

How to do a life event request (**note – the request MUST be done within 30 days of the effective date of your life event**):

1. Determine if you've had a qualifying event with an **effective date within the last 30 days** that allows you to request a life event change:

Qualifying Event	Documentation needed
1. Change in legal marital status (e.g., marriage, divorce, legal separation or annulment)	Official document such as marriage license or divorce decree
2. Change in number of dependents (e.g., birth, adoption, placement for adoption)	Birth certificate or final adoption documentation
3. Involuntary loss of other coverage	Letter from insurance or employer w/exact effective date
4. Significant cost change - going on or off our plan is a significant cost savings	Letter from insurance or employer w/exact effective date
5. An addition or significant improvement of a benefit package option	Letter from insurance or employer w/exact effective date
6. On account of orders, such as qualified medical child support orders (QMCSOs)	Official document such as court order
7. Enrollment into Medicare	Medicare ID card so long as it shows effective date
8. Death	Death certificate

2. Submit your documentation to Brianna Smith at BSmith@archindy.org

3. Documentation examples:

If you lost coverage and want to enroll in our plan

1. It must come from the insurance provider or employer
2. It must specifically list your name and any others you plan to cover as having been a covered individual(s)
3. It must state specifically that you and your dependents (if applicable) were enrolled in a medical and/or dental plan
4. It must state the termination date
5. The documentation must be document such as a letter on letterhead (not an email or verbal confirmation)

If you're gaining coverage elsewhere and you want to drop our plan

1. It must come from the insurance provider or employer
2. It must specifically list your name as being enrolled in a medical and/or dental plan
3. It must state the enrollment date
4. The documentation must be document such as a letter on letterhead (not an email or verbal confirmation)

Newborn

1. Birth certificate or hospital confirmation
2. Not a reason for the employee to newly enroll in coverage
3. Not a reason to add a spouse to a plan
4. It's only a reason to add a newborn to an existing policy

3. Log into your Paylocity account at <https://login.paylocity.com>. Click on web pay, then Enterprise Web Benefits.



4. Click on the applicable life event and proceed through the steps.

