



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**.
7. 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**.

Change Benefits

Change Reason * select one

- select one
- Assign Beneficiaries to Life Insurance
- Birth/Adoption of Child
- Change HSA Contribution
- Change Life Insurance Coverage
- Change LTD Coverage
- Change New Hire Benefit Elections
- Change STD Coverage
- Death of Dependent
- Divorce or Legal Separation
- Gain of Coverage Elsewhere
- Gain or Loss of Coverage Through Marketplace
- Loss of Coverage Elsewhere
- Marriage

Change Benefit Elections

Let's Get Started

Health Information

Tobacco Use

The purpose of this acknowledgement is to document whether you qualify for the qualify for the credit under the VUMC Health Plan, you must be tobacco-free or not.

Question Have you used tobacco in any form in the past 12 months?

Answer *

- I am tobacco-free (credit is received).
- I am a tobacco user. However, I am committed to ending my tobacco use and use are available online (credit is received).
- I am a tobacco user. I do not intend to end. (credit is not received).

Plans Available

3 items

*Selection	Benefit Plan Details	You Pay (Monthly)
<input type="radio"/> Select	Aetna HDHP Health Savers Plan	\$183.00
<input checked="" type="radio"/> Waive		
<input type="radio"/> Select	Aetna PPO Plus	\$156.00



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**.


