

## **NASA Employees Benefit Association (NEBA) New Basic Life Insurance Increased Coverage Must be Elected by December 16, 2016**

This notice is to remind you of a *new* increase level of coverage available for your Basic Life Insurance for existing NASA Employees Benefit Association (NEBA) members during this open enrollment season (October 3, 2016 – December 16, 2016).

### **New Basic Life Coverage Options for Existing Members**

Existing NEBA members are now eligible to elect an opportunity to increase in Basic coverage during this open enrollment. **If you select this new coverage, your Basic Life coverage will increase to 1 times your annual salary up to the \$500,000 plan maximum (from your current cap of \$100,000).** This will continue to grow your Basic coverage with any future pay increases as well. Now is your opportunity to increase the maximum without having to provide a Statement of Health.

**Important:** Existing members **must** elect the increased coverage by December 16, 2016—coverage does not automatically increase.

If you do not take advantage of this opportunity during open enrollment, your coverage will remain at 1 times your annual salary up to \$100,000. If you wish to increase to the new maximum after December 16, 2016, it will require a manual/paper process and a Statement of Health.

### **Election Requirements**

If you are currently covered under NEBA's Basic Life plan and want to elect this new option of 1 times your annual salary up to \$500,000, you **must** take prompt action to elect the increased coverage. Just visit the MetLife site, log in to view your coverage, and select coverage before open enrollment is over. **Medical questions are not required for this increased coverage.**

## How Do I Elect Coverage?

You can elect coverage by visiting the [MetLife](http://www.mybenefits.metlife.com) page ([www.mybenefits.metlife.com](http://www.mybenefits.metlife.com)) and using the following step-by-step instructions:

1. After you have logged in, click the **Enroll/Modify my Coverage** button.

**MetLife** Tom Smith, nasa  
Update your profile  
Monday, November 21, 2016

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Life Summary **Enroll** Learn Calculate Beneficiaries Common Questions Contact Specialist

### Life Coverage Summary

Print Coverage Summary

**Alerts**

Action Required: Enrollment is underway! Sign up now for your Life Insurance benefits

**Coverages** Beneficiaries

Modify Coverage

Current Coverage	Amount	Your Monthly Cost
Tom Smith (Insured)		
Basic Life Insurance paid by employer	\$110,000.00	\$0.00
<b>Total Life Insurance Coverage</b>	<b>\$110,000.00</b>	<b>\$0.00</b>
Personal Accidental Death & Dismemberment paid by employer	\$200,000.00	\$0.00

**News & Updates**

Tell us how we can improve the site. Complete a feedback form today. Thank you for your help. We're here to make your experience the best it can be. [Feedback](#)

**Enroll/Modify my Coverage**

Calculate my Life Insurance

Learn about Life Insurance

Add/Update Beneficiaries

2. You are then asked about Personal Information on the next screen.

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### Enroll or Modify Your Life Insurance

Enrolling for Life Insurance or modifying your current coverage online is easy. Start by entering your personal data below, then click Next to choose your coverage.

**Step 1 : Enter Personal Data**

**Personal Information**

Name	Date of Birth	Employee ID
Tom Smith	12/12/1969	xxxx0001

Address: 123 Maple Street  
Appleton, WI 12345

Country of Birth: United States

State of Birth: WI

Telephone: (777) 777-7777

- a. If you need to add a spouse/child, please do it in this step. Click the **Next** button to continue.

**My Spouse**

Name	Date of Birth
Patricia Smith <a href="#">edit</a>   <a href="#">remove</a>	01/01/1969

**My Children**

Name	Date of Birth
Mike Smith <a href="#">edit</a>   <a href="#">remove</a>	11/11/2012
Kate Smith <a href="#">edit</a>   <a href="#">remove</a>	12/01/1995

[Exclusions & Limitations](#) [Next](#)

3. You will be taken to the **Step 2: Choose Coverage** screen where you will select your coverage.

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**Enroll for Life Insurance** [Print](#)

Select your coverage and click "Next" to designate your beneficiaries.

**Step 2 : Choose Coverage**

Calculate my Life Insurance  
View Additional Benefits

Coverages For You

Coverage Paid By Your Employer

Coverage	Current Coverage	Coverage Amount	Monthly Cost to you
<b>Basic Life</b>	\$110,000.00	\$110,000.00	\$0.00
<b>Personal Accidental Death and Dismemberment</b>	\$200,000.00	\$200,000.00	\$0.00

- Under the **Basic Life** section, click the **Coverage Amount** drop-down menu, and select the **1x Basic Annual Earnings** option to elect the new plan maximum. (If you do not wish to increase your coverage, select the **Keep Existing** option.)

**Enroll for Life Insurance**

How much life insurance do you need? [Find out...](#)

Choosing or changing your coverage is simple. Choose an option from each of the drop down menus below, the cost will be automatically calculated. Once you have made your selections, click Next.

**Step 2 : Choose Coverage**

**Additional Coverage Paid by You**

**Basic Life**

Current Coverage \$100,000.00

Select Coverage	Coverage Amount	Monthly Cost to You*
	1 x Basic Annual Earnings (\$238,000)	\$64.97 ▼

- Finish selecting coverages and click the **Next** button to complete the rest of your enrollment.

For questions concerning this notice, contact:  
**NASA Shared Services Center (NSSC) Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)