**QUALIFYING EVENT – BENEFIT CHANGE INSTRUCTIONS**

Changes in our lives happen from time to time. Events such as marriage, divorce, birth/adoption of a child, spouse’s job/coverage loss, enrolling in Medicare, etc. are all qualifying events that may permit you to make changes to some or all of your benefits outside of the annual Open Enrollment period. If you are not sure whether your event qualifies, send an email to benefits@bmdusa.com for help.

**Initial notes:**

1. Most change requests must also include supporting documentation. For example, adding a new baby will require you to send Benefits a copy of the birth certificate or other “proof of live birth” document, before your request to add the baby can be approved. Contact Benefits if you aren’t sure what to submit.
2. If you are enrolling a new spouse/dependent into any benefit, you will need their date of birth and Social Security number. Please be sure to have these ready before proceeding with your changes.
3. The deadline to request changes to your benefits as a result of a Qualifying Event is 30 days following the date of the event. However, if you have a dependent that no longer qualifies for coverage due to divorce, etc., you MUST notify Benefits even if more than 30 days have passed.
4. If you enroll in new Medical coverage, your Member ID Card and your HRA Debit Card will arrive separately in your mailbox approximately 10-14 days following your enrollment.
5. If you enroll in new Dental and/or Vision coverage, you will NOT receive ID cards for these benefits. Your provider will simply verify your coverage with the insurance carrier using your Social Security number.
6. If you enroll in Voluntary Employee Life insurance, you will receive a separate email from Mutual of Omaha with a link to complete Evidence of Insurability (EOI). You will also receive this email if you elect Voluntary Spouse Life insurance in excess of $25,000. *If you choose to waive Voluntary Employee Life, you cannot elect Voluntary Spouse Life or Voluntary Child Life.*

**HOW TO MAKE CHANGES**

1. Login to [**UKG**](https://ew41.ultipro.com/Login.aspx).
2. On the left menu, roll your mouse over the person icon ().
3. Scroll down to the ‘Life Events’ subheading and click “Life Events” below that.
4. Select “I have a qualifying event” and follow the instructions on the following screens as they will walk you through the change/enrollment process.
5. Once you reach the end and confirm your selections, click “Submit” (if the Submit link is not working, you may have forgotten to complete a section).
6. You’re done!