

DEI MEMO 23-09

To: ICs and HRGs

From: Department of Employee Insurance (DEI)

Re: Life Insurance Online Enrollment Application (DEI Upload Tool)

Date: August 22, 2023

We are pleased to announce that after numerous requests, we have now included Life Applications and Death Claim submissions in the DEI upload tool, which is the electronic process to submit enrollment applications. You can now complete the application online, attach signed applications or supporting documentation and submit directly to the Optional Information Branch (OIB) to process.

Applications are uploaded within 24 hours directly to OIB. By uploading the application and documentation electronically, applications are processed at a faster rate. We recommend using the electronic process instead of mail, fax, or email.

For death claims, please always submit the most recent copy of the Life Beneficiary Designation/Enrollment form that you have on file.

NOTE: You should continue to enter New Hires in KHRIS; this online tool should only be used for the new hires that you cannot enter in KHRIS, transfers, LWOP, and Qualifying Events for Life/Dental/Vision.

If you have any questions or concerns, please email Optionalinsurance@ky.gov.