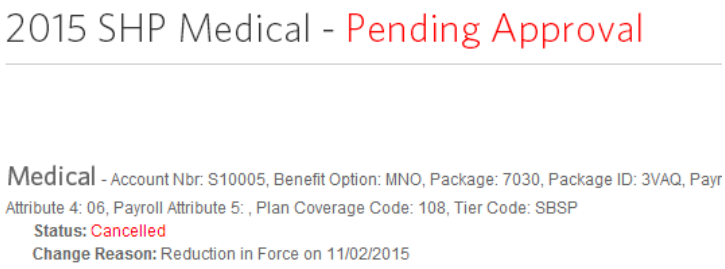


Click

This page confirms the changes you just made. Click save



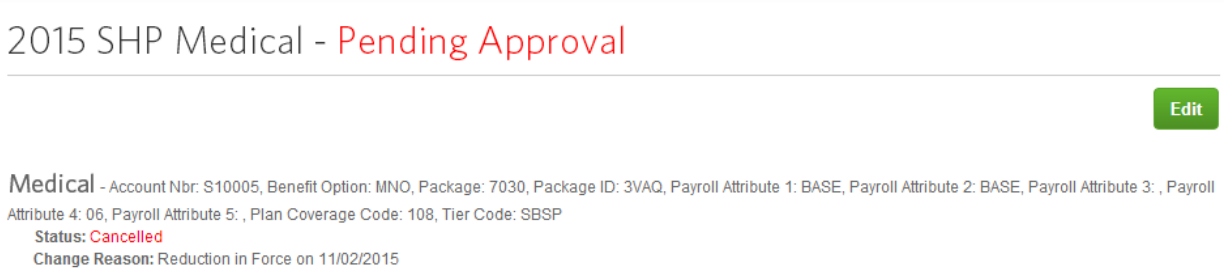
This will show that you now have a pending approval



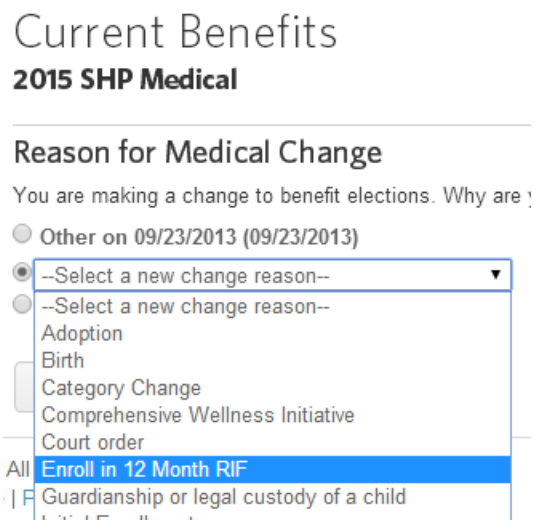
----------NEXT we need to enroll in benefits using the 12 month RIF----------

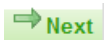
Step 2: Enroll in benefits with the change reason of Enroll in 12 Month RIF

Click on Edit for the current medical plan that you just cancelled

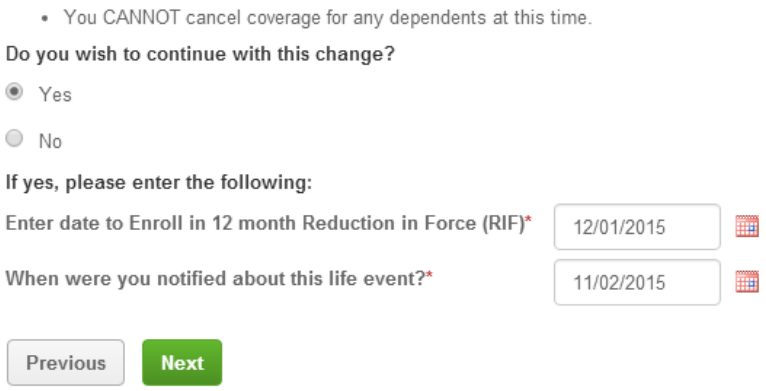


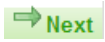
Click on Edit due to Change Reason and select Enroll in 12 Month RIF



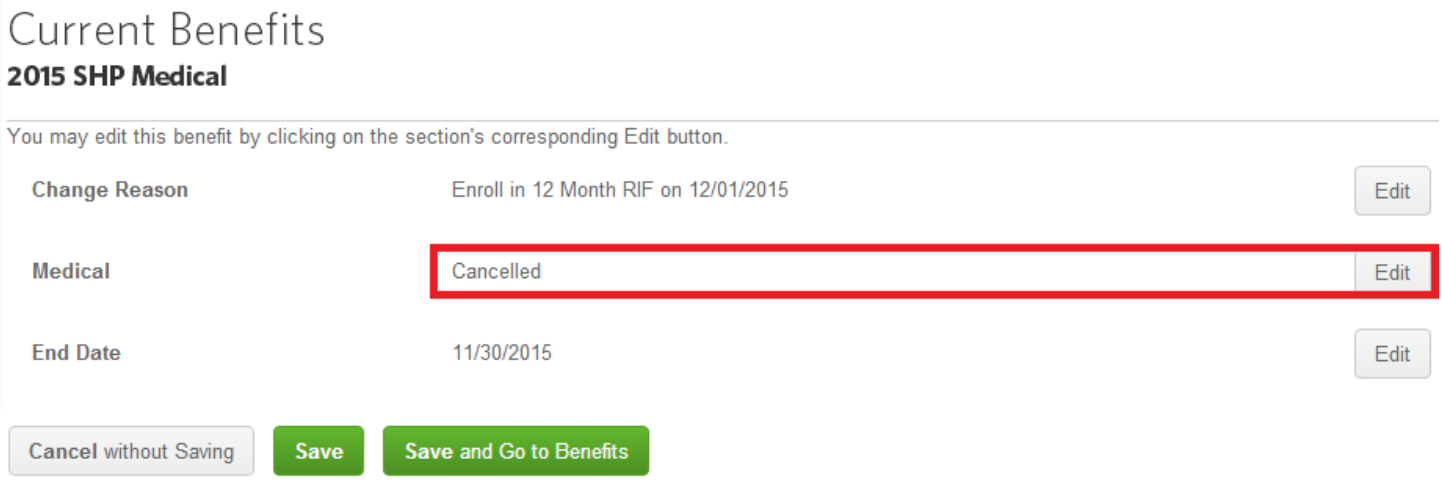
Click 

Make sure to enter the date to ENROLL in the 12 month RIF = so the date you want the benefits to begin:



Click 

Change the medical by clicking the edit button next to where it says Canceled

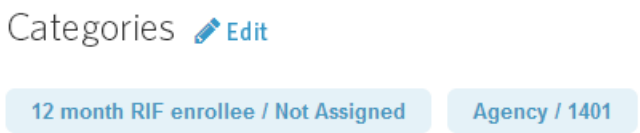


Proceed electing the member's benefits

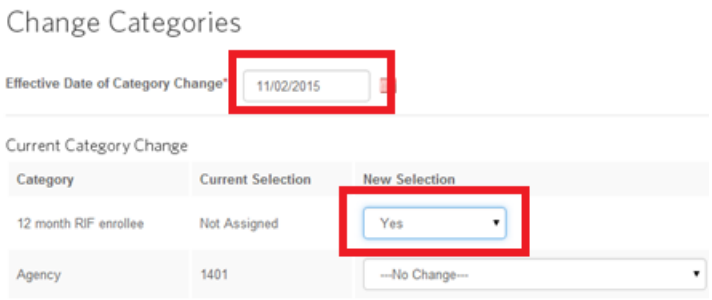
----------Next Step Changing the Category to 12 Month RIF ----------

Step 3: Changing the Category

On the member's overview page, scroll down to the bottom until you see Categories and click the Edit button



Enter that category change date, change the 12 month RIF enrollee from Not Assigned to Yes



Click Next and Save