SAGE DINING SERVICES®

Qualifying Life Events/Status Change Instructions

Follow the steps outlined below to gain access to the Team Member enrollment portal to review the available plans and make any needed adjustments.

Log into Team Member Self-Service Portal

- Access the SAGE Team Member Self-Service Portal using either the SAGE Dining Website: www.sagedining.com OR the SAGE Kiosk at your Venue
  - o Log into the Team Member Self-Service Portal using your User ID and Password.
  - o Your user ID is your SAGE clock Number
  - o Your Password is your last name followed by the last four digits of your Social Security Number

  Example: User ID: 12345

  Password: jones1234 (all lowercase, no spaces)

Choose "Benefits" from the Options Menu

- Verify your personal information: Address, home phone number, cell phone number and provide your personal email address

Click "View Qualifying Event List"

- Select the Qualifying Event/Status Change that applies to you

You **must** submit a copy of your supporting documentation to the Benefits Department, within 30 days of the event to ensure your changes take effect.

HAVE QUESTIONS?

Contact Human Resources
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