



**Title:** How to Access Enrollment Events from Your My Tasks box  
**Functional Area:** Benefits Administration  
**Role:** Employees and Agency Benefits Coordinators

## How to Access Enrollment Events from Your My Tasks box

Use this procedure to access Enrollment Events from your SPS My Tasks box. Periodically, you will receive tasks in your SPS My Tasks box related to benefits. It is important to check your My Tasks box regularly as there may be a task that requires your action.

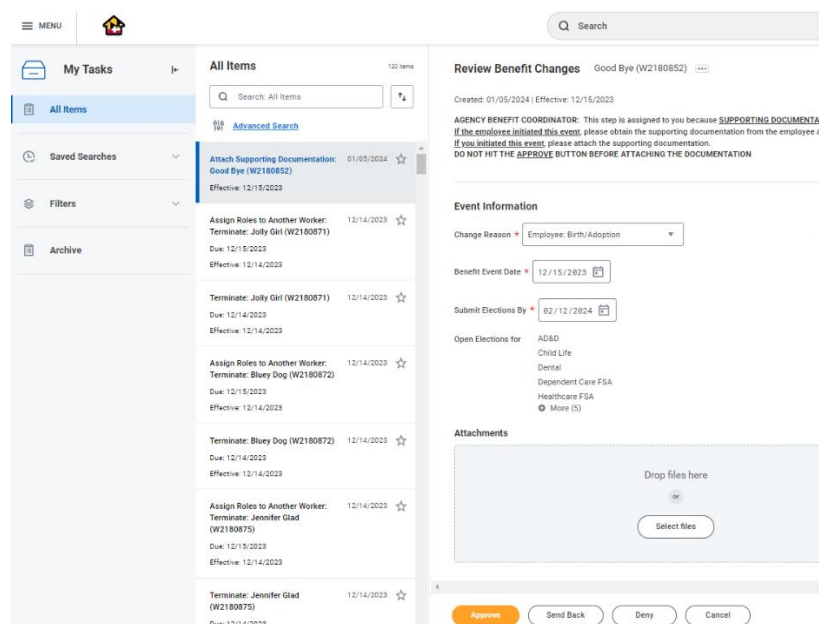
Note that when there is an action for you to take in your SPS My Tasks box, you will get a notification to your work email address if the email address is populated in SPS. If you do not have a primary work email address, the notification will go to the home email address if one is populated in SPS.

### Procedure:

1. From the **SPS Welcome/Homepage**, click on the **Go to My Tasks box icon**



2. From the **My Tasks box**, click on the benefit event you want to access.





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**Use the applicable Quick Reference Guide/Job Aide and/or onscreen instructions to complete the task.**

Check your SPS My Tasks box regularly for benefits related tasks that require your action to complete.

**Some examples of benefits related tasks that will appear in the SPS My Tasks box for an Agency Benefit Coordinator are:**

- Qualifying Life Events initiated by the ABC on behalf of the employee will appear for the ABC to enter/change health benefit elections after DBM Employee Benefits Division (EBD) reviews/approves the Life Event.
- Qualifying Life Events initiated by the employee where the employee does not attach supporting documentation. These events will route to the ABC SPS My Tasks box for the ABC to attach the supporting documentation.

Once you complete a task, it will no longer appear in your SPS My Tasks box. You may have to refresh your My Tasks box before the item disappears from your My Tasks box .