<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Navigation:</strong> Employee Self Service &gt; Benefit Details &gt; Life Events</td>
</tr>
<tr>
<td>1</td>
<td>Using center drop down menu in PeopleSoft, select &quot;Employee Self Service&quot;</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 birth, adoption, or legal guardianship for the "As Of" date.
3. Click "Start Life Event"
You will be redirected to the Birth Event or Adoption page. Move step by step through the 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.

Adoption Date

Select the Submit button to notify the Benefits department of this change.

Required Documentation: You are required to send legal documentation to the Benefits Department showing the date your new dependent was placed in your home for adoption. After the required documentation is received, the Benefits department will notify you when your enrollment is open. Then you can add your new dependent(s) to your benefit plans.

Date child was placed in your home for adoption: 10/26/2020
You are required to submit documentation with your Birth 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 “Birth Certificate,” “Adoption Documents,” or “Legal Decree.” 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.
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.
You may review your current Dependent and Beneficiary Coverage Summary. You do not need to take action here. Hit “Next” to continue.

**Dependent and Beneficiary Coverage Summary**

To view your benefits as of another date, enter the date and select Go.

**10/27/2020**

**Dep/Ben Details**

<table>
<thead>
<tr>
<th>Dependent/Beneficiary Name</th>
<th>Relationship</th>
<th>Type of Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sibling</td>
<td>Life</td>
<td>Employee Life Insurance 1.5</td>
<td></td>
</tr>
<tr>
<td>AD and D</td>
<td>$250K AD&amp;D Before Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td>Dental</td>
<td>Alternate Before Tax</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Dependent Life</td>
<td>Child Life $10,000</td>
<td></td>
</tr>
</tbody>
</table>
1. If you need to add benefits coverage for a new member, click “Add Individual” on the Dependent/Beneficiary Info page.
2. If you do not need to add coverage for an individual for your Event, hit “Next” to continue.

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 what type of Confirmation Statement 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.