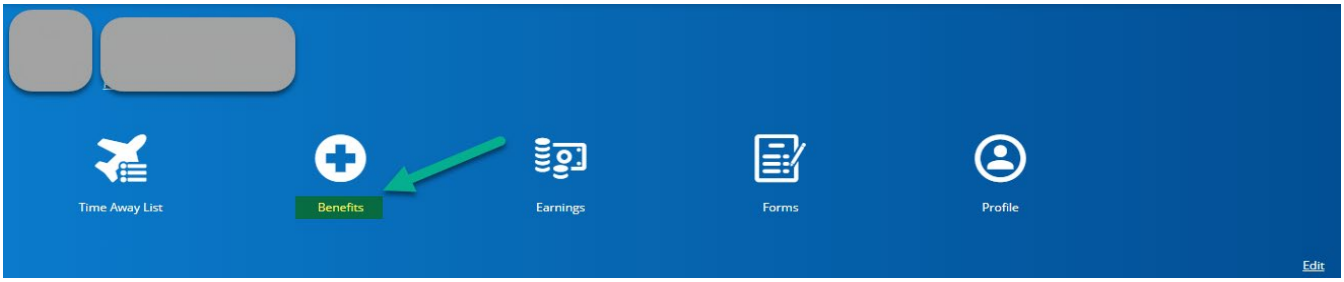
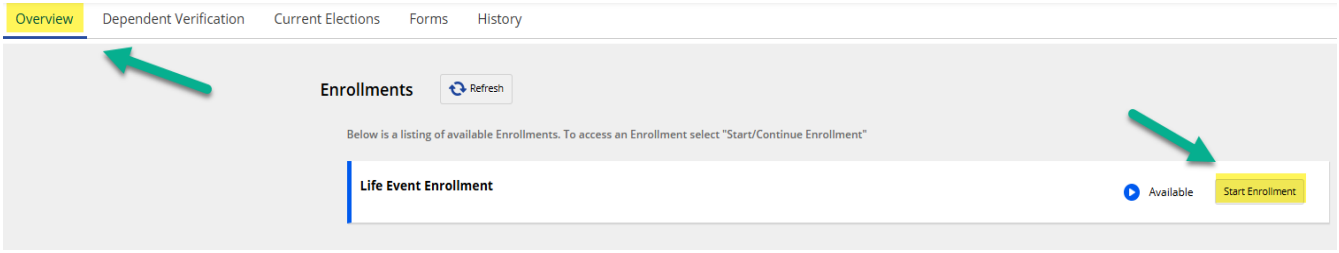
New Life Event Enrollment Process

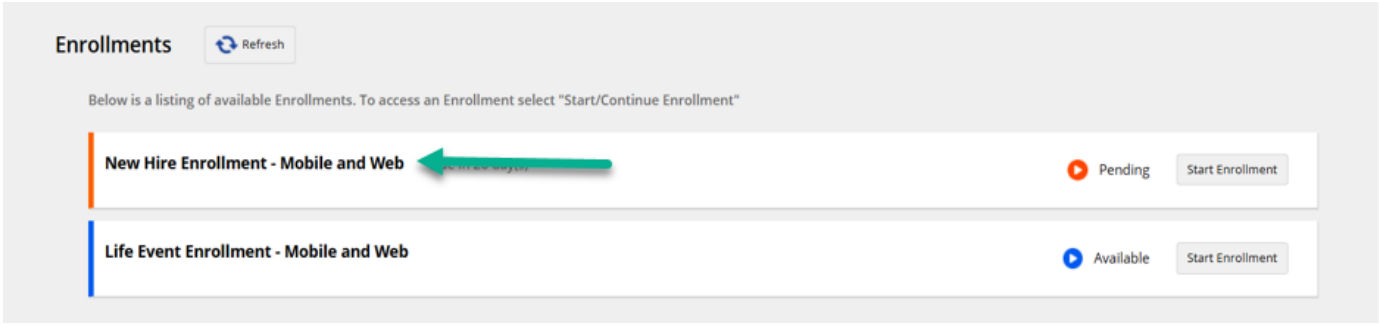
Choose the 'Benefits' icon on your home screen:



Under 'Overview,' choose 'Start Enrollment':



Note: If you still have a new hire enrollment in your inbox, you will need to process that one first:



Start:

Life Event Enrollment

Welcome to the Life Event Enrollment!

If you are adding/dropping dependents to your Medical, Dental, and/or Vision coverage, you must provide the dependent verification documents during this process. To see the list of acceptable dependent verification documents, click here.

Your enrollment deadline:

You must complete this Life Event change **within 31 days of the Life Event Date**.

How to navigate while you are enrolling:

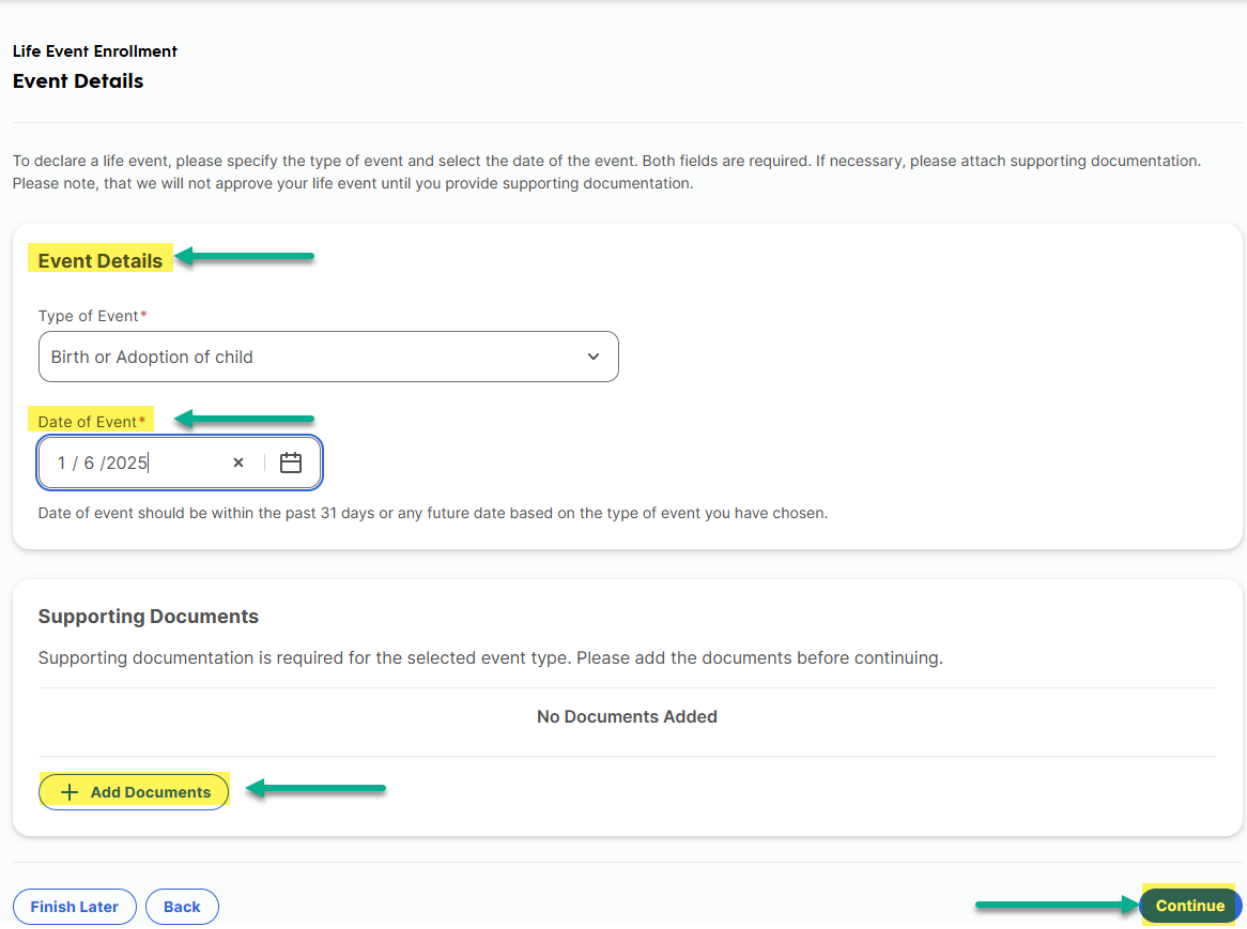
As you make your benefit elections, please use the arrows on the screen to view the lower portions of the election pages for checking the dependents and selecting your insurance election amounts. Please take your time and read all of the details on each page while determining your proper elections. If you are removing dependents from your coverage, please make sure to uncheck the box by their name.

To move forward and back to the various pages during the election process, please use the buttons at the bottom right-hand corner of each page.

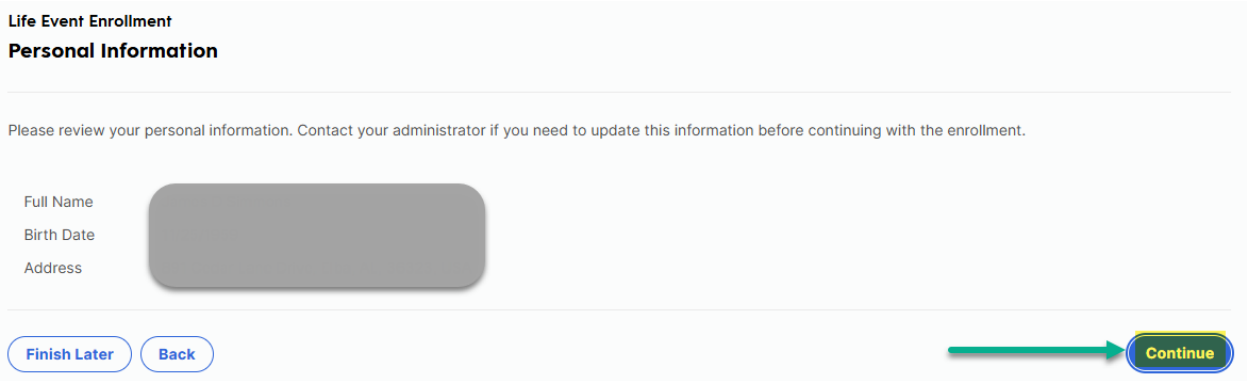
Cancel

Start

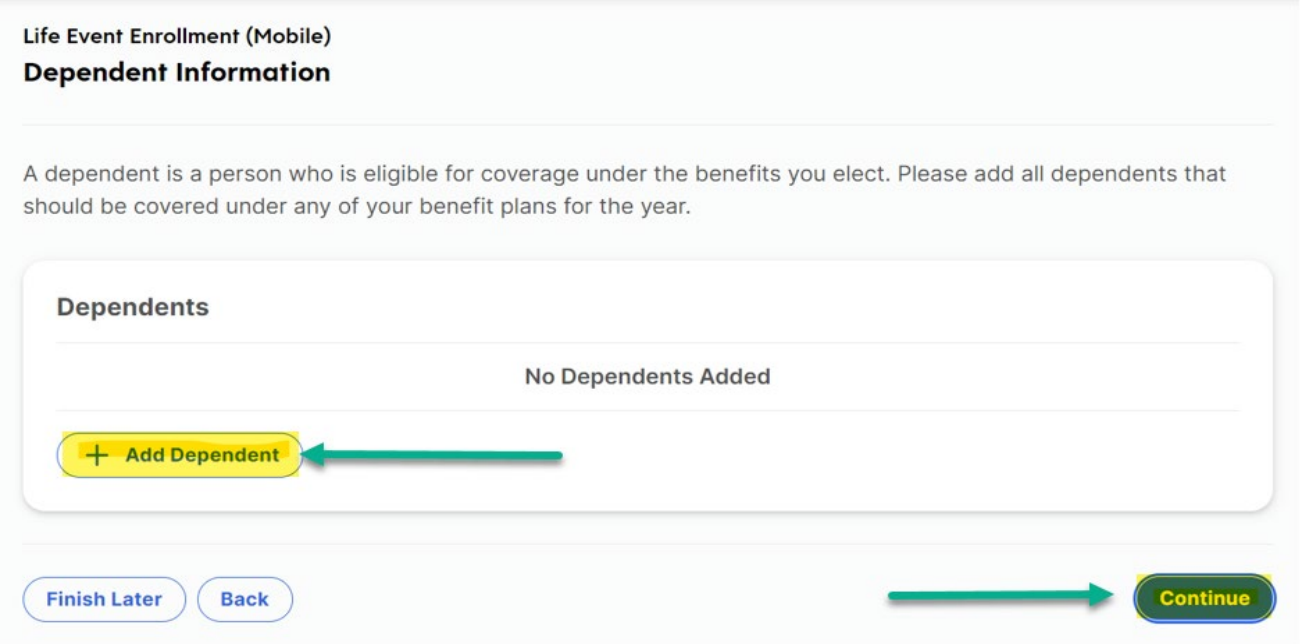
Choose the respective Type of Event > Enter the Date of the Event (remember, the life event must have taken place within 31 days of the life event date) > Add Documents to upload your supporting documents > Continue:



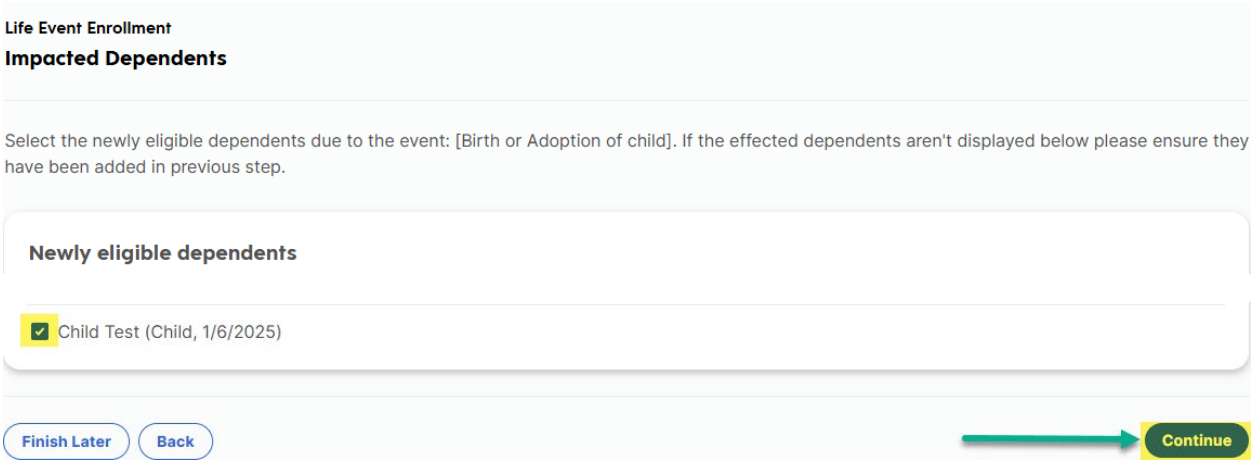
Choose 'Continue' on the next page:



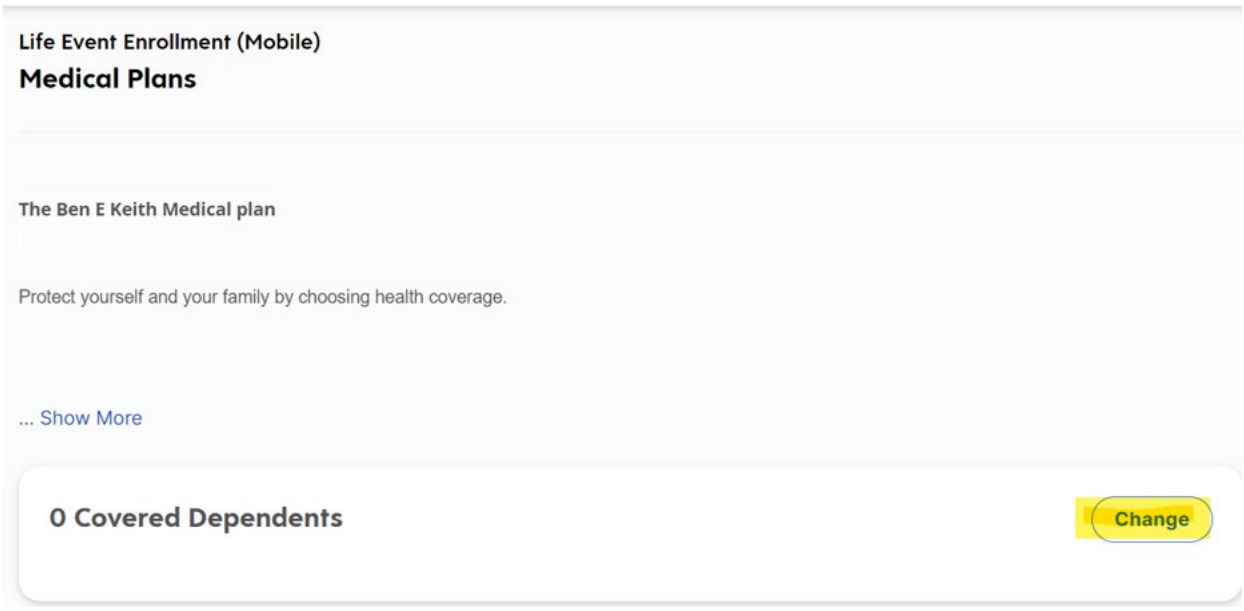
In order to see the correct benefit plans, you must add the dependents from the screen below:

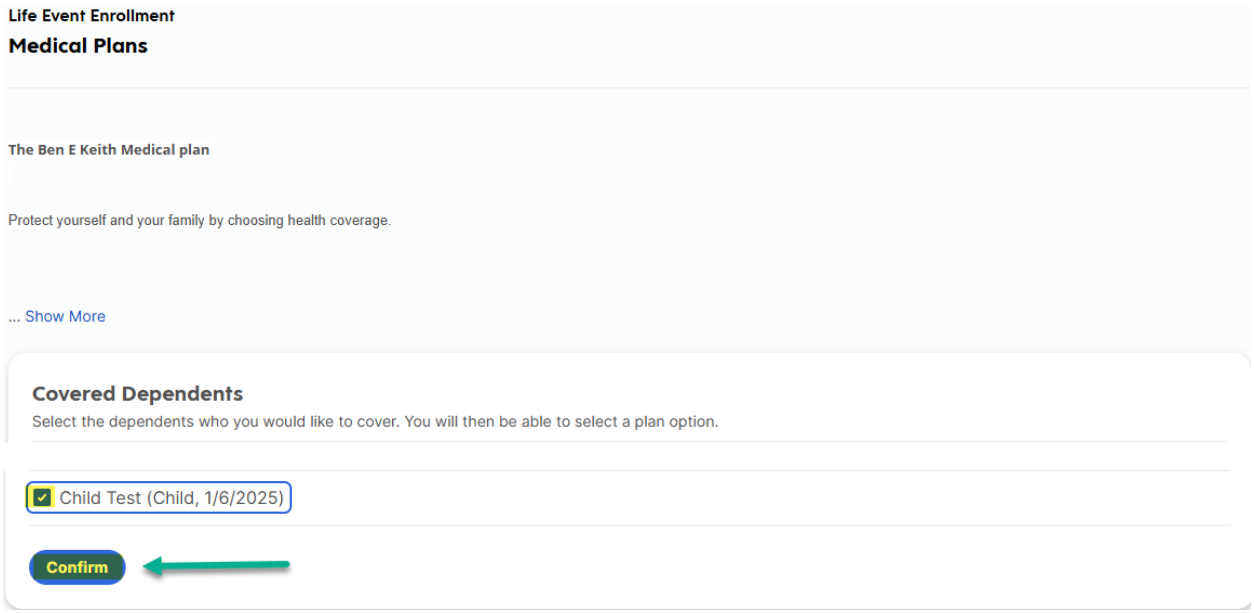


Choose the dependent you are adding to the plans. If you are removing dependents, make sure the highlighted box is NOT checked > Continue:



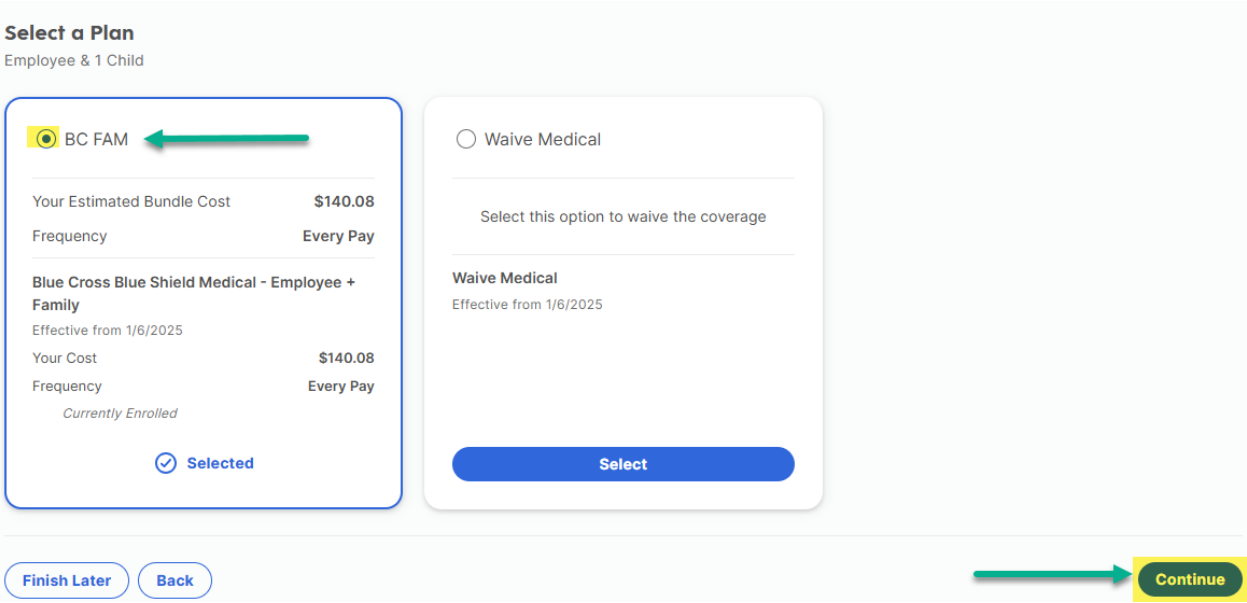
Again, in order to see the correct benefit plans for you to choose, you must choose the 'Change' button > choose the child you are adding > Confirm:



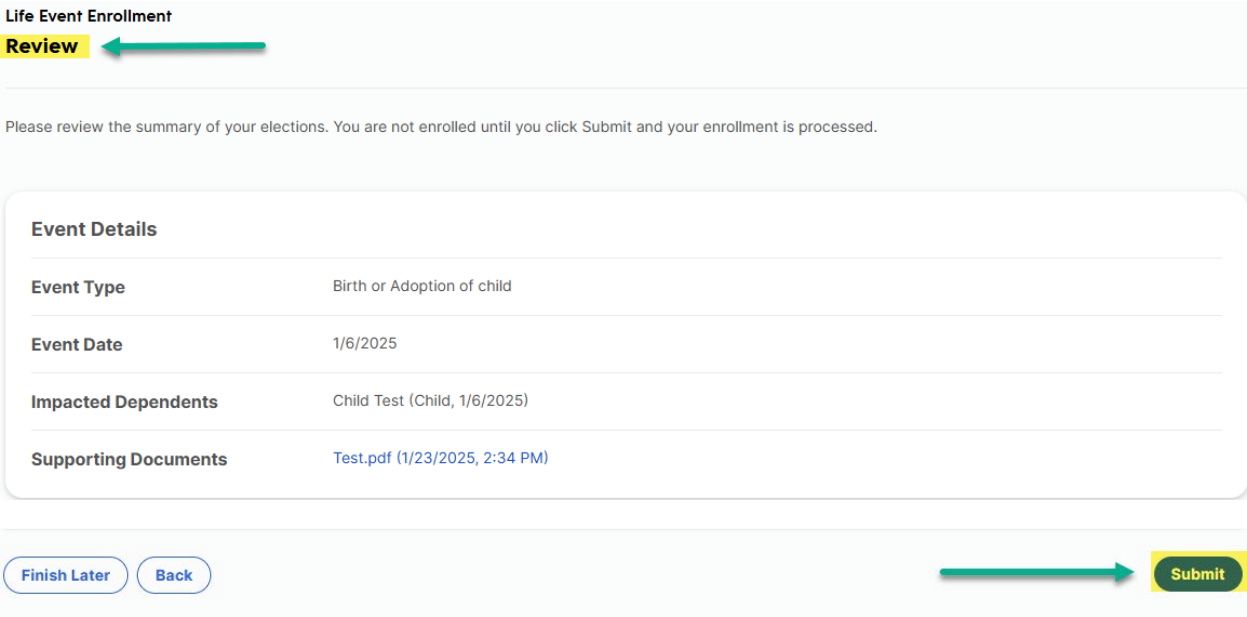


Note: before a dependent was added, the only benefit option available to choose from was for 'Employee Only.' Adding and selecting the new dependent changed the plan option.

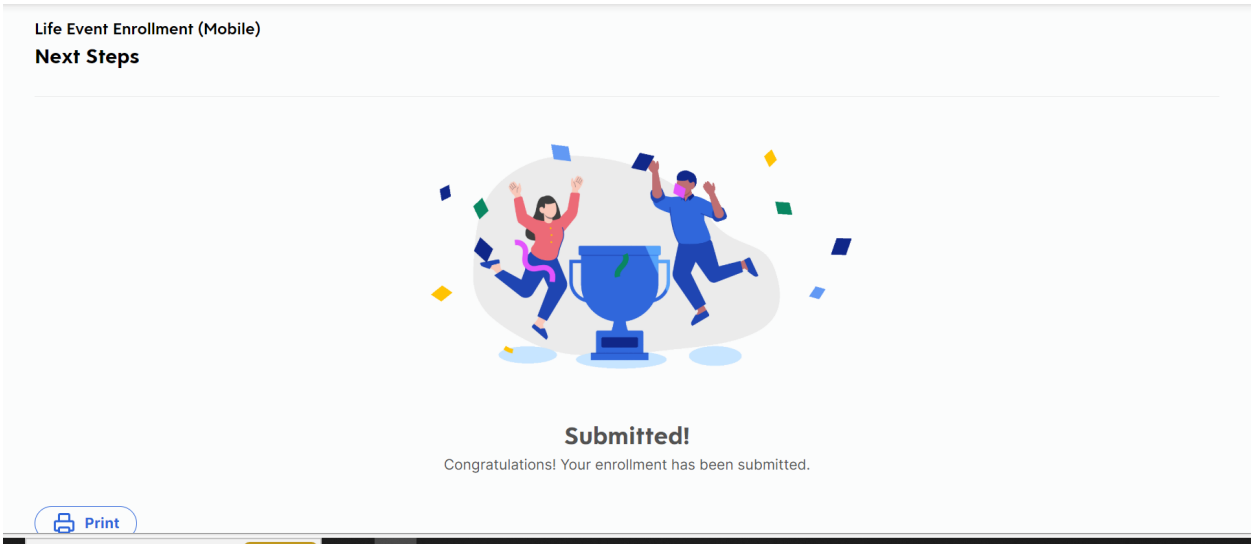
Select your plan and Continue:



Once you have gone through the entire process and enrolled/un-enrolled your dependents, you will come to the 'Review' page. The review page will reflect the changes you made. *Please look over this and make sure these are the plans you are wanting to make changes to.* Scroll to the bottom and hit 'Submit.'

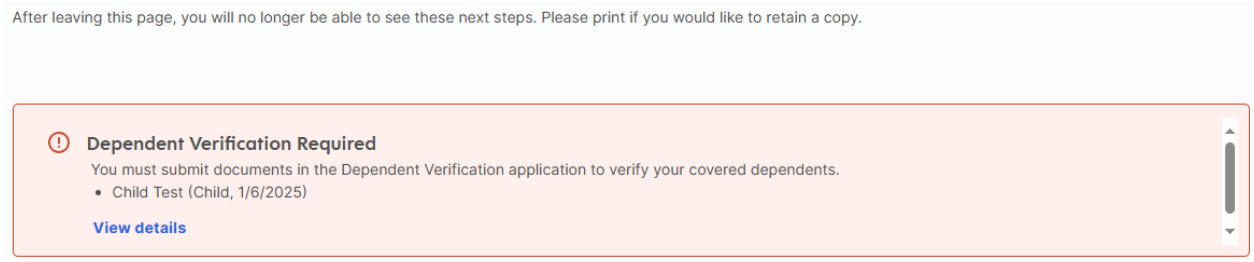


Your life event is not fully submitted and routed to the benefits department until you see the below page. We highly recommend printing or saving for your records.



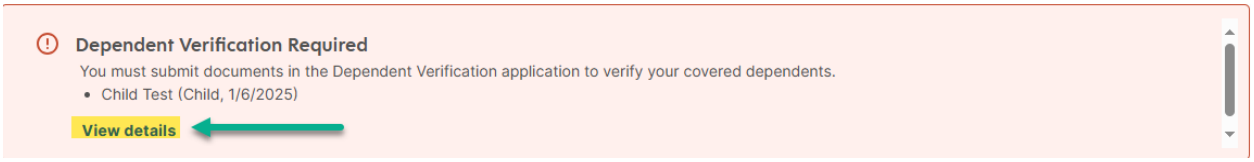
Remember, the dependent verification process is different from the life event process. You will still need to upload the documentation via the dependent verification process.

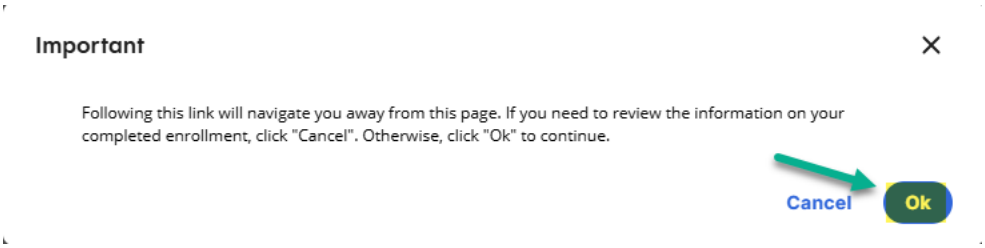
On the same page, if a dependent verification is needed, you will see the below:

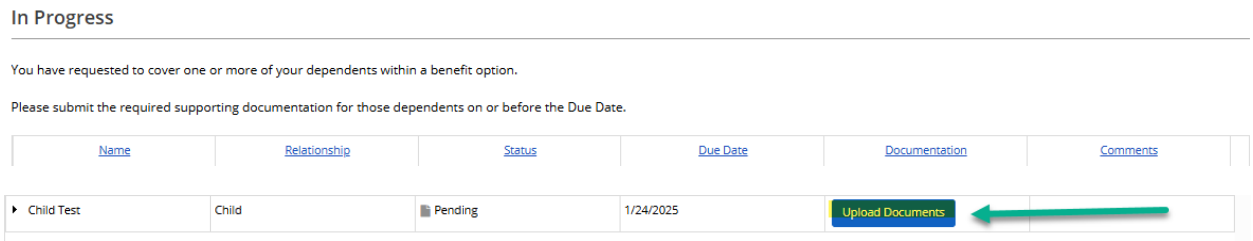


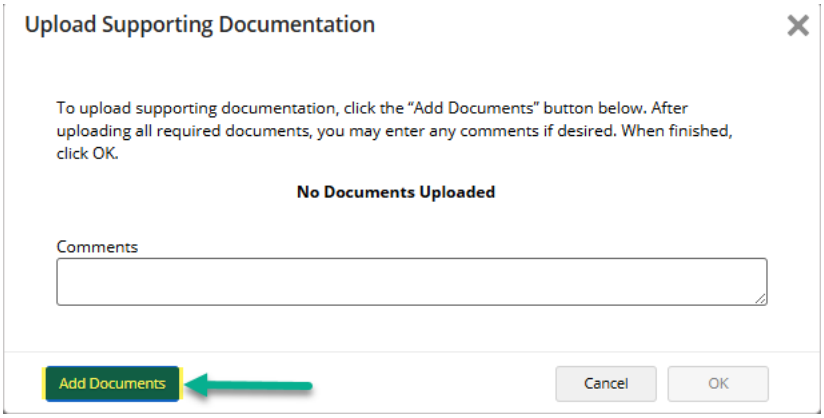
To upload dependent verification documents, you will work the following steps:

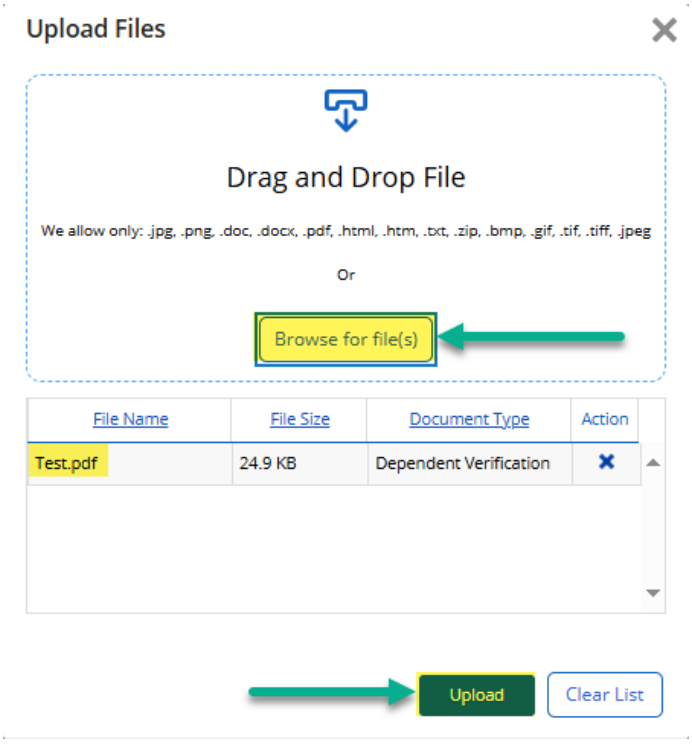
Choose 'View details' > OK > Upload documents > Add Documents > OK > Upload Documents > Add Documents > OK:

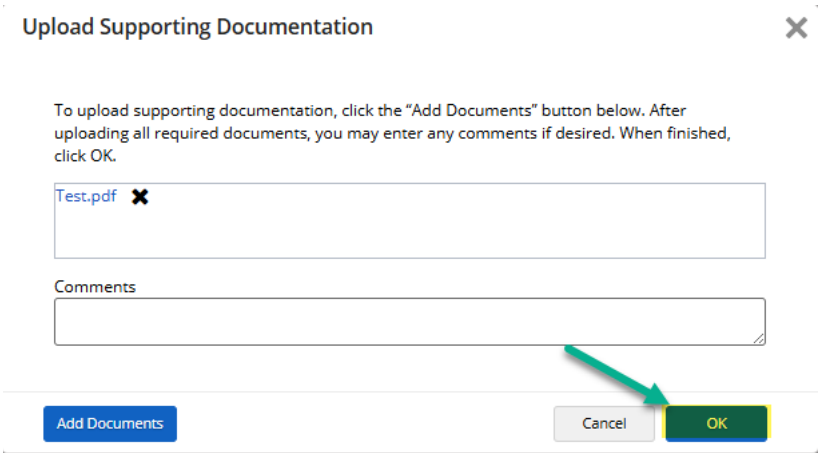



Important
Following this link will navigate you away from this page. If you need to review the information on your completed enrollment, click "Cancel". Otherwise, click "Ok" to continue.
Cancel
Ok

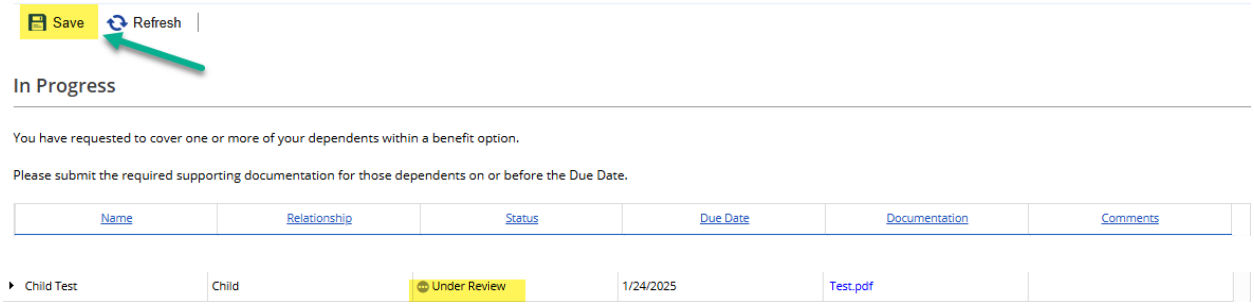

In Progress
You have requested to cover one or more of your dependents within a benefit option.
Please submit the required supporting documentation for those dependents on or before the Due Date.
Name
Relationship
Status
Due Date
Documentation
Comments
Child Test
Child
Pending
1/24/2025
Upload Documents


Upload Supporting Documentation
To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.
No Documents Uploaded
Comments
Add Documents
Cancel
OK


Upload Files
Drag and Drop File
We allow only: .jpg, .png, .doc, .docx, .pdf, .html, .htm, .txt, .zip, .bmp, .gif, .tif, .tiff, .jpeg
Or
Browse for file(s)
File Name
File Size
Document Type
Action
Test.pdf
24.9 KB
Dependent Verification
Upload
Clear List



When you get to this page, *you have to choose the 'Save' button or the process is not complete. If you do not see 'Under Review' under the 'Status' column, the process is not complete.*



Once you have saved the process, your event will re-route to the benefits department for approval or denial. If the life event gets denied, we will reach out to you directly to let you know next steps.

To check on the status of your life event, you can choose 'Forms' from the 'Benefit' button on your home page. The 'View Details' allows you to see the changes you made: