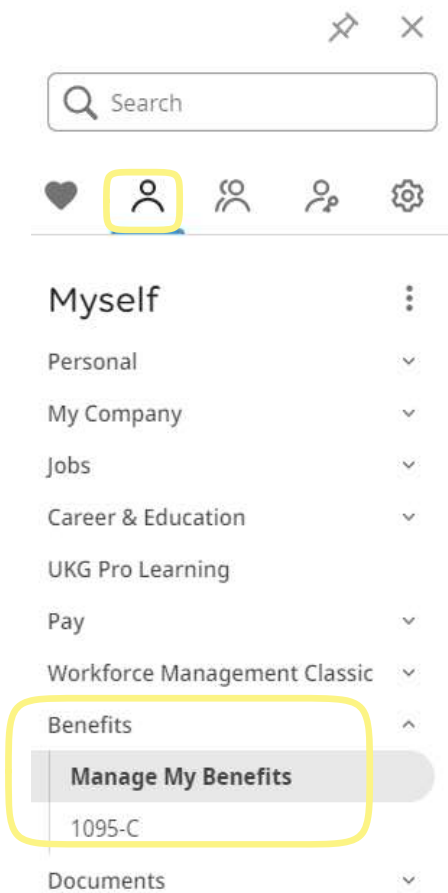




Making Changes to your Benefit Elections Due to a Qualifying Life Event

Employee Instructions



Log in to [UKG](#) then navigate to the MENU

From the MENU, find BENEFITS then "Manage My Benefits"



Welcome Anastasiya,

Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.

[Update My Benefits](#)

Or you can [review your current benefits](#)



Need to update your current benefits?

Have you had a qualifying life event such as a new addition to your family?

[Update your current benefits.](#)

From the Manage my Benefits page, select "Update my Benefits"

Once you have opened the "Report Life Event" page, select the Life Event that has occurred and enter the event date. Select continue to prompt the next page. Review your family members, if anyone needs to be removed or added to coverage you can do so on the "Manage my Family" page. Once you have reviewed the page select "Next".

Report Life Event

Some changes in your life or employment can affect your benefits. For example, when you have a baby you may want to add him/her to your health coverage.

Changes like these that are made outside of standard benefit enrollment are called Life Events. First, select the type of Life Event from the drop down list to indicate the reason you are making the change. When selecting a particular Life Event, you will be given additional information on the type of change for the Life Event.

Understanding Benefits: When Can I Make Changes to My Benefits?

Select Life Event

- Update Dependent Profile
- Birth/Adoption/Gain Custody of Dependent
- Divorce/Annulment/Legal Separation
- Domestic partnership creation
- Moved
- Employee/Dependent Gains Coverage (Remove Coverage)
- Employee/Dependent Loses Coverage (Add Coverage)**
- Health Savings Account Change

Employee/Dependent Loses Coverage (Add Coverage)

Use this event when you need to add/increase coverage for yourself or your dependent(s).

Event Date *

Notes

Continue

Manage your family members

View, add, edit or remove dependents here.

Please confirm that all information for your dependents listed is correct (including Social Security numbers, and date of birth).

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. Dependents must be listed on this page to be enrolled in coverage.

You may:

- Add New Dependents
- Edit Existing Dependent Information
- Remove Existing Dependent

By adding a dependent, you are confirming that this is a legal dependent, eligible for benefits under one or more of your available plans.

Current Family Members

+ Add Family Member

Basic Information

First Name *
Middle Name
Last Name *
SSN *
Gender *
Birthdate *

Additional Info

Lives At Home QMCSO
 Verified

CANCEL Save

Once you are on the "Your Benefits" page, you can select "View or Change" next to the benefit you need to update and make the necessary changes and then select "Update Cart".

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 01/01/2024 to 12/31/2024

Medical

Regence Group Administrators (RGA) Medical CDHP	\$89.50 Per Pay Period	View or Change
---	---------------------------	--------------------------------

Health Savings Account

HealthEquity Health Savings Account	\$62.50 Per Pay Period	View or Change
-------------------------------------	---------------------------	--------------------------------

Limited FSA

<input checked="" type="checkbox"/> Coverage Declined		View or Change
---	--	--------------------------------

Dependent Care FSA

<input checked="" type="checkbox"/> Coverage Declined		View or Change
---	--	--------------------------------

Dental

<input checked="" type="checkbox"/> Delta Dental Dental	\$24.00 Per Pay Period	View or Change
---	---------------------------	--------------------------------

Vision

<input checked="" type="checkbox"/> vsp vision care Vision		View or Change
--	--	--------------------------------

You must select or decline all coverages before moving on [Review & Confirm](#)

Regence Group Administrators (RGA)
Medical PPO

\$106.50
Per Pay Period


[Update Cart](#)

[Decline Coverage](#)

After the changes have been made, select Review and Confirm, you will see a list of your benefits and life event changes. If you need to make changes you can revisit each section to make updates. If your Life Event change looks correct, select "Confirm".

The Benefits team will reach out to you if documentation for the life event change is needed.

Confirm your Benefit Elections



Review Profile **Shop Benefits** **Checkout**

Last Step!

Take a few moments and check things over. If it looks good, then click **Checkout** at the bottom and you'll be all set. If not, click on **Your Benefits** to make changes. If we have an e-mail address on file for you, you can send yourself an email that contains your confirmation statement.

By the way, if you experience any type of qualifying life event such as getting married, unmarried or having a baby, come back and let us know! We want to make sure you have the right benefits for your family.

Each benefit election you have made is listed below

You can make adjustments to your plan selections **until your enrollment period is closed** which is indicated to the right under "days left"


- Your enrollment will be complete when you click **Confirm** at the bottom of the page.
- If you need to **make adjustment** to your elections, click on the **Benefit titles** below:

[View Less](#)

Current Benefits Plan Year Effective from 01/01/2024 to 12/31/2024

[← BACK](#) **Checkout**

401k Match

 **401k Match** [View or Change](#)

Employer Contribution	\$78.03
Your Cost Per Pay Period	\$6.00