

Enrollment Process



West Valley-Mission
Community College District

Benefit election changes must be made using **Alight Worklife** (formerly **SmartBen**), our online enrollment tool. The site is accessible via the internet at <https://wvm.wl.alight.com/login> and can be accessed 24 hours a day, 7 days a week.



- > Your Alight Worklife username is your Banner ID (G0 + employee ID)
- > Your password is whatever you have chosen in the past. If you cannot recall, you may use the Reset Password link. Passwords will be reset to the employee's birth date in the following format: MMDDYYYY

When making changes in **Alight Worklife**, you must click through all the screens until you receive a Congratulations message at the end. If you do not reach this **"Congratulations"** on the last stage, your changes remain **"In Process"** and you still need to **"Complete"** them.

When adding a dependent to your plan for the first time, you must provide a copy of your marriage certificate for a spouse or a copy of the birth certificate for a child.

If you increase your voluntary life coverage more than is allowed at open enrollment, you will be approved for the allowed amount only and any additional amount will be declined. If you are already enrolled in employee voluntary life insurance and/or spouse voluntary life insurance, you may increase your coverage by one increment (\$10,000) at open enrollment, up to the guaranteed issue amount (\$250,000 for employee, \$20,000 for spouse) without completing a SOH.

Employees enrolling or re-certifying for **Cash-in-Lieu** should complete the CalPERS HBD-12 waiver form ([HBD-12](#)) and provide proof of other group medical coverage by **October 11, 2024**.

