

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

The screenshot shows the 'ease' employee dashboard. On the left is a navigation menu with links for Dashboard, Profile, Benefits, Documents, Time Off, Calendar, and Directory. The main content area displays three benefit plan cards: Reviews, Medical, and Dental. The Medical and Dental cards show plan details like Plan, Carrier, and Effective date. The Vision card is also visible below the Medical card.

Plan	Carrier	Effective
Blue Shield Silver PPO 2000	Anthem BCBS	8/21/2019

Plan	Effective
2019 Dental	5/1/2019

Plan	Effective
2019 Vision	5/1/2019

1. Select **Benefits**.

ease

Dashboard

Profile

Benefits

Documents

Time Off

Calendar

Directory

Benefits Information

Plan

Coverage Details

Cost Details

Medical

Waived:

Jeremy Morgan - 8/21/2019

\$0.00

Terminated:

Kelly Morgan - 9/1/2019

Dental

Enrolled:

Jeremy Morgan - 5/1/2019

\$25.00, Pre-Tax

Kelly Morgan - 5/1/2019

Plan: 2019 Dental

Effective Date: 5/1/2019

Vision

Enrolled:

Jeremy Morgan - 5/1/2019

\$0.00

Kelly Morgan - 5/1/2019

Plan: 2019 Vision

Effective Date: 5/1/2019

Total Employee Cost Per Pay Period (Semi-Monthly)

\$25.00, Pre-Tax

Change My Benefits

- Click **Change My Benefits**.

Change My Benefits

Close

I would like to *

Select

▼

Change Coverage

Continue

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

Change My Benefits

Close

I would like to *

Change Coverage

Did you have a Qualifying Life Event? *

Yes

Event *

Enrolled in Other Coverage

Event Date *

03/01/2020

Details *

Enrolling in spouse plan.

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**.

- 1 Event Details
- 2 Profile
- 3 Dependents
- 4 Medicare
- 5 Benefits
- 6 Health
- 7 Summary
- 8 Sign Forms
- 9 Marketplace
- 10 Finish

Qualifying Life Event Details

If applicable, please provide any additional documentation regarding the **Enrolled in Other Coverage** event that occurred on **3/1/2020**. Once you are done please click 'Continue'.

Details *

Enrolling in spouse plan.

Add a Document

Add

Continue

[Need Help?](#) [Get Support](#)

6. **New!** If proof of QLE is required, click **Add** and upload document(s).
7. Click **Continue**.
 - o 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.

- 1 Event Details
- 2 Profile
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Congratulations! Your enrollment elections have been submitted for review.

How was your enrollment experience?

★★★★★

Tell us about your experience

Submit Feedback

[Need Help?](#) [Get Support](#)

13. Provide Feedback and click **Finish**.

End of Procedure