

When completing a change in status enrollment you will need to upload supporting documentation. To complete the change in status enrollment you will need to login to www.myfbmc.com using the email address and password that you registered the account with.

LOGIN:

Email Address:

Password:

[Forgot your password? Click Here](#)

New Users:

[Click here to register a new account](#)

Have a Registration Code?

[Click here to enter a registration code](#)

Need help logging into the System?

[Click here for Frequently Asked Questions](#)

Once logged in, you will select change in status enrollment.

Please Select Enrollment Type

Change In Status Enrollment 2023

Welcome to your 2023 Change in Status Enrollment

Then from the drop-down box, you will select the qualifying change and enter the date this change took place. This date cannot be a future date.

If adding dependents, you will need to click on the Dependent / Beneficiary information tab and add them as a dependent.

Please Enter the Change In Status Information

After clicking **Continue**, it may take several seconds for the enrollment to initialize. Please do not click multiple times, as it just forces the process to start over.

Select Qualifying Event

Event Date

Welcome!

Current Benefits

Employee Information

> Dependent / Beneficiary Information

Document Upload

Dependent Verification

Select Benefits

Dependent / Beneficiary Information (3)

Please review the information below. If any changes are necessary, please use the buttons provided to make the changes. You can view additional details for a dependent / beneficiary by clicking their name.

All: If you add any new dependent(s), and elect coverage for them, **Dependent Verification** will be **required**. For more information, click [here](#). Failure to submit dependent documentation within **72 hours** of submitting this enrollment will result in the newly added dependent(s) being removed from coverage.

Dependent verification documents should be submitted to the Employee Benefits Department ONLY. You may email them securely to wbgray@fbmc.com and ldaigle@fbmc.com. For quicker handling, please send to both.

Anyone listed as a dependent can be selected as a dependent and also as a beneficiary. Anyone listed as a beneficiary can only be selected as a beneficiary. You should not add the same person twice.

Dependents Add Dependent

If you have an individual(s) you will utilize as a dependent AND beneficiary, add him/her here.

Name	Relationship	Action
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Once you have added the dependents, you will need to click on the Document Upload tab and then select if this is an event or a dependent. If the change is due to an event, you will click event and then select from the options listed that best describes the documents you are uploading. The document must be saved as a PDF, JPEG, TIFF, PNG, JPG. The file name cannot contain any special characters only letters and numbers. Click on the Browse button to select and then click the upload button.

Welcome!

Current Benefits

Employee Information

Dependent / Beneficiary Information

> Document Upload

Dependent Verification

Select Benefits

Upload your supporting documents here. Please select if the document you're uploading is for a change in status event or dependent verification. Click the 'Browse' button to select the file you wish to upload. Then select the document type(s) and the event type or dependent name(s) the document verifies.

File Name: Browse

Files must be less than 50MB in size and one of the following formats: .PDF, .TIFF, .PNG, .JPEG, .JPG

Document Verification:

Choose the reason for the file upload: dependent verification or event verification.

Document Type(s):

- Marriage License (Event) Current Course Schedule (Event)
- Driver's License (Event) IRS Tax Return (Event)
- Final Court Documents (Event) Birth Certificate (Event)
- Final Adoption Papers (Event) Death Certificate (Event)
- School Documentation (Event) Divorce Decree (Event)
- Letter from Employer (Event)
- Letter of Eligibility from Medicare/Medicaid (Event)
- Loss of Coverage Letter (Event) COBRA Notice (Event)
- Domestic Partner Affidavit (Event) Medicaid ID Card (Event)
- Medicare ID Card (Event) Obituary (Event)
- Proof of Coverage Under Employer's Plan (Event)
- Employer Open Enrollment Confirmation Notice as Proof of Coverage or Termination (Event)

Upload

Under Documents, you will see the document that you just uploaded. Once this is complete you can then click on the Select Benefits Tab and begin making the necessary changes to your benefits.

Documents

Date	File Name	Document Type(s)	Dependent(s)/Event(s)	Action
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Please be sure to go all the way to the end of the enrollment and check out, you will then click the "I agree button" then enter the first 4 of your SS# and then click confirm and submit, you should receive a confirmation number once submitted. Your enrollment will then be pending until your enrollment and documentation can be verified by the Employee Benefits Department.