

OVERVIEW

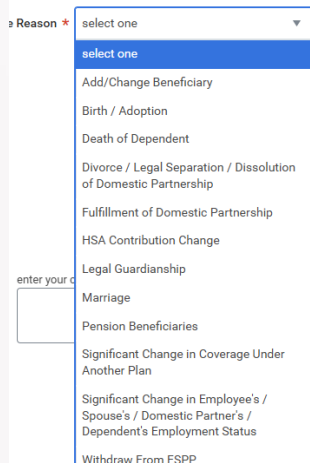
- This job aid covers generic events, please contact your People Partner or People Experience Center if you have further questions.
- Life Events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar qualified life event, you can change your benefits to better fit your needs.
- Within MyHR, you can manage your benefits by reporting coverage change events and viewing and editing your benefit elections. Your organization will define the steps to accomplish these objectives.

Report A Life Change Event

- You must submit a request to change your benefits in MyHR within 30 calendar days of the event.
- To update your Employee Life, Employee AD&D, and Business Travel Accident beneficiaries, select the event type "Add/Change Beneficiary".

From the **MyHR Menu**:

1. Click Personal, then Benefits Hub.
2. Under Tasks and Reports, select **Change Benefits**.
3. Select a reason for the change in the Change Reason box

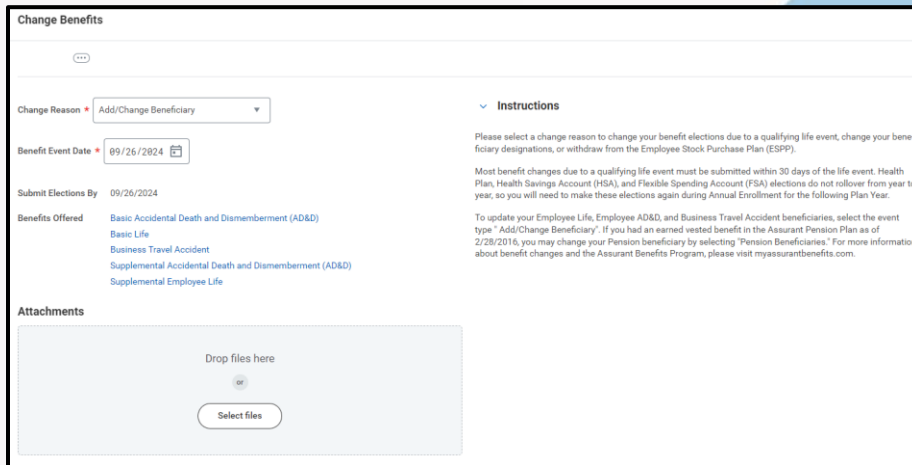


Reason * select one

select one

- Add/Change Beneficiary
- Birth / Adoption
- Death of Dependent
- Divorce / Legal Separation / Dissolution of Domestic Partnership
- Fulfillment of Domestic Partnership
- HSA Contribution Change
- Legal Guardianship
- Marriage
- Pension Beneficiaries
- Significant Change in Coverage Under Another Plan
- Significant Change in Employee's / Spouse's / Domestic Partner's / Dependent's Employment Status
- Withdraw From ESPP

4. Click the **Calendar** icon to enter the date of the Benefit Event. Note: If your change is not related to HSA, please enter the date the event actually occurred, not the date you're submitting the change.
5. Attach documents, if applicable. ****include examples of required docs like marriage license etc.****

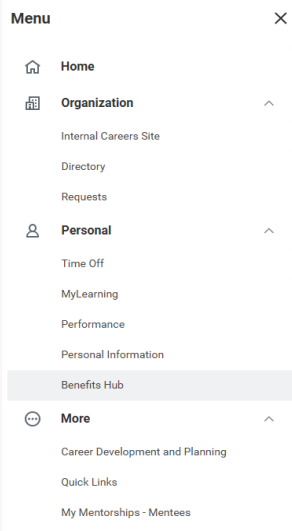


6. Click **Submit**. A task will route to your Inbox, if applicable.
7. Go to your inbox, find the Change Benefit Elections task and click **Let's Get Started** to begin.
8. Complete the **Tobacco Use Attestation** and click **Continue**.
9. From the **Enrollment Dashboard** select and review the benefit that needs updating. Be sure to follow the instructions provided to make your choices. Dependents and/or beneficiaries may be updated during the enrollment process, as applicable.
10. On the **View Summary** page, check **I Accept** at the bottom of the page to acknowledge that you have reviewed your benefit election summary, and all required plan documentation then click **Submit**.
11. From the **Submission screen**, you may view/print your Benefits Statement. Click **Done**.

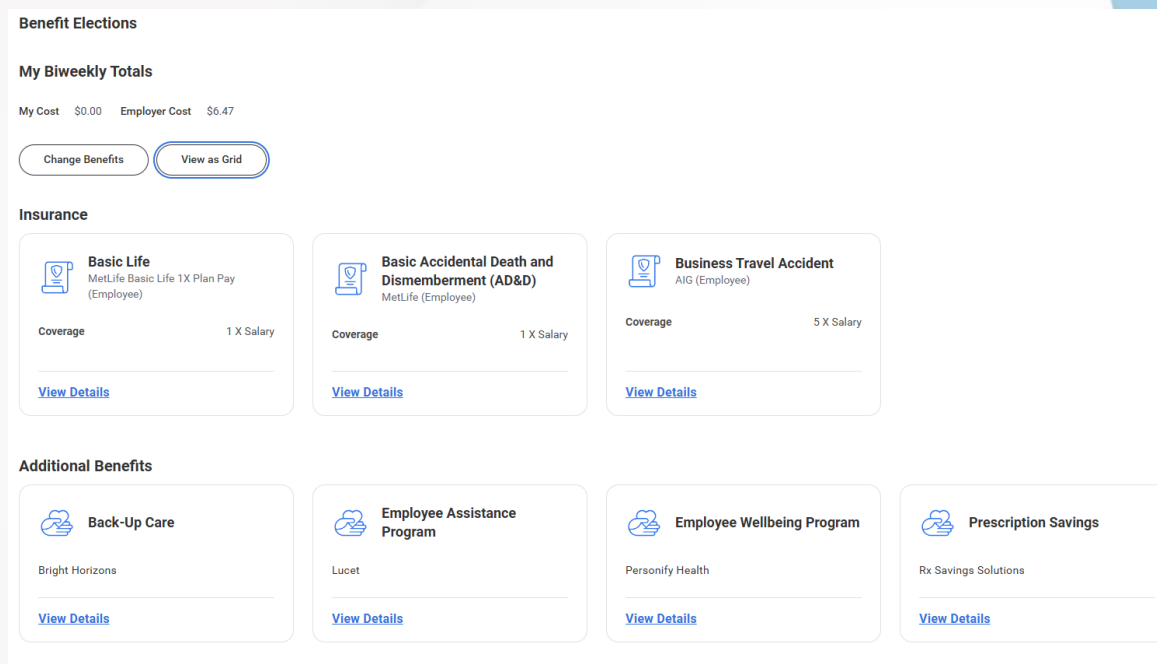
VIEW AND EDIT BENEFIT ELECTIONS

Employees can view their current selections and costs before making any changes.

1. Click **Benefits Hub** in the MyHR Menu



2. Click **View Benefit Details** to review current costs and elections



3. To modify your benefits, select **Change Benefits** under Task and Reports.
4. Select your **Change Reason**, enter the effective date, and attach any required information (if applicable).
5. Click **Submit**. A task will route to your Inbox, if applicable.
6. Navigate to your **Inbox** and click **Let's Get Started** on the **Change Benefit Elections** task.
7. Complete the **Tobacco Use Attestation** and click **Continue**.
8. From the **Enrollment Dashboard** select and review the benefit that needs updating. Be sure to follow the instructions provided to make your choices. Dependents and/or beneficiaries may be updated during the enrollment process, as applicable.

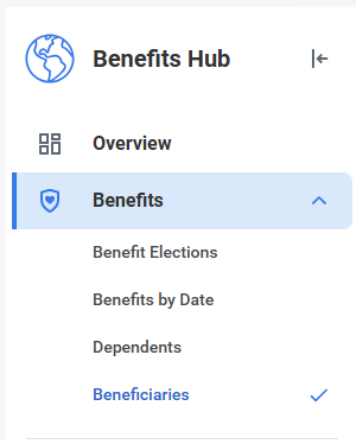
9. On the **View Summary** page, check **I Accept** at the bottom of the page to acknowledge that you have reviewed your benefit election summary, and all required plan documentation then click **Submit**.
10. From the **Submission screen**, you may view/print your Benefits Statement. Click **Done**.

VIEW AND EDIT DEPENDENTS / BENEFICIARIES

A dependent person is someone, like a child or a spouse, who receives benefits under your plan. Please note that if you add an additional dependent, you may need to update your Federal Tax elections, as well as your Benefit elections. If you add an additional beneficiary, you may need to update your Benefit elections.

From the **Benefits Hub**:

1. Click the **Dependents** or **Beneficiaries** under **Benefits** to review your existing selections and their benefit plan coverage.



2. To modify your choices, click the **Edit** button.
3. Click the **Edit**  icon to update the necessary sections.
4. Click **Submit**.