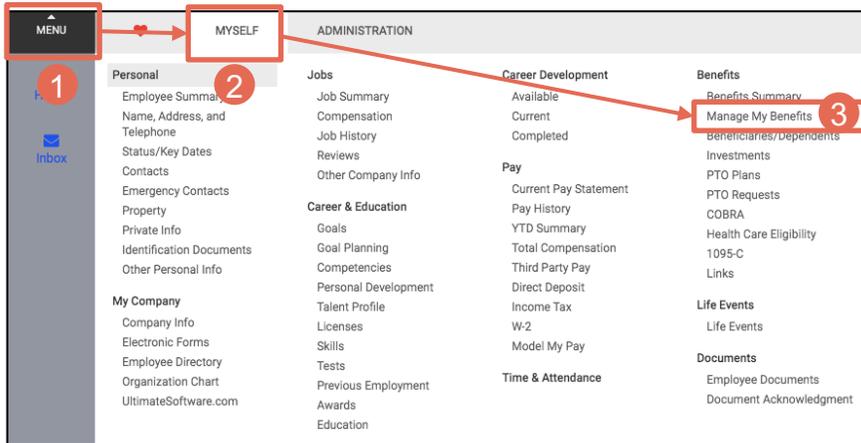
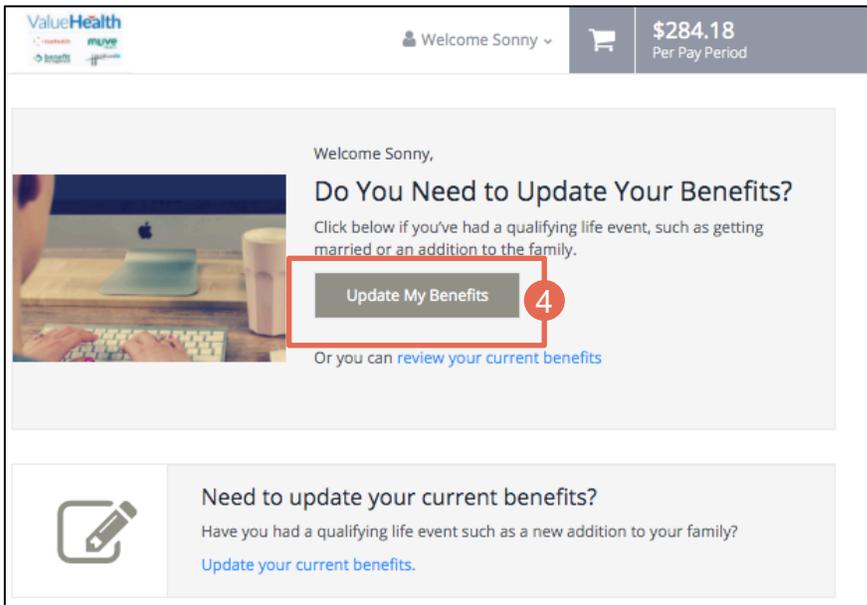


LIFE EVENT BENEFIT CHANGES

The **Make a Change to My Benefits** option enables employees to change their benefits outside of the open enrollment period due to a life event. A life event refers to a change in life circumstances such as getting married or having a baby. A birth, for example, may require medical plan coverage to change from single to family. It is important for employees to report the type of life event and the event date, so that the appropriate benefit changes are completed. Please note, newly hired employees will not have this option available.



1. Select **Menu**.
2. Hover over **Myself**.
3. Under **Benefits**, select **Manage My Benefits**.



4. Select **Update My Benefits**. The **Report Life Events** screen will appear.

LIFE EVENT BENEFIT CHANGES

Select Life Event *

Adoption

Birth

Death of Dependent

Employment Status Change

Gain Custody of Dependent

Legal Separation

Dependent Gains Coverage (Remove)

Dependent Loses Coverage (Add Coverage)

Gain of Other Coverage (Remove Coverage)

Loss of Other Coverage

Birth

Congratulations and best wishes to you and the newest member of your family.

Birth is a qualified change in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status. Example: When you have a baby, you may change your medical coverage from single to family coverage.

Event Date *
06/07/2020

Notes

< Back

Continue

- From the dropdown, select the appropriate life event. Fields to provide additional information will appear. In this example, we will select Birth.
- Populate the fields. Enter notes if needed.
- Click **Continue**. You will be taken to the Manage Your Profile page.

ValueHealth

Welcome Sonny

\$284.18
Per Pay Period

Manage your profile

Make sure we have it right!
This info is used for your paycheck, taxes and ID cards. If you have any adjustments, please click the "Menu" button on the top left of your screen and select the "Employee Summary" under the "Personal" heading.

Basic Information	Contact Information
First Name Sonny	Address 1 123 Main Street
Middle Name	Address 2
Last Name TESTbcbsSC	City Evermore
SSN	State Missouri 28787
	Zip
	Home Phone
	Office Phone
	E-mail *

- Fill in any necessary information. Required fields are marked by asterisks.
- Scroll to the bottom of the screen and click **Save**, then **Review My Family**.

Cancel

Save

Next: Review My Family

Please note, every life event will prompt slightly different screens. In this example, we are going through the life event process for a birth. Follow the prompts on the screen for the life event you are entering.

LIFE EVENT BENEFIT CHANGES

Manage your family members

View, add, edit or remove dependents here. If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits.

Current Family Members

<p>👤 spouse test Spouse Born 04/02/1970 View Details Remove Edit</p>	<p>👶 child test Child Born 03/28/2018 View Details Cannot Remove Edit</p>	<p>10 + Add Family Member</p>
--	---	---

In this case, we need to add the newborn baby to the family.

10. Click **Add Family Member**.

Add a new family member

Add family members here. When you add a new family member, the family member won't be added to your benefits automatically. You will need to add the new family member to any applicable benefits.

<h3>Basic Info</h3> <p>First Name * 11 Baby</p> <p>Middle Name</p> <p>Last Name * Baby</p> <p>SSN 999999999</p> <p>Gender * Female</p> <p>Birthdate * 06/07/2020</p> <p>Relationship * Child</p>	<h3>Additional Info</h3> <p><input checked="" type="checkbox"/> Lives At Home</p>
---	---

Cancel **12** Save

11. Enter the information requested. Required fields are indicated by an asterisk.

12. Click **Save**, and you will return to the Manage your family members page.

13. Click **Next: Shop for Benefits**. The Your Benefits page will appear.

13 Next: Shop for Benefits

LIFE EVENT BENEFIT CHANGES

✓ Successfully saved your family member.

Your Benefits

Review Profile Review Benefits Confirm Elections

To make a change, click on the benefit name. To complete your enrollment, click Check Out at the bottom of the page.

Current Benefits

Plan Year Effective from 01/01/2020 to 12/31/2020

Medical

 Kansas City	QHDP \$2800	\$120.00 Per Pay Period	14	Change Plan
---	----------------	-------------------------------	----	-----------------------------

Dental

 MetLife	Dental	\$2.66 Per Pay Period		Change Plan
---	--------	-----------------------------	--	-----------------------------

14. Each of the benefit plans available appear on the Your Benefits page. To review each benefit, click **Change Plan**.

Shop for Medical

Figuring out which medical plan is right for you and your family can be complicated, but don't worry, we're going to help you figure it out. Watch these videos to learn about the different types of medical plans and how they work.

Additional Content (5):

- [Understanding Health Insurance](#)
- [Understanding Coinsurance](#)
- [What is In-and-Out-of-Network?](#)
- [Understanding Copays](#)
- [PPOs and HDHPs](#)

[View More](#)

[To Benefits](#)

Family Covered

15 [Edit Family Covered](#)

Yourselves, spouse

Select a Plan

Current Plan	
 Kansas City	 Kansas City
QHDP \$2800	PPO \$1500
\$120.00 Per Pay Period	\$281.50 Per Pay Period

15. From each benefit screen, click **Edit Family Covered** to review the family members covered by the plan.

LIFE EVENT BENEFIT CHANGES

Family Covered

Yourself, Baby, child, spouse

Select family members to add to coverage, then click confirm.

16

Baby Baby
Child
Born 06/07/2020

child test
Child
Born 03/28/2018

spouse test
Spouse
Born 04/02/1970

16. Click to select/deselect family members for each benefit.

< To Benefits

Family Covered [Edit Family Covered](#)

Yourself, Baby, child, spouse

Select a Plan

Current Plan

Kansas City

QHDP \$2800

\$150.50
Per Pay Period

17 [View Plan](#)

Kansas City

PPO \$1500

\$422.00
Per Pay Period

[View Plan](#)

17. From each benefit, click **View Plan** to view different plans available.

Medical: QHDP \$2800

< To Available Plans

Family Covered [Edit Family Covered](#)

Yourself, Baby, child, spouse

Current Benefit Coverage effective from 04/01/2020 to 12/31/2020

Kansas City QHDP \$2800 \$120.00
Per Pay Period

Kansas City

QHDP \$2800

\$150.50
Per Pay Period

18 [Update Cart](#)

[Decline Medical Benefits](#)

Coverage Levels

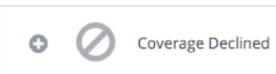
Employee	\$18.50 Per Pay Period
Employee + Spouse	\$120.00 Per Pay Period
Employee + Child(ren)	\$105.00 Per Pay Period
Employee + Family	\$150.50 Per Pay Period

18. Once you have elected the benefit you would like to enroll in, click **Update Cart**. If you would like to decline any benefit, click Decline.

Follow these steps to update additional benefits. For each benefit, click View Plan, then Update Cart.

LIFE EVENT BENEFIT CHANGES

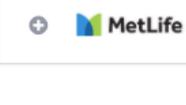
Supplemental Child Life

 [Change Plan](#)

Basic Short Term Disability

 [View Plan](#)

Basic Long Term Disability

 [View Plan](#)

Employer Contribution \$841.82
Your Cost Per Pay Period \$296.00

19 [Review and Checkout](#)

You must select or decline all coverages before moving on

19. Once each benefit has been elected, click **Review and Checkout**. Any changes from the benefits you elected during Open Enrollment will appear in the summary.

Employer Contribution \$841.82
Your Cost Per Pay Period \$296.00

[Back](#) **20** [Checkout](#)

20. Click **Checkout**.

Life Event Changes Complete!

You have completed the life event changes to your benefits.

Need a copy of your benefits confirmation statement? [Send by Email](#)

Review Profile Shop Benefits Checkout

The coverage details listed below are the current active elections on file for you and your dependents.

- If you believe there is an error in your statement, please contact your Benefits Administrator.
- If you need to make changes due to a qualifying life event, please click on the Life Event link.

Click on the icons below to print your confirmation statement or generate a pdf file.

Your To-Do List 0 of 1 Complete

21 [Provide Evidence of Insurability for Supplemental Employee Life](#)

Current Benefits Plan Year Effective from 01/01/2020 to 12/31/2020 [Download](#) [Email](#) [Print](#)

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a Qualifying Life Event.

21. The Life Event Changes Complete screen will appear and a summary of your benefit elections will be available. Your **To-Do List** will include any additional items that need your attention. If documentation is needed to verify a life event, it will be requested here.

- Home
- Profile >
- Benefits v
- Current Benefits**
- Documents >

If you are awaiting documentation to verify your life event, you are able to upload it at a later date. Access Benefits using steps 1-3 in this guide, then click **Documents** from the sidebar.