

SGLI THROUGH SOES SYSTEM

- Sign into milConnect at <https://milconnect.dmdc.osd.mil/> using either CAC or DS Logon.
- Under **My Profile Tab** select **Update and View My Profile**. Update address, email and phone number for Service Member and Authorized Dependents.
- Benefits Tab** select **Life Insurance** (SOES-SGLI Online Enrollment System).
- Standard Mandatory DOD Notice and Consent. Read page and click Continue.
- Welcome to SOES. Read page and click Continue. (Only New Enrollments will get this page).
- If **Married** answer Yes or No questions about spouse. If **Unmarried** select Yes. Click Continue.
- Select **Edit Coverage Tab** to Edit your Life Insurance Amount.
- Select **Edit Beneficiaries Tab** to **Edit beneficiaries' information**, shares of proceeds, address or update or delete.
- Once you complete your Editing click **Return to Coverage**.
- Click **Confirm and Certify**
- Confirm & Certify. Check **All Blocks**. Click Continue.
- Preview Certificate of Coverage. **DO NOT PRINT UNCERTIFIED COPY**. Verify information and Click Continue.
- Verify, Your Name exactly how it shows under the first line.
- Type your email
- Check the block for Electronic Signature. Click Continue.
- Effective date click ok. Click ok again
- Click **Print/Save Certificate**. Click Ok.
- Open the drop down arrow on Document select Certificate and Print **OR** Click Email enter your email address and a 4 digit code and Send.

*****NEW ENROLLMENTS WILL HAVE TO WAIT 24 HOURS ONCE THIS PROCESS IS COMPLETE TO PRINT OR EMAIL CERTIFICATE*****