

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



## SGLI ELECTION *Before SOES*

- 1** Member goes to Personnel Office during business hours to change SGLI elections using SGLV 8286 or 8286A.
- 2** Personnel clerk reviews member elections and coverage information.
- 3** Personnel clerk counsels member on any unusual beneficiary elections.
- 4** Member signs elections with CAC card or wet signature.
- 5** Servicemember or Personnel staff provide SGLI/FSGLI premium changes to the Finance Office
- 6** SGLI/FSGLI premium changes are effective the month following coverage approval
- 7** If election change requires spouse notification, branch of service generates letter and mails to spouse at current address on record.



## SGLI ELECTION *In SOES*

- 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 the military pay system 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.

