





Processing a Life Event

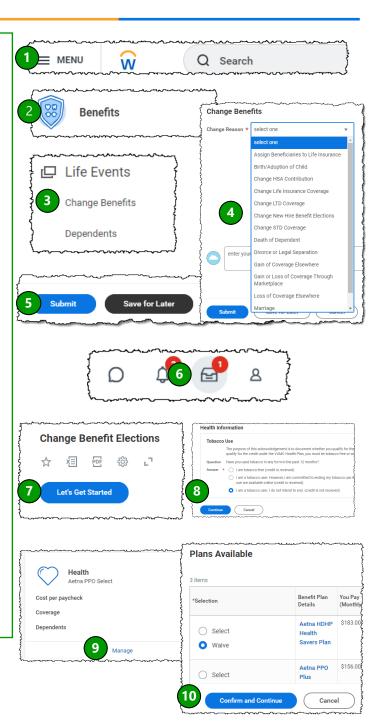
Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can update your benefits to better fit your needs.

Processing a Life Event From your homepage: 1. Select Menu.

- 2. Select Benefits.
- 3. Select Change Benefits.
- 4. Use the Change Reason drop-down menu to select a **Change Reason** for the benefit change.
- 5. Select **Submit**.

This now initiates an action item for you to make coverage changes.

- 6. From the homepage, select My Tasks.
- Select the Change Benefit Election action item and Select Let's Get Started.
- 8. Answer the Health Questionnaire for Tobacco Use and select **Continue**. Select **Continue** again to proceed with benefit selection.
- 9. Select Manage to update your elections.
- 10. Since we are Reporting a Life Event outside of open enrollment, you may only add or remove from the current elections you are enrolled in. Select **Confirm and Continue**.





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- 11. If you are adding a dependent that is not listed on your record, select **Add Dependent**. Then select **OK** to proceed.
- 12. Input all required information for dependent.
- 13. Select Save.
- 14. Enter the **Dependent's Social Security Number** and select **Save**.
- 15. Modify your remaining coverage options, if needed.
- 16. Once you have completed all coverage elections, select **Review and Sign**.
- 17. Now that your coverage elections are confirmed select the **Check Box** and proceed by selecting **Submit**.









