## How to complete the Online Evidence of Insurability (EOI) Form

1. Click on the link in the email to be directed to the following screening:



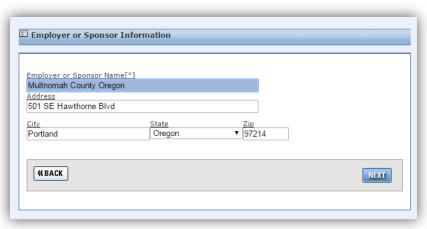
2. Select Yes or No to the US resident question and click Start.



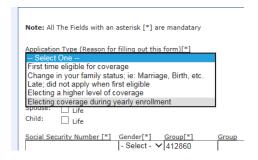
3. Read through the Introduction page. Click **Next** when you are ready to proceed.



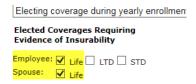
4. The Employer section is automatically populated with Multnomah County's information. Click **Next** to continue.



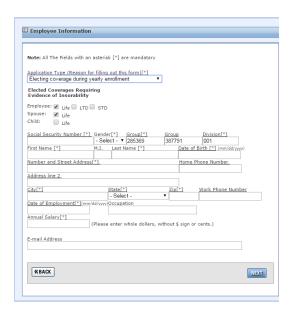
5. Under Application Type, select Electing coverage during yearly enrollment.



6. Elect the plan(s) you would like to enroll in during open enrollment (Employee Life/Spouse Life). NOTE: Do not select LTD or STD or Child Life.



7. Enter your information. The correct Group and Division # have already been filled in. Once you have completed all of the required fields click **Next** to continue.

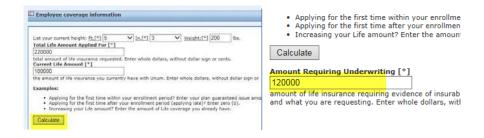


8. Enter your information - height, weight and the dollar amount of life insurance you want to enroll in.

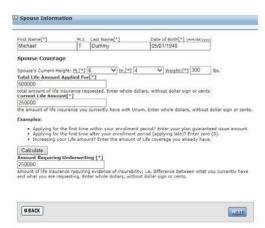
\*Enter Life Insurance amount with no dollar signs, commas or decimal point (ex. 150000)

Click Calculate to populate the box under Amount Requiring Underwriting.

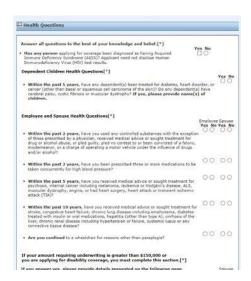
a. Employee: minimum \$30,000; maximum \$500,000. Guarantee Issue amount \$150,000



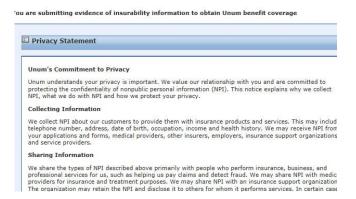
9. Complete the same steps for your spouse, Spouse: minimum \$30,000, maximum \$500,000. Guarantee Issue amount \$50,000



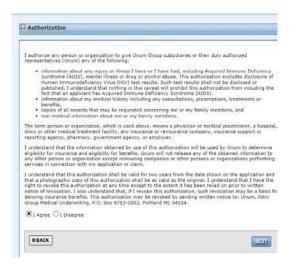
10. Answer the health questions for you and your spouse and click **Next** to continue.



11. Please read the **Privacy Statement** completely and click **Next** to continue.



12. Read the Authorization section completely. Select Agree or Disagree and click Next to proceed.



13. Read the **Acknowledgement** section. Select **Agree** or **Disagree**, then type your name (and your spouse's name if you select life insurance for your spouse) and enter the date. Click **Review** to review the entire application. Click **Submit** to submit your application to Unum.

