

1. To submit a request sign into your Member Portal here: [https://sso.cobraguard.net/seer\\_login.php](https://sso.cobraguard.net/seer_login.php)
2. Click on the Mid-Year Benefits Changes tab.
3. Click on the blue Start a New Request button.

**Account Overview**

Member & Family | Benefits | **Mid-Year Benefit Changes** | Enrollments & Events | SEHP Vendors | Forms | Billing | Documents | Payment History

### Mid-Year Benefit Changes

Change Requests

The table to the right contains a list of all your currently active change requests. These requests may have been submitted by you, or may have been submitted on your behalf by your Human Resources department.

You may view, cancel and create Mid-Year change requests at any time, simply click 'Start a New Request' and select the appropriate options.

Request Type	Request Date	Status	Actions
No Active Requests			

[Start a New Request](#)

4. Choose the appropriate FSA Mid-Year Change, review the User Agreement and Attestion and click the blue Continue button.

### Choose a Request Type

**Member Requests**

- Member Waive Coverage (Mid-Year)
- HSA Mid-Year Change
- FSA (Health Care / Limited Scope) Mid-Year Change
- FSA (Dependent Care) Mid-Year Change
- Communication Form

5. Click the Ineligible Dependent box for the change reason. Enter the date for the event as 1-1-2024, the annual contribution amount and the per paycheck contribution amount. Additional comments can be added in the Request Note box. Then click on the green Submit Request button.

### FSA (Health Care / Limited Scope) Mid-Year Change

**Change Reason**

- Newly Eligible Dependent - Newborn
- Newly Eligible Dependent - Adoption
- Newly Eligible Dependent - Marriage
- Divorce
- Death of Spouse
- Death of Dependent
- Dependent Gained Other Employment or Coverage
- Dependent Lost Other Employment or Coverage
- Ineligible Dependent

**Date of Event**

**Employee Annual Contribution** \$

**Employee Per Paycheck Contribution** \$

**Request Note**

[Submit Request](#)