**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.