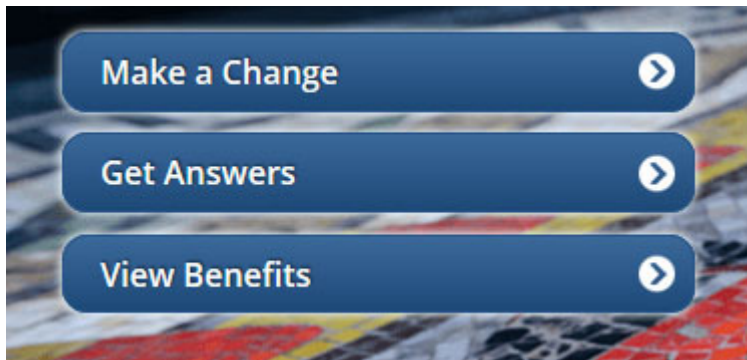


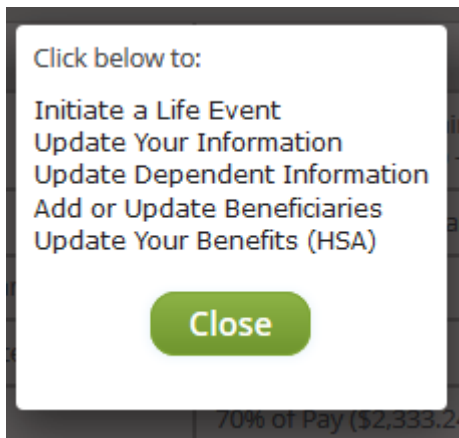
# Life event change for Benefits

Access the [Benefits Portal](#) to initiate a life event change.

Step 1- Click Make a Change



Step 2- Select Initiate a Life Event



### Step 3- Select the Life Event that has occurred:

**Spouse and Domestic Partner Events**

- Marriage
- Divorce or Legal Separation  
You may not add a divorce/separation event if you do not have a spouse on your account. Please add the spouse and then start your event.
- Gain of Coverage Elsewhere
- Loss of Coverage Elsewhere
- Gain of Medicare
- Loss of Medicare
- Gain of Medicaid
- Loss of Medicaid
- Judgement, decree, court order

**Child Events**

- Birth of Child
- Adoption of Child
- Legal Guardianship
- Foster Child

**Employee Events**

- Change in Dependent Other Coverage
- Dependent Death

Step 4- Once you have initiated the life event, the benefits department must approve the life event. Also, please note, that you will need to provide supporting documentation for the life event to be approved. **Acceptable documentation:** letter stating loss of or gain of additional coverage on official company letterhead, birth certificate for the birth of a child, divorce decree, marriage certificate, etc. Please note that an email is not sufficient and cannot be accepted as proof of loss of or gain or coverage elsewhere.

Step 5- Once the life event has been approved, you will be able to return to the enrollment portal to complete your enrollment.