

Benefits – Life Event Change Benefit

Overview

This feature is where you can make qualified changes to your current benefits. Some of these changes require proof of the Life Event.

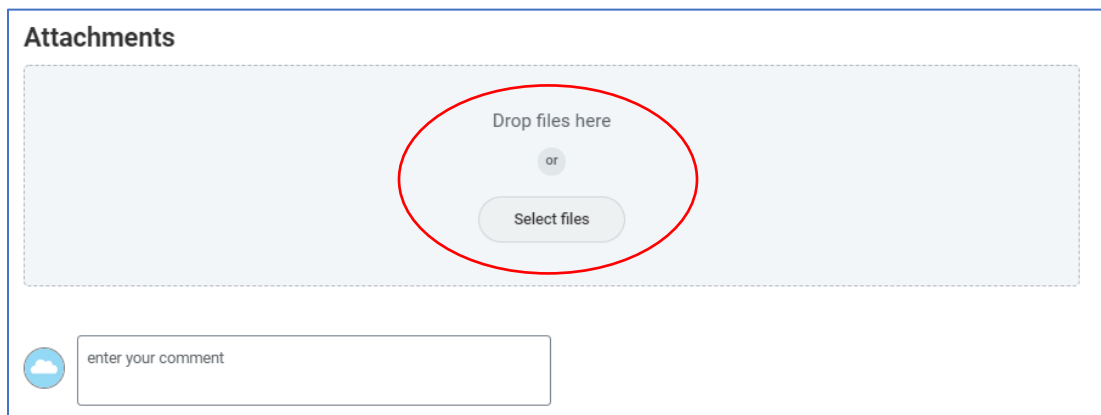
Benefits Change

1. Select the **Benefits** Application from Home Page
2. Select the Benefits link in the Change box

3. Select a Change Reason

- a. **Beneficiary Change** – Select this to add a new person as a beneficiary
- b. **Birth/Adoption/Legal Child Custody** –
 - i. Select this to add a dependent to current benefits
 - ii. Must use the date of birth or adoption
 - iii. Required documentation* must be uploaded during this step
 - iv. This type of Life Event must be completed within 30 days of the event

- c. **Divorce** –
 - i. Select this to remove a spouse from current benefits
 - ii. Divorce must be finalized by the court system, use the date of divorce
 - iii. Required documentation* must be uploaded during this step
 - iv. This type of Life Event must be completed within 30 days of the event
- d. **Eligible Dependent Gains or Loses Coverage** –
 - i. Select this to add or remove a dependent due to the dependent gaining or losing coverage elsewhere
 - ii. Must use the date the coverage began or ended
 - iii. Required documentation* must be uploaded during this step
 - iv. This type of Life Event must be completed within 30 days of the event
- e. **Employee Gains or Loses Coverage from Elsewhere** –
 - i. Select this to add or remove benefits due to you (employee) gaining or losing coverage elsewhere
 - ii. Must use the date the coverage began or ended
 - iii. Required documentation* must be uploaded during this step
 - iv. This type of Life Event must be completed within 30 days of the event
- f. **Gym Membership** – Select this to add, drop or change a gym membership
 - i. This can be done at any time of year
 - ii. Use today's date or a future date you can not back date this change
- g. **Marriage** – Select this to add or drop benefits or dependents due to a recent marriage
 - i. Must use the date of the marriage
 - ii. Required documentation* must be uploaded during this step
 - iii. This type of Life Event must be completed within 30 days of the event



4. Upload attachments if your Change Reason requires documentation. Comments can be made if needed.
5. Click on the **Submit** link. On the next screen under **Up Next** click on **Open** to start the process.

Required Document* Examples -

Marriage Certificate, Birth Certificate, Divorce Decree, Letter from Insurance company with effective dates