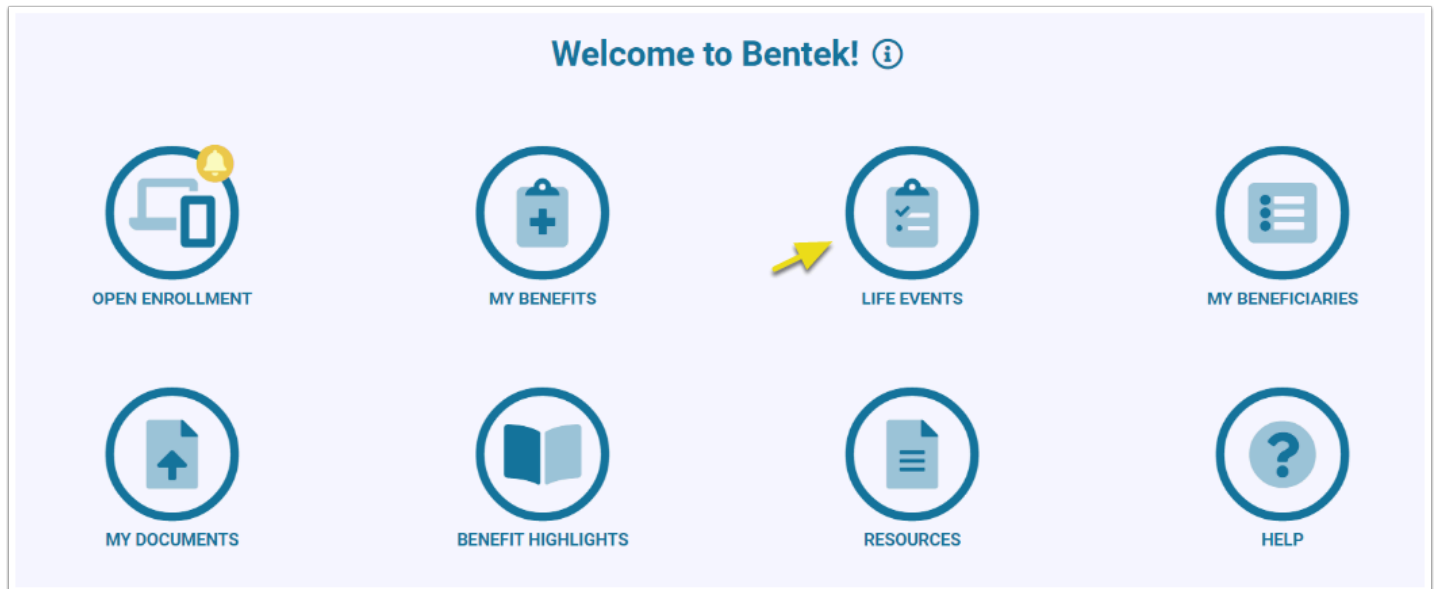


Life Event

The Life Events module allows members to make special mid-year enrollment changes. Members can access the Life Event module year-round to report a qualifying life event and change benefit elections.

Access the Life Events module from the Launchpad.





Select Add Life Event to begin.

Choose your Life Event, enter the Event Date and Start.

- Use the [Add Dependent](#) button to add any new dependents
- Enter enrollment changes on [My Benefit Elections](#) page
- Update [My Beneficiaries](#) as needed

- [Verify My Elections](#) - review your changes and Submit

 Enrollment is not complete until you Submit the Life Event. Your benefits administrator reviews submissions for approval.

 Upon submission, you may be redirected to the [Documents Center](#), where you can upload supporting documentation. Contact your benefits administrator for questions around required documentation.