

SOES Administrator Application Training

For optimal performance, we recommend you use
the Internet Explorer browser.

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SGLI Online Enrollment Administrator Application

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SERVICE CASUALTY OFFICE

AUE

SOES Administrator Application

The SOES Administrator Application will be used to:

- Run reports from SOES.
- Obtain a copy of the latest certificate of coverage for a member.
- Make changes to a member's coverage based on certain external personnel-driven events.
- Enter medical underwriting decisions made by the Office of Servicemembers' Group Life Insurance.

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SOES User Roles

Role	Description
HR Administrator	Run SGLI/FSGLI reports and/or view information on a specific Servicemember; cannot make changes to SGLI/FSGLI coverage or beneficiaries.
Service Casualty Office	View and print a Servicemember's Certificate of Coverage PDF only; cannot make changes to SGLI/FSGLI coverage or beneficiaries.
Authorized User acting due to external event	Increase a Servicemember's coverage to the maximum amount due to change in duty status or to cancel coverage due to ineligibility (such as AWOL more than 30 days).
MUW Administrator	VA Insurance personnel will enter decisions made by OSGLI on applications for increased coverage.

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The Administrator Application has various Help Topics to answer questions you may have while using it. You can also view what roles you are designated for in the application by clicking ["My Current Roles"](#).

Search

Reports

Select a report type and date range, then click 'Generate Report'.

Report Type

Unit Status Report

*UIC

WB1X1A

Army UIC is 6 characters and starts with 'W'.

Generate Report

Help Topics

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HR Administrator

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Accessing Administrator Application

To access the SOES Administrator Application, go to www.dmdc.osd.mil/soesadmin and click the "Login" button.

You will see a Privacy Agreement. Click "OK" to continue.

DEERS SGLI Online Enrollment Administrator Application

Standard Mandatory (DoD) Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to the IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMINT, monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD BE POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe handling personally identifiable information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a) as amended and other applicable DOD regulatory and security authority. Data will not be shared with off-duty contractors, data from the application, or any information derived from the application, shall not be published, disclosed, released, provided, shown, sold, rented, loaned or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downstream reports given completion or the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need to know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

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Accessing Administrator Application

Login in using your CAC card.

DEERS SGLI Online Enrollment Administrator Application

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR 540021.

Select Logon Method

☒ Common Access Card (CAC)
Continue

☐ Username / Password
[Logon Help](#)

For assistance or to report problems, please call 800-538-9522.

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HR Administrator

Service personnel with the HR Administrator role may use the search tab to view a member's SGLI and Family SGLI coverage information.

Search for a Servicemember by either:

- Entering the member's DoD ID
- or
- Entering the member's social security number and last name

Then, click the "Search" button.

[Search](#) [Reports](#)

Complete the search criteria below, then click 'Search'.

DoD ID
1920293569

OR

SSN
& Last Name

[clear fields](#) [Search](#)

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[Search](#) [Reports](#)

Complete the search criteria below, then click 'Search'.

DoD ID
1920293569

OR

SSN
& Last Name

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: Marville, Chidi C **SSN:** XXX-XX-7958 **DoD ID:** 1920293569 **Last Certified:** 08/11/2016 07:34

Policy	Insured	Coverage	Status
SGLI	Chidi Marville	\$400,000	Active

[View/Print Certificate of Coverage](#)

[BENEFICIARIES](#)



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HR Administrator

If a member is not eligible for SGLI coverage, you will see the message displayed here.

Search

Reports

Complete the search criteria below, then click "Search".

DoD ID
1920112267

OR

SSN & Last Name

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: GIGLIO, James J SSN: XXX-XX-4872 DoD ID: 1920112267 Last Certified: 06/07/2016 17:29

According to our records, Servicemember is not eligible for Servicemembers' Group Life Insurance or Family SGLI coverage. If you believe you have received this message in error, you should contact Unit Personnel Office or Unit Commander.

Help Topics

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[What can I search for in SOES?](#)
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HR Administrator

If a member is eligible for coverage the screen will display the service member's coverage information.

Search

Reports

Complete the search criteria below, then click "Search".

DoD ID
1920293569

OR

SSN & Last Name

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: Marville, Chidi C SSN: XXX-XX-7958 DoD ID: 1920293569 Last Certified: 06/07/2016 17:53

Policy	Insured	Coverage	Status
SGLI	Chidi Marville	\$400,000	Active

[View/Print Certificate of Coverage](#)

BENEFICIARIES

Help Topics

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Search

Reports

Complete the search criteria below, then click 'Search'.

DoD ID

1920293569

OR

SSN

&

Last Name

clear fields

Search

SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/07/2016 17:53

Policy

Insured

Coverage

Status

SGLI

Chidi Marville

\$400,000

Active

View/Print Certificate of Coverage

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Help Topics

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If you click on the + sign to the left of Beneficiaries, the screen will expand to show who the Servicemember's current beneficiaries are and the share of proceeds each beneficiary is to receive.

You can click "View/Print Certificate of Coverage" to see the certificate of coverage.

Search

Reports

Complete the search criteria below, then click 'Search'.

DoD ID

1920293569

OR

SSN

&

Last Name

clear fields

Search

SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/07/2016 17:53

Policy

Insured

Coverage

Status

SGLI

Chidi Marville

\$400,000

Active

View/Print Certificate of Coverage

BENEFICIARIES

PRIMARY BENEFICIARIES

Bo Marville

Relationship Brother

Address

Share of Proceeds 100%

Amount \$400,000

Payment Option Lump Sum

SECONDARY BENEFICIARIES

None

Help Topics

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What does the Status of coverage mean?

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This shows how the Certificate of Coverage will display.

Search Reports

Complete the search criteria

DoD ID
11520293669

SOES Servicemember

Name: Marvello, Chadi C
Policy: Insured
SGLI: Chadi Marvello

BENEFICIARIES

View/Print Certificate of Coverage

Servicemembers' Group Life Insurance
Election and Certificate of Coverage

Name: Chadi Chari Marvello SSN: XXXXX7958
Branch of Service: Army

Your SGLI Coverage Amount as of 06/07/2016: \$400,000
Your SGLI Beneficiary Designation as of 06/07/2016:

Primary/Secondary	Name and Address	Social Security Number	Relationship	Share of Proceeds	Payment Option
Primary	Marvello, Chadi C	XXXXX7958	Self	100%	Joint Tenants

I certify that I have designated a beneficiary who is not an immediate family member, and I intend to Marvello to receive a share of my insurance proceeds.

Your Family SGLI Spouse Coverage Amount as of 06/07/2016: \$0

Your Family SGLI Child Coverage
If you have dependent children, each dependent child is automatically covered for \$10,000.

Your Family SGLI Beneficiary
You, the Servicemember, are the beneficiary for spouse and child coverage.

Date Certified: 06/07/2016

OK

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HR Administrator

Service personnel designated for the HR

Administrator role can run various reports in the SOES

Administrator Application. Click the "Reports" tab and

then select the "Report Type" by clicking the drop

down arrow.

SGLI Online Enrollment System

Authorized User Name: RUTH BERKHEIMER [Change Password](#) [Log Out](#)

Search Reports

Select a report type and date range, then click "Generate Report".

Report Type
Select a Report

Date Range
Within the past week

*UIC
Marine Corps UIC is 8 Characters.
Valid filter criteria is either the RUC (5 characters) or RUC+MOC (8 characters).

Generate Report

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You will be able to select from eight different reports:

1. Recently Updated Beneficiary Information
2. Incorrect Spousal Information Indicated
3. SGLI and FSGLI Election Certification
4. Medical Questionnaire Pending
5. Unit Status Report
6. Reduction/Cancellation Report
7. Exception Report (Non Certified List)
8. Spousal Notification Report

Search | Reports

Select a report type and date range, then click 'Generate Report'.

Select a Report:
Recently Updated Beneficiary Information
Incorrect Spousal Information Indicated
SGLI and FSGLI Election Certification
Medical Questionnaire Pending
Unit Status Report
Reduction / Cancellation Report
Exception Report (Non Certified List)
Spousal Notification Report

Date Range:
Within the past week

Generate Report

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After selecting the Report you want to run, then select a date range for the report and click "Generate Report".

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You can run a unit status report using the Unit Identification Code (UIC).

When you generate reports, you have the option of downloading the file in an Excel format by clicking the "Download" link.

Search | Reports

Select a report type and date range, then click 'Generate Report'.

Report Type:
Unit Status Report

*UIC:
WB1X1A

Generate Report

Help Topics:
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HR Administrator

You can run a unit status report using the Unit Identification Code (UIC).

When you generate reports, you have the option of downloading the file in an Excel format by clicking the "Download" link.

Unit Status Report											
UIC: WB1X1A											
LAST NAME	MI	FIRST NAME	SSN	EDI	LAST CERTIFIED DATE	LAST CERTIFIED TIME	SGLI EFFECTIVE DATE	SGLI COVERAGE	SGLI STATUS	SPOUSE IN DEERS	FSGLI COVERAGE
CHOI	G	Diano	XXX-XX-3065	1920975601			05/13/2014	400,000	Active	Y	100,000
Dionassio	A	Antho	XXX-XX-9894	1920321682			07/17/2012	400,000	Active	Y	100,000
GIGLIO	J	James	XXX-XX-4872	1920112267	06/07/2016	05:29 PM	04/26/2011	400,000	Active	N	0
KILBOURNE	T	SHAMAR	XXX-XX-5007	1920596443			12/01/2004	400,000	Active	N	0
Lysinger	P	Hernandez	XXX-XX-9195	1920910329			02/28/2012	400,000	Active	Y	100,000
MACINNES	K	TRISTAN D.	XXX-XX-9185	1920831028			07/15/2009	400,000	Active	Y	100,000
MUDLO	V	Winant	XXX-XX-6751	1920994035			01/05/2015	400,000	Active	Y	100,000
Marville	C	Chidi	XXX-XX-7958	1920293569	06/07/2016	05:53 PM	11/04/2009	400,000	Active	N	0
Montalvan M.	J	Lamon	XXX-XX-8104	1920884968			06/07/2011	400,000	Active	Y	100,000
WHEET	F	BrentonTho	XXX-XX-9532	1920363234			07/02/2012	400,000	Active	Y	100,000

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Service Casualty Office

Service personnel designated for the Service Casualty Office role will use the SOES Administrator Application to search for the latest SGLI Certificate of Coverage for a deceased member.

Search for a Servicemember by either:

- Entering the member's DoD ID
- or
- Entering the member's social security number and last name

Then, click the "Search" button.

Search

Complete the search criteria below, then click "Search".

DoD ID
1920293569

OR

SSN

&

Last Name

[clear fields](#) [Search](#)

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Service Casualty Office

If a member is not eligible for SGLI coverage, you will see the message displayed here.

Search
Complete the search criteria below, then click 'Search'.

DoD ID
1920112267

OR

SSN

&

Last Name

[clear fields](#) [Search](#)

SOES Servicemember Record
Name: GIGLIO, James J SSN: XXX-XX-4872 DoD ID: 1920112267 Last Certified: 06/07/2016 17:29
According to our records, Servicemember is not eligible for Servicemembers' Group Life Insurance or Family SGLI coverage. If you believe you have received this message in error, you should contact Unit Personnel Office or Unit Commander.

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Service Casualty Office

If the service member is eligible for SGLI coverage, the screen will display the service member's coverage information.

Search
Complete the search criteria below, then click 'Search'.

DoD ID
1920293569

OR

SSN

&

Last Name

[clear fields](#) [Search](#)

SOES Servicemember Record
Name: Marville, Chidi C SSN: XXX-XX-7958 DoD ID: 1920293569 Last Certified: 06/07/2016 17:53

Policy	Insured	Coverage	Status
SGLI	Chidi Marville	\$400,000	Active

[View/Print Certificate of Coverage](#)
BENEFICIARIES

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Search

Complete the search criteria below, then click "Search".

DoD ID
1920293569

OR

SSN

&

Last Name

clear fields

Search

SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/07/2016 17:53

Policy Insured Coverage Status

SGLI Chidi Marville \$400,000 Active

View/Print Certificate of Coverage

BENEFICIARIES

Help Topics

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Service Casualty Office

If you click on the + sign to the left of Beneficiaries, the screen will expand to show who the Servicemember's current beneficiaries are and the share of proceeds each beneficiary is to receive.

You can click "View/Print Certificate of Coverage" to see the certificate of coverage.

Search

Complete the search criteria below, then click "Search".

DoD ID
1920293569

OR

SSN

&

Last Name

clear fields

Search

SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/07/2016 17:53

Policy Insured Coverage Status

SGLI Chidi Marville \$400,000 Active

View/Print Certificate of Coverage

BENEFICIARIES

PRIMARY BENEFICIARIES

Bo Marville

Relationship Brother

SSN

Address

Share of Proceeds 100%

Amount \$400,000

Payment Option Lump Sum

SECONDARY BENEFICIARIES

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Service Casualty Office

This shows how the Certificate of Coverage will display.

Search Reports

Complete the search criteria below, then click 'Search'.

DoD ID: 1920293569 OR SSN: & Last Name:

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: Marville, Chidi C SSN: XXX-XX-7958 DoD ID: 1920293569 Last Certified: 08/07/2016 17:53

Policy Insured Coverage Status

SGLI Chidi Marville \$400,000 Active [Terminate](#)

[View/Print Certificate of Coverage](#)

BENEFICIARIES

PRIMARY BENEFICIARIES

Primary/Secondary	Name and Address	Social Security Number	Relationship	Share of Proceeds	Payment Option
Primary	Bo Marville	SSN	Brother	100%	Lump Sum

I certify that I have designated a beneficiary who is not an immediate family member, and I intend for Marville to receive a share of my insurance proceeds.

Your Family SGLI Spouse Coverage Amount as of 08/07/2016: \$0

Your Family SGLI Child Coverage: \$0

If you have dependent children, each dependent child is automatically covered for \$10,000.

Your Family SGLI Beneficiary: You, the Servicemember, are the beneficiary for spouse and child coverage.

Date Certified: 08/07/2016

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Authorized User Acting Due To An External Event (AUE)

Service personnel who are designated as authorized users can terminate or maximize a member's SGLI coverage due to certain external personnel driven events.

All transactions by the AUE will be automatically recorded by SOES in an audit log.

Search Reports

Complete the search criteria below, then click 'Search'.

DoD ID: 1920293569 OR SSN: & Last Name:

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: Marville, Chidi C SSN: XXX-XX-7958 DoD ID: 1920293569 Last Certified: 08/07/2016 17:53

Policy Insured Coverage Status

SGLI Chidi Marville \$400,000 Active [Terminate](#)

[View/Print Certificate of Coverage](#)

BENEFICIARIES

PRIMARY BENEFICIARIES

Primary/Secondary	Name and Address	Social Security Number	Relationship	Share of Proceeds	Payment Option
Primary	Bo Marville	SSN	Brother	100%	Lump Sum

SECONDARY BENEFICIARIES

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Authorized User Acting Due To An External Event (AUE)

Terminating Coverage

The AUE can terminate a member's coverage by clicking Terminate when the member:

- Is AWOL or UA for more than 30 days
- Is declared a deserter
- Commits treason
- Misses 9 consecutive drills
- Is a drilling Reservist who misses drills for 4 consecutive months

The authorized user will need to enter an effective date and select a reason for the coverage termination and then click "Continue".

The screenshot shows the SGLI Online Enrollment Administrator Application interface. At the top, there is a search bar with fields for DoD ID, SSN, and Last Name. Below the search bar, there is a table showing service member information for 'Name: Mantle, Chidi C.' with SSN 'XXX-XX-7958'. The table also shows 'Policy: Insured' and 'Coverage: \$400,000'. Below the table, there is a section for 'PRIMARY BENEFICIARIES' with a list of beneficiaries including 'Do Mantle' and 'Relationship: Brother'. A dialog box titled 'Select Reason And Apply Effective Date' is open, prompting the user to enter an effective date and select a reason from a list. The list includes 'Select a Reason', 'AWOL or UA for more than 30 days', 'Declared a deserter', 'Treason', 'Missing 9 consecutive drills', and 'Drilling reservist missing drills for 4 months'. The 'Effective Date' field is set to '6/20/2016'. The dialog box has 'Cancel' and 'Continue' buttons.

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Search Reports

Complete the search criteria below, then click "Search".

DoD ID

1920293569

OR

SSN

&

Last Name

clear fields

Search

Help Topics

SOES Search

What can I search for in SOES?

What does the Status of coverage mean?

Medical Underwriting Approval

SOES Reporting Tool

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SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/23/2016 17:53

Policy	Insured	Coverage	Status
SGLI	Chidi Marville	\$400,000	Active

BENEFICIARIES

Confirm Coverage Termination

Are you sure you want to terminate the coverage with the reason of "Missing 9 consecutive drills" becoming effective on 06/23/2016?

Cancel

Continue

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Terminating Coverage

You will then click "Continue" to confirm that you want to terminate the coverage.

The Servicemember's Record will show the coverage as terminated.

Note that the coverage amount listed is the amount of coverage the member had *prior* to termination.

Search Reports

Complete the search criteria below, then click "Search".

DoD ID

1920293569

OR

SSN

&

Last Name

clear fields

Search

SOES Servicemember Record

Name: Marville, Chidi C

SSN: XXX-XX-7958

DoD ID: 1920293569

Last Certified: 06/23/2016 17:53

Policy	Insured	Coverage	Status
SGLI	Chidi Marville	\$400,000	Terminated

BENEFICIARIES

Reason: Missing 9 consecutive drills

Effective Date: 06/23/2016

View/Print Certificate of Coverage

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Reinstating Coverage

The AUE can reinstate a member's coverage after it has been terminated, by clicking "Reinstate".

[Search](#) | [Reports](#) | [Interim Reports](#)

Complete the search criteria below, then click "Search".

EDIP:

 OR

SSN: & Last Name:

[clear fields](#) [Search](#)

SOES Servicemember Record

Name: Pete, Rosanna Nicole SSN: XXX-XX-5868 EDIP: 1367034111 Last Updated: 02-23-2015

Policy	Insured	Coverage	Status
SGLI		\$250,000	Terminated Reinstate
FSGLI		\$80,000	Terminated

[View/Print Certificate of Coverage](#)

[BENEFICIARIES](#)

Help Topics

- SOES Search
 - [What can I search for in SOES?](#)
 - [What does the Status of coverage mean?](#)
 - [Medical Underwriting Approval](#)
- SOES Reporting Tool
- Application Version

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Reinstating Coverage

You will then enter an effective date for the reinstatement and click **"Continue"**. You will then confirm that you want to reinstate the member's coverage by clicking **"Continue"**. Then the reinstated coverage amount will be reflected.

Premium deduction from the member's pay may begin within two months of the reinstated coverage. If the deduction takes more than a month to begin, the first premium deduction should be retroactive to the date the reinstatement was requested.

The screenshot shows the SGLI Online Enrollment System interface. At the top, the user is identified as 'RUTH BERKHEIMER'. Below the navigation bar, there are tabs for 'Search', 'Reports', and 'Interim Reports'. A search criteria form is visible with fields for 'EDIP1' and 'SSN'. A modal dialog box titled 'Apply Effective Date for Reinstatement of Coverage' is open, prompting the user to enter an 'Effective Date' (2/27/2016) and click 'Continue'. The background shows a 'SOES Servicemember Record' for 'Pete, Rosanna Nicole' with SSN 'XXX-XX-556'. A table lists policies: SGLI with \$250,000 coverage and FSGLI with \$60,000 coverage. A 'BENEFICIARIES' section is also visible.

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This screenshot shows the search results for a servicemember record. The user 'RUTH BERKHEIMER' is logged in. The search criteria form shows 'DoD ID' and 'SSN' fields. The results table shows a record for 'Marville, Child C' with SSN 'XXX-XX-7958' and DoD ID '1920293569'. The record is active and has a coverage amount of \$400,000. A red arrow points from the 'Continue' button in the first screenshot to the 'SSN' field in this screenshot.

Policy	Insured	Coverage	Status
SGLI		\$400,000	Active



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Authorized User Acting Due To An External Event (AUE)

Maximizing Coverage

To increase a member's coverage to the maximum amount due to a change in duty status, you will click "Maximize".

The screenshot shows the SGLI Online Enrollment System interface. At the top, it says 'Authorized User Name: DENISE NIXON' with a 'Log Out' link. Below this is a search bar with fields for EDIPI (1234567890), OR, SSN, and Last Name. A 'Search' button is visible. To the right of the search bar is a 'Help Topics' section with links to 'SOES Search', 'What can I search for in SOES?', 'What does the Status of coverage mean?', 'Medical Underwriting Approval', 'SOES Reporting Tool', and 'Application Version'. Below the search bar is a table titled 'SOES Servicemember Record'. The table has columns for Name, SSN, Coverage, Status, and Last Updated. The 'Maximize' button is highlighted in yellow. Below the table is a section for 'BENEFICIARIES'.

Name	SSN	Coverage	Status	Last Updated
Policy	Insured	Coverage	Status	Last Updated: 01-16-2015
SGLI		\$250,000	Active	
FSGLI		\$80,000	Active	

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Authorized User Acting Due To An External Event (AUE)

Maximizing Coverage

The authorized user will need to enter a future effective date for the coverage increase and click "Continue".

The screenshot shows the SGLI Online Enrollment System interface. A dialog box titled 'Apply Effective Date For Coverage Increase' is displayed. The dialog box contains the text: 'In order to increase a servicemember's SGLI coverage to maximum due to a duty status change, you must apply an effective date for the increased coverage.' Below this text is a field for 'Effective Date' with the value '02/25/2015'. There are 'Cancel' and 'Continue' buttons. The background shows the same search bar and table as the previous screenshot, but the 'Maximize' button is no longer highlighted.

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Maximizing Coverage

You will then be asked to confirm that you want to maximize the member's coverage due to a duty status change.

Click "Continue".

The screenshot shows the SGLI Online Enrollment System interface. At the top, it says "Authorized User Name: DENISE NIXON" with a "Log Out" link. Below is a search bar with the instruction "Complete the search criteria below, then click 'Search'". There are input fields for EDIP (1234567890), OR, SSN, and Last Name. A "Confirm Coverage Increase" dialog box is overlaid on the screen, asking "Are you sure you want to increase the coverage to maximum due to a duty status change becoming effective on 02/25/2015?". The dialog has "Cancel" and "Continue" buttons. Below the dialog, the "SOES Servicemember Record" is visible, showing details for SGLI and FSGI coverage.

Name:	SSN:	EDIP:	Last Updated:
XXX-XX-XXXX	XXX-XX-XXXX	1234567890	01-16-2015

Policy	Insured	Coverage	Status	Buttons
SGLI		\$250,000	Active	Terminate Maximize
FSGI		\$80,000	Active	

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Maximizing Coverage

The Servicemember's Record will now show the maximized coverage amount.

The screenshot shows the SGLI Online Enrollment System interface after the coverage has been maximized. The "SOES Servicemember Record" table now shows SGLI coverage of \$400,000. The "Confirm Coverage Increase" dialog box is no longer present.

Name:	SSN:	EDIP:	Last Updated:
XXX-XX-XXXX	XXX-XX-XXXX	1234567890	01-16-2015

Policy	Insured	Coverage	Status	Buttons
SGLI		\$400,000	Active	Terminate Maximize
FSGI		\$80,000	Active	

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