



SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI) Online Enrollment System (SOES)



SGLI ELECTION Process As Is

- 1** Member goes to unit admin during business hours to change SGLI elections using SGLV 8286 or 8286A.
 - 2** Unit admin reviews member elections and coverage information.
 - 3** Unit admin counsels member on any unusual beneficiary elections.
 - 4** Member signs elections with actual signature.
 - 5** Servicing Personnel Office updates SGLI / FSGLI premium changes in Direct Access.
 - 6** Premium changes for increases are effective the next pay cycle. Changes for decreases are effective the beginning of the next month.
 - 7** If election change requires spouse notification, the unit admin generates a letter and mails to spouse at current address on record.
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SOES New Process

- 1** Member accesses SOES to change SGLI elections via the milConnect portal using DS Logon or CAC, 24 hours, 7 days a week where internet access is available.
 - 2** SOES guides member through the election process providing consistent guidance through customized counseling messages.
 - 3** Member signs elections in SOES with a CAC or DS Logon and receives an immediate email confirmation of elections.
 - 4** SOES transfers changes in coverage to Direct Access for premium deductions to begin.
 - 5** If election change requires spouse notification, SOES produces letters that are mailed by DMDC within 3 to 4 days.
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SOES TRAINING MODULES:

Self Service Application: <http://www.benefits.va.gov/insurance/training/SOES/SOES.htm>

Administrator Application: http://www.benefits.va.gov/insurance/training/SOES/SOES_Admin.htm