


Enroll in Short Term Disability



There is a video available for this process.

Enrolling in Disability Coverage

From the **Benefits** worklet:

1. Under the **Change** column, click the Benefits link.
2. Select [Short-Term Disability](#) Change the **Benefit Event Type** drop down menu. Click the **calendar** icon  to enter the date for the life event causing the change in benefit elections. (**Submit Elections By** and **Enrollment Offering Types** are automatically populated based on the choices you make) Coverage will be effective first of the following month.
3. Click **Submit**.
4. Click the **Open** button.
5. Select the appropriate Short-Term Disability Plan.
 - a. Basic covers up to \$95 per week
 - b. Expanded covers up to 60% of the first \$2,115 of pre-disability earnings, up to a maximum of \$1,269/week before reduction of Deductible Income.
6. Click **Continue** and review your selection for accuracy
7. Click **Submit**, click **Done**.

Submit Elections Confirmation

Short Term Disability Change for Apple Jack Actions



Total Employee Cost/Credit
\$17.28 Monthly Cost

Initiated On 04/22/2019
Submit Elections By 04/22/2019
Event Date 04/22/2019

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Elected Coverages 1 item



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee (Mo)
Short Term Disability - The Standard Class 1 Expanded (Employee)	05/01/2019	05/01/2019	60% of Salary	\$3,595.28			\$1
Total:							\$1

Signature

Print

Done

Employee Signature Required