Life event change for Benefits

Access the Benefits Portal to initiate a life event change.

Step 1 - Click Make a Change

Step 2 - Select Initiate a Life Event
Step 3- Select the Life Event that has occurred:

Step 4- Once you have initiated the life event, the benefits department must approve the life event. Also, please note, that you will need to provide supporting documentation for the life event to be approved. **Acceptable documentation**: letter stating loss of or gain of additional coverage on official company letterhead, birth certificate for the birth of a child, divorce decree, marriage certificate, etc. Please note that an email is not sufficient and cannot be accepted as proof of loss of or gain or coverage elsewhere.

Step 5- Once the life event has been approved, you will be able to return to the enrollment portal to complete your enrollment.