<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Using center drop down menu in PeopleSoft, select “Employee Self Service”.</td>
</tr>
</tbody>
</table>
Once on the Employee Self Service Dashboard, click on the “Benefit Details” tile.
Click the "Life Events" tab.
1. Select the appropriate life event from the list of choices.
2. Using the calendar icon, select the date of the marital event for the “As Of” date.
3. Click “Start Life Event”.

The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections.
You will be redirected to the Marital Event page. Move step by step through the Marital Event by completing the required information on the left-hand side of each page. Continue to the next step by clicking the "Next" button in the upper right corner of each page.
1. Using the drop-down menu, select the Marital Status change that applies to you
2. Using the calendar icon, select the date the change took place
3. “Save” and continue to the next section using the “Next” button
You are required to submit documentation with your Marital Event.

1. You will use the “Add Attachment” feature to upload a file from your computer. This will bring you to another page to select the file you want to attach.
2. You will include a description of the document you are uploading by clicking the “Add Note” button. This will redirect you to a page to add your note.
On the “Add Attachment” page, enter a subject in the Subject line. Then, click “Add Attachment” and select your file for upload. Hit “Save” once completed.
On the “Add Note” page, enter a Subject and a Note Text such as “Marriage Certificate”, “Divorce Decree” or “Death Certificate”. Hit “Save” once completed.
Once you have successfully uploaded your attachment, you will receive this pop-up message that the document requires approval from your HR Benefits Administrator.

**YOU WILL STOP HERE:**

Your document requires review from your Benefits Administrator. Once you reach this point, you cannot go further until the document has been approved. You will be notified by your Benefits Administrator once this review is complete and approved. Then, you may go back into your open Life Event and continue with Benefits Review & Elections.

**Approval is required. (3001,1094)**

The document must be approved prior to you starting Benefits Enrollment within the Life Event process. An email notification has been sent to the Benefits Administrator requesting approval.
Once your document has been approved, you will re-enter your open Life Event. You will review your **current** benefits elections. You do not need to take any action on this page. Click “Next” to move on.
1. If you do not need to add or remove coverage for an individual for your Life Event, hit "Next" to continue.

2. If you need to add benefits coverage for a new member, click "Add Individual" on the Dependent/Beneficiary Info page.

3. You will be redirected to a page to Add Individual Dependent/Beneficiary Information. Complete all required information and hit "Save" in the upper right corner to continue.
Select the Statement Type you would like to receive. Hit "Next" to continue.
1. Hit “Complete” in the upper right corner once all items are complete.
2. You will get a confirmation message, or you will get a pop-up of incomplete items that will have an *asterisk next to it. You can navigate to those items to review missing information. Hit “Complete” again once reviewed.