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
Florida Tech Workday Job Aid

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