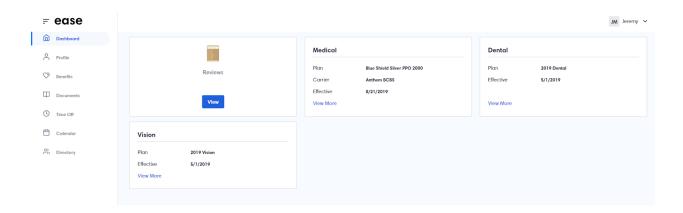
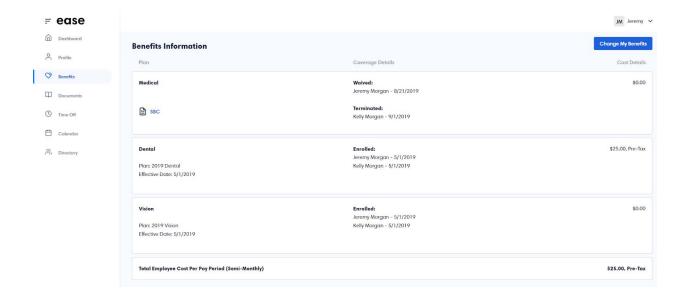
Employee Add Qualifying Life Event (QLE)

When requesting a change to benefits coverage due to a qualified change in your life, such as enrolling in your spouse's plan, marriage or birth of a child; add information for that Qualifying Life Event (QLE) and continue and change benefits coverage. You are able to make changes to the plans applicable to your QLE and plans that may be changed at anytime throughout the year, as well as review, add or update your beneficiaries.

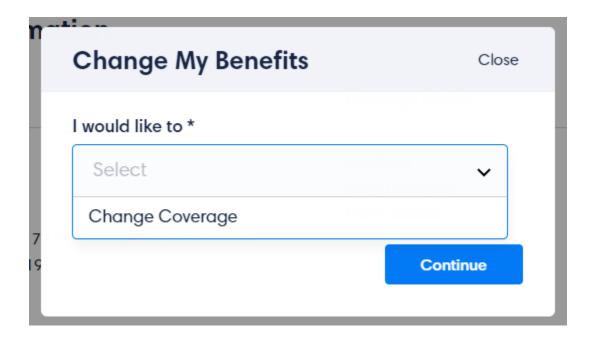
From Your Dashboard



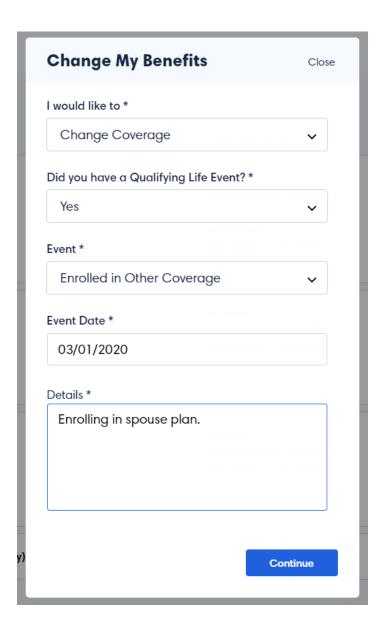
1. Select Benefits.



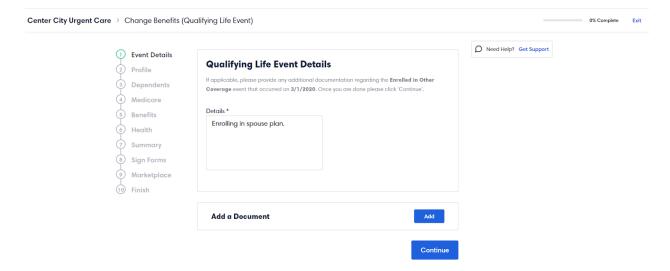
2. Click Change My Benefits.



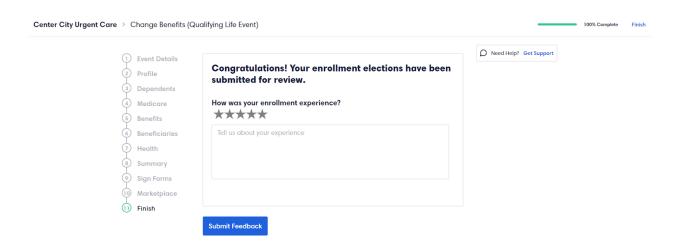
- 3. From dialog box drop menu, choose **Change Coverage**.
- 4. Click Continue.



- 1. New! For Did you have a Qualifying Life Event?, choose Yes.
- 2. For **Event**, choose qualifying event from drop menu.
- 3. Add Event Date.
- 4. Enter **Details**.
- 5. Click Continue.



- 6. New! If proof of QLE is required, click Add and upload document(s).
- 7. Click Continue.
 - Ease returns to Profile.
- 8. Update Profile to reflect changes.
- 9. Click Continue.
- 10. Add/Edit Dependents if necessary.
- 11. Click Continue.
- 12. Continue and complete enrollment.
 - o To include:
 - plans applicable to QLE.
 - New! plans available for change at anytime.
 - ability to update Beneficiaries.



13. Provide Feedback and click Finish.

End of Procedure