

Employee Add Qualifying Life Event (QLE)

Summary: How an employee creates a qualifying event and makes changes to benefit elections outside New Hire or Open Enrollment.

Purpose: When requesting a change to benefits coverage due to a qualified change in your life, such as enrolling in your spouse's plan, marriage or birth of a child; add information for that Qualifying Life Event (QLE) and continue and change benefits coverage. You are able to make changes to the plans applicable to your QLE and plans that may be changed at any time throughout the year, as well as review, add or update your beneficiaries.

To change benefits that may be changed at any time during the year without QLE, proceed to [Employee Change Non-QLE Benefits](#)

From Your Dashboard

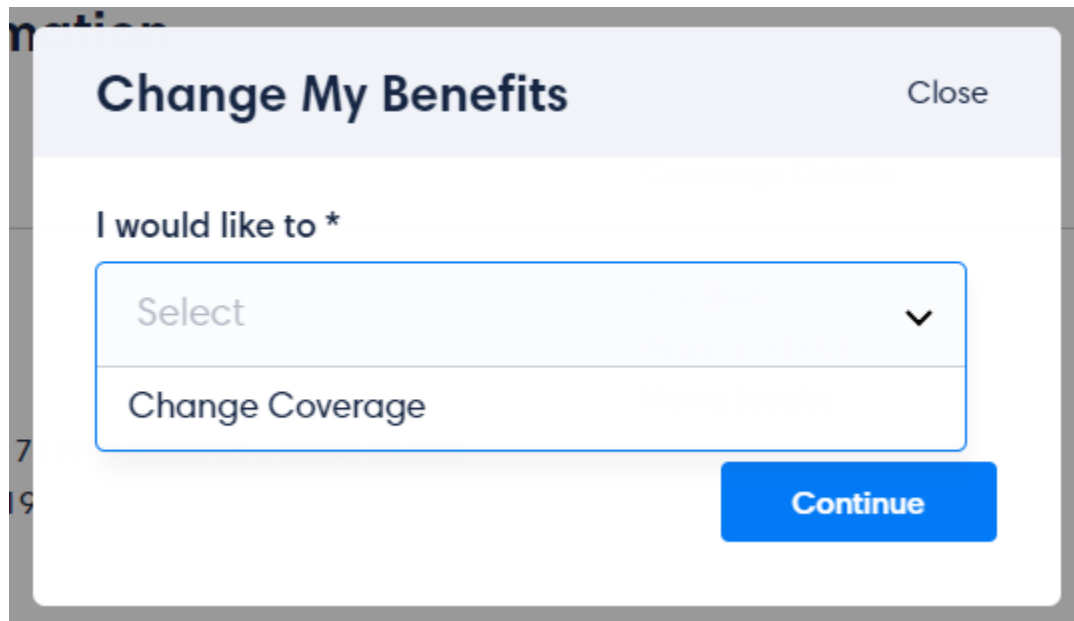
The screenshot shows the 'ease' dashboard for a user named Jeremy. The left sidebar contains navigation links: Dashboard, Profile, Benefits, Documents, Time Off, Calendar, and Directory. The main content area displays three benefit cards: 'Reviews' with a 'View' button, 'Medical' with details (Plan: Blue Shield Silver PPO 2000, Carrier: Anthem BCBS, Effective: 8/21/2019) and a 'View More' link, and 'Dental' with details (Plan: 2019 Dental, Effective: 5/1/2019) and a 'View More' link. Below these is a 'Vision' card with details (Plan: 2019 Vision, Effective: 5/1/2019) and a 'View More' link.

1. Select **Benefits**.

The screenshot shows the 'Benefits Information' page for Jeremy. The left sidebar is the same as the previous screenshot. The main content area has a 'Benefits Information' header and a 'Change My Benefits' button. Below this is a table with three rows: 'Medical', 'Dental', and 'Vision'. Each row shows the plan name, effective date, and a 'View More' link. To the right of each row, there are 'Coverage Details' and 'Cost Details'. The 'Medical' row shows 'Waived' for Jeremy Morgan (8/21/2019) and 'Terminated' for Kelly Morgan (9/1/2019) with a cost of \$0.00. The 'Dental' row shows 'Enrolled' for Jeremy Morgan (5/1/2019) and Kelly Morgan (5/1/2019) with a cost of \$25.00, Pre-Tax. The 'Vision' row shows 'Enrolled' for Jeremy Morgan (5/1/2019) and Kelly Morgan (5/1/2019) with a cost of \$0.00. At the bottom, a 'Total Employee Cost Per Pay Period (Semi-Monthly)' is listed as \$25.00, Pre-Tax.

Plan	Coverage Details	Cost Details
Medical Plan: 2019 Medical Effective Date: 5/1/2019 View More	Waived: Jeremy Morgan - 8/21/2019 Terminated: Kelly Morgan - 9/1/2019	\$0.00
Dental Plan: 2019 Dental Effective Date: 5/1/2019 View More	Enrolled: Jeremy Morgan - 5/1/2019 Kelly Morgan - 5/1/2019	\$25.00, Pre-Tax
Vision Plan: 2019 Vision Effective Date: 5/1/2019 View More	Enrolled: Jeremy Morgan - 5/1/2019 Kelly Morgan - 5/1/2019	\$0.00
Total Employee Cost Per Pay Period (Semi-Monthly)		\$25.00, Pre-Tax

2. Click **Change My Benefits**.



The screenshot shows a modal dialog box titled "Change My Benefits" with a "Close" link in the top right corner. Below the title, the text "I would like to *" is followed by a dropdown menu. The dropdown menu is open, showing the text "Select" at the top and "Change Coverage" as the selected option. A blue "Continue" button is located at the bottom right of the dialog box.

3. From dialog box drop menu, choose **Change Coverage**.
4. Click **Continue**.

Change My Benefits

Close

I would like to *

Change Coverage

Did you have a Qualifying Life Event? *

Yes

Event *

Enrolled in Other Coverage

Event Date *

03/01/2020

Details *

Enrolling in spouse plan.

Continue

- For **Did you have a Qualifying Life Event?**, choose **Yes**.
- For **Event**, choose qualifying event from drop menu.
- Add **Event Date**.
- Enter **Details**.
- Click **Continue**.

- 1 Event Details
- 2 Profile
- 3 Dependents
- 4 Medicare
- 5 Benefits
- 6 Health
- 7 Summary
- 8 Sign Forms
- 9 Marketplace
- 10 Finish

Qualifying Life Event Details

If applicable, please provide any additional documentation regarding the **Enrolled in Other Coverage** event that occurred on 3/1/2020. Once you are done please click 'Continue'.

Details *

Enrolling in spouse plan.

Add a Document

Add

Continue

[Need Help?](#) [Get Support](#)

10. If proof of QLE is required, click **Add** and upload document(s).

11. Click **Continue**.

- Ease returns to **Profile**.

12. Update **Profile** to reflect changes.

13. Click **Continue**.

14. Add/Edit **Dependents** if necessary.

15. Click **Continue**.

16. Continue and complete enrollment.

- To include:
 - plans applicable to QLE.
 - **New!** plans available for change at any time.
 - ability to update Beneficiaries.

- 1 Event Details
- 2 Profile
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- 4 Medicare
- 5 Benefits
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Congratulations! Your enrollment elections have been submitted for review.

How was your enrollment experience?

★★★★★

Tell us about your experience

Submit Feedback

[Need Help?](#) [Get Support](#)

17. Provide Feedback and click **Finish**.

End of Procedure