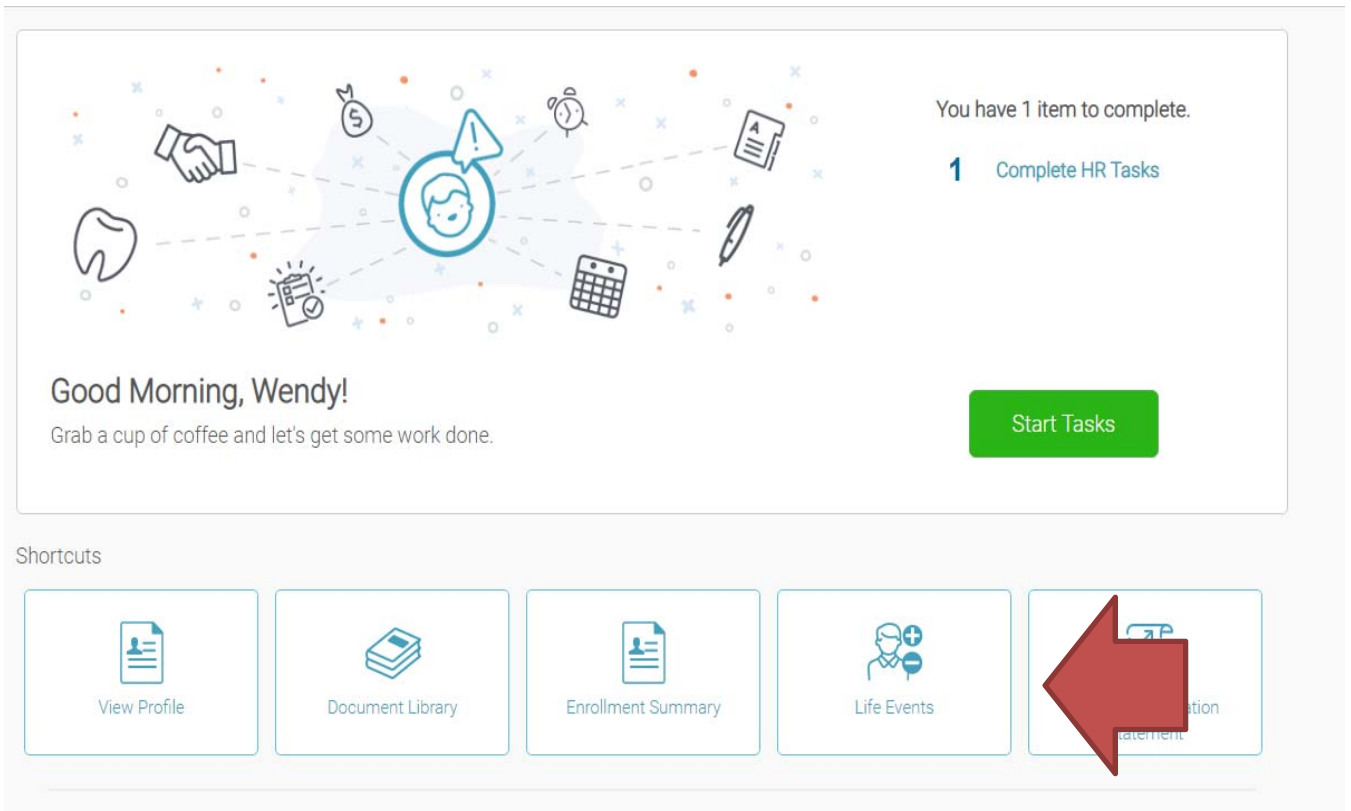


Life Event Changes

Please do your life event changes online. Please go to <https://www.employeenavigator.com/benefits/Account/Login> and login to your benefits account.

Once you login you will see the screen below:



To Add or Drop coverage or to Add or Drop a dependent you are going to click on the life events tab. Then you will be redirect to the next screen. (View of next screen is on next page)

Add Coverage

Your Coverage (employee)

- Employee Loss of Coverage
- Divorce or Legal Separation
- Death of Spouse
- Spouse Loses Coverage at Their Employer
- Spouse Open Enrollment

Dependent Coverage - family

- Marriage
- Newborn Child
- Adopt a Child
- Dependent Begins or Returns to College
- Dependent Loss of Coverage



Drop Coverage

Your Coverage (employee)

- Employee Married and Changes to Spouse's Plan
- Spouse Gains Coverage at Their Employer
- Spouse Open Enrollment

Dependent Coverage - family

- Divorce or Legal Separation (COBRA)
- Death of a Dependent
- Drop Coverage for Child Leaving College (COBRA)
- Dependent Eligible for Other Coverage
- Dependent Eligible for Medicare
- Drop Coverage When Dependent Over Eligible Age (COBRA)

For example, if you want to add coverage for a dependent, you will simply click on one of the life events to add a dependent. So let's say I just had a birth of a child, I would click on new born child. It will then bring them to the page view on the next page.

Newborn Child

Adding a new baby or child to your family brings change and responsibility as well as joy. Understanding how your benefits can change will help you make informed decisions and be the best parent you can be. Generally you have a limited number of days after the birth or adoption to change benefits, so don't miss the deadline. Otherwise, you must wait for the next open enrollment.

****NOTE****

Coverage will be added as of the date reported in the "Enter the date of this event" field.

Example: If the date is entered as 7/15, the coverage will be added with an effective date of 7/15

Enter the date of this event

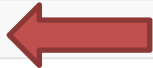
 

Select the dependent you wish to add

 or [add a new one +](#)

Benefits

- Vision will change from \$1.79 to \$2.88
- Medical will change from \$59.21 to \$114.31



Cancel

Save



You will then put in an effective date and then click add a new one to add the child. Then you will fill out the child's information and then click save. Then it will give you the benefits you can change and it will show you how much the cost will increase by adding the dependent. You will then click on which benefits you would like and then click save.

Dropping coverage is very similar it is just that you will be dropping instead of adding the coverage.

Please also check out this video for any questions: <https://www.youtube.com/watch?v=sdXSKUPduk>