# OVERVIEW

This process will outline how to add a life event into BenefitsConnect. **PLEASE NOTE:** You must have documentation for the life event ready to upload or you cannot proceed.

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1) Log into the benefits portal.
2) If you have **not** enrolled through the BenefitsConnect site in the past, please see below information. If you **have** enrolled before, **skip to step 2**.
   a. You will see the welcome screen, click **Get Started**.
   b. Then the personal information page, just click **Next**.
   c. Then the Dependent / Beneficiary page, just click **Next** again.
   d. You will now land on the 1095 Electronic Consent Authorization. You will need to agree or disagree here, then click **Next**.
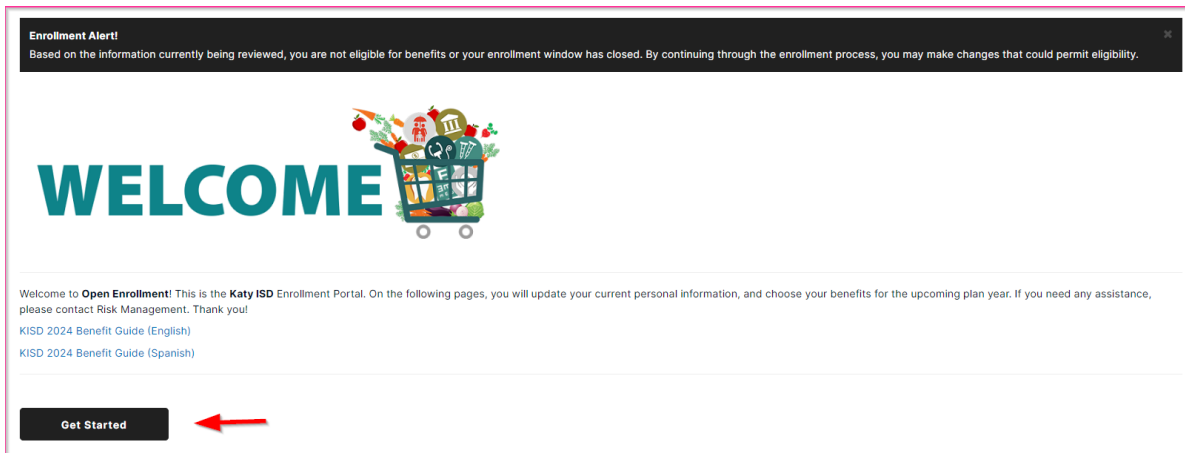
3) You are now on the home page. On the right-hand side you will see **Add a Life Event** – click there.
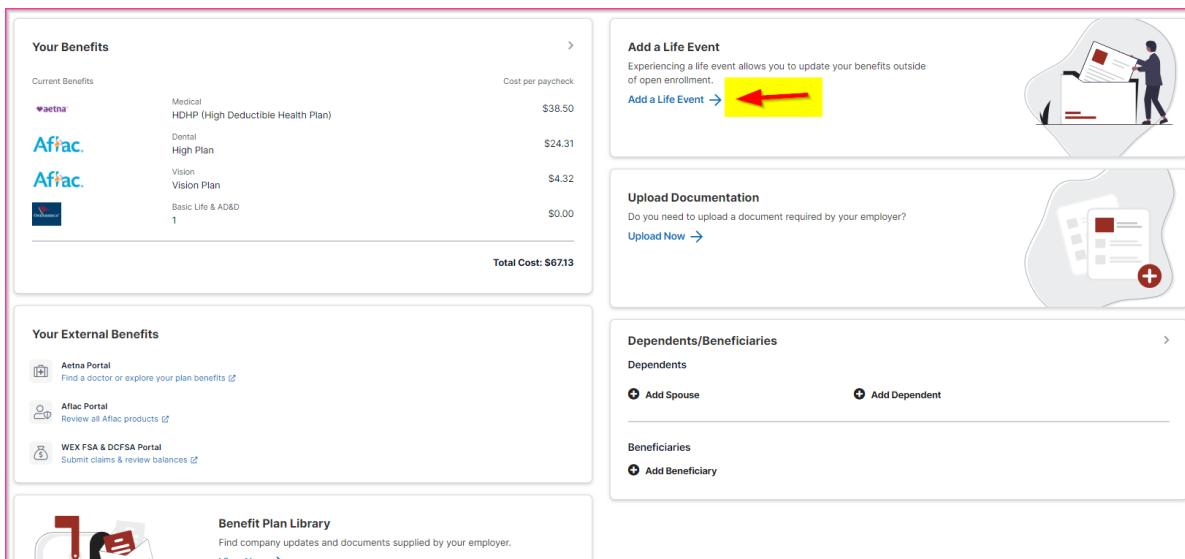
2. You will see the Life Events options – choose the one that pertains to your life event. For this example, we are using Marriage.

Life Events

Birth/Adoption, or Placement of Adoption — If you've had a child/adopted a child and wish to add them to your benefit plan	**Dependent Loss or Gain of group-sponsored coverage** — If a dependent lost coverage they had elsewhere you can add them to your benefits
Divorce/Annulment — Remove your spouse/partner if you have recently had a divorce/annulment	**Marriage, Common Law or Civil Union** — Marriage, Common Law or Civil Union
Death of a Policy Member — Update coverage information for a dependent has recently passed	

3. On this page you will put the date the life event happened. You can also add any notes you want admin to know when they review if you wish. At the bottom you will click **Browse Documents** to add your proof of the life event. See note at top of this page that lists what documents can be used.

Life Events

Marriage, Common Law or Civil Union
Marriage, Common Law or Civil Union

To continue processing your Marriage, Common Law, Civil Union life event, you will be required to submit the following documentation:

- Marriage certificate showing participants and date of marriage
- County provided Common Law Certificate

You will not be able to finalize your change until these documents have been received.

Date of the Event *

Notes

Here is where you enter any notes you may have for your admin about your life event...

0 / 250

Upload Your Documents *
If you have any supporting documentation you would add that here.

Drag & Drop to Upload
OR
Browse Documents

4. Once you enter the date and document, click **NEXT** at bottom of page.
5. On this page you will see the name of the event at the top of the page, the date you entered and the document that has been attached. Please make sure the date is correct before moving forward. You can click the back button if you need to update. You will now enter your dependents that you want to cover. Click on **Add Spouse** or **Add Dependent** and add the new member.

Life Events

Marriage, Common Law or Civil Union
Marriage, Common Law or Civil Union

Date of the Event	Notes	Documents
4/15/2024		Marriage Certificate.docx

Who would you like to cover under your benefit elections?
Dependents on file
N/A

⊕ Add Spouse
⊕ Add Dependent

Cancel

6. All items with a red asterisk will need to be filled in before you move forward. The address will automatically default to your address on file. Click **Add** when finished. Then click **Next**.

Add Spouse   ×

First Name *	Middle Initial

Last Name *	Relationship *
	Spouse ⌄

SSN *	Birth Date *

Gender *
⌄

Address Line 1 *	Address Line 2
123 katy drive	

City *	State *
Katy	Texas ⌄

| Zip Code *	Country *
77555	United States ⌄

| Home Phone |
|---|
| |

Cancel   Add

7. On this screen, you will see the benefits you are able to edit with this life event. Click the **Pencil/Paper icon** next to the benefit you want to change first.

Life Events

Marriage, Common Law or Civil Union
Marriage, Common Law or Civil Union

Date of the Event	Notes		Documents
4/16/2024			Marriage Certificate.docx

Benefit Type	Status	Plan	Dependents/Beneficiaries	
Medical	No Change	HDHP (High Deductible Health Plan)		✎
Medical FSA	No Change			✎
Dental	No Change	High Plan		✎
Vision	No Change	Vision Plan		✎
Voluntary Employee Life & AD&D	No Change			✎
Employee Permanent Life	No Change			✎
Employee Critical Illness	No Change			✎

Cancel

8. This will take you to the benefit election page. To add the new dependent to the plan you will check the box next to their name. Then click **Save**. You will do this same process for each benefit you wish to add.

Medical Election for Qualifying Event

Previous Election

Plan Name: HDHP (High Deductible Health Plan)
Effective Date: 1/1/2024
Members Covered:
Stacey ZZTest

Cost: $38.50

Choose your dependents

☑ Spouse Test - Spouse

Choose your plan

HDHP (HIGH DEDUCTIBLE HEALTH PLAN)		MEMORIAL HERMANN ACO		CHOICE POS II	
$370.00 (your pay-period cost)	♥aetna	**$411.00** (your pay-period cost)	♥aetna	**$531.50** (your pay-period cost)	♥aetna
Effective on: **4/16/2024** Cost is deducted on a pre-tax basis	Aetna View Outline of Benefits	Effective on: **4/16/2024** Cost is deducted on a pre-tax basis	Aetna View Outline of Benefits	Effective on: **4/16/2024** Cost is deducted on a pre-tax basis	Aetna View Outline of Benefits
☐ Compare This	☑ Selected	☐ Compare This	☐ Select Plan	☐ Compare This	☐ Select Plan

9. Once you have finished adding all the benefits, review the page to make sure everything looks correct. You will see that the items updated will have a green updated status. If all looks good, click **Submit**. *Please note that once you click submit, you will not be able to go back and edit this life event.*

Life Events

⊖ **Marriage, Common Law or Civil Union**
Marriage, Common Law or Civil Union

Date of the Event	Notes			Documents
4/16/2024				Marriage Certificate.docx

Benefit Type	Status	Plan	Dependents/Beneficiaries	
Medical	Updated	HDHP (High Deductible Health Plan)	-	✎ 🗑
		HDHP (High Deductible Health Plan)	Spouse Test	
Medical FSA	No Change			✎
Dental	Updated	High Plan	-	✎ 🗑
		High Plan	Spouse Test	
Vision	Updated	Vision Plan	-	✎ 🗑
		Vision Plan	Spouse Test	
Voluntary Employee Life & AD&D	No Change			✎
Employee Permanent Life	No Change			✎
Employee Critical Illness	No Change			✎

10. You will now see that the life event is complete with a summary showing the details and that it is in a pending status. This will now go for review and you will be notified if additional information is needed or that it is approved. *Click on the red circle in the upper right hand side of the page to log out.*

Life Events

Life event completed.

Pending Life Event
You can only have one pending life event at a time. Waiting on Employer Approval.

⊖ **Marriage, Common Law or Civil Union**
Date: 4/16/2024
Documents: Marriage Certificate.docx
Notes:

☁ Drag & Drop to Upload
OR
Browse Documents

Benefit Type	Status	Plan	Dependents/Beneficiaries
Medical	Pending	-	-
		HDHP (High Deductible Health Plan)	Spouse Test
Medical FSA	No Change		
Dental	Pending	-	-
		High Plan	Spouse Test
Vision	Pending	-	-
		Vision Plan	Spouse Test