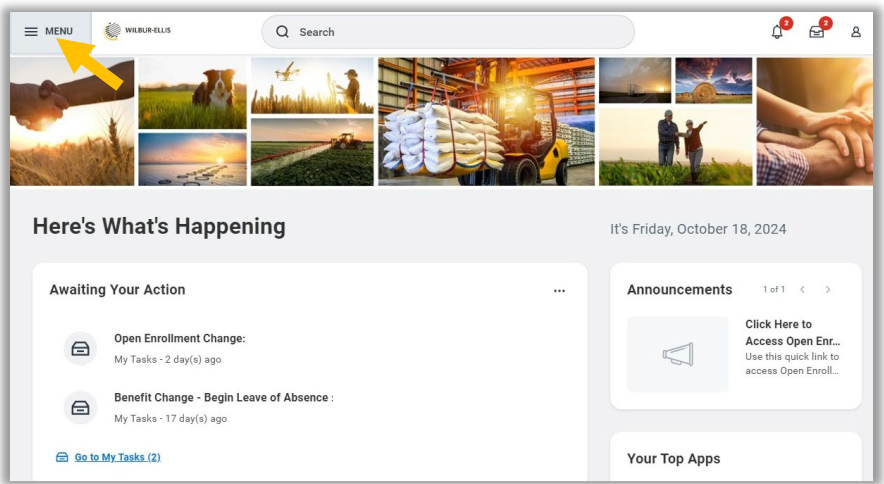


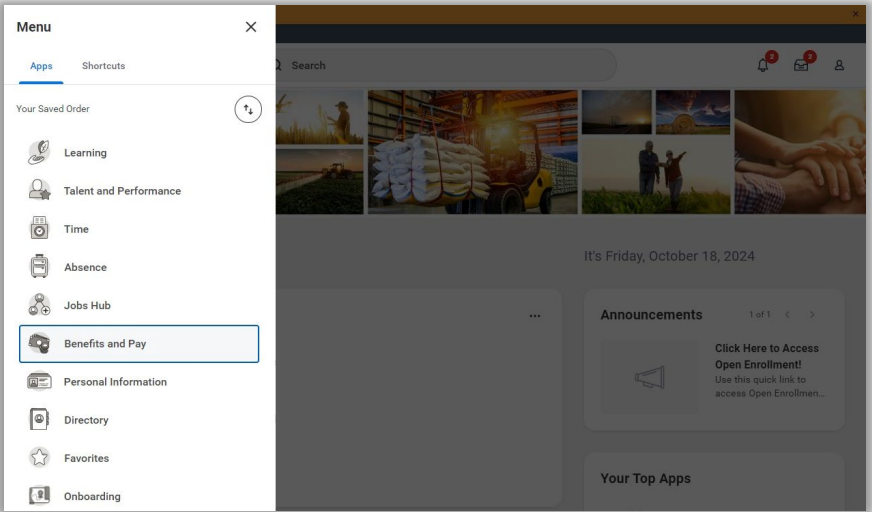
SUBMITTING A QUALIFYING LIFE EVENT CHANGE REQUEST

1.



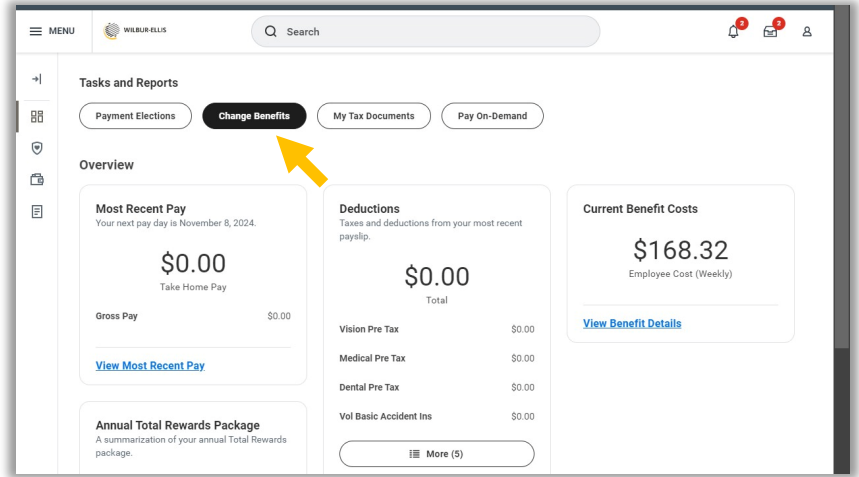
From your Workday homepage, click the **Menu drop-down**.

2.



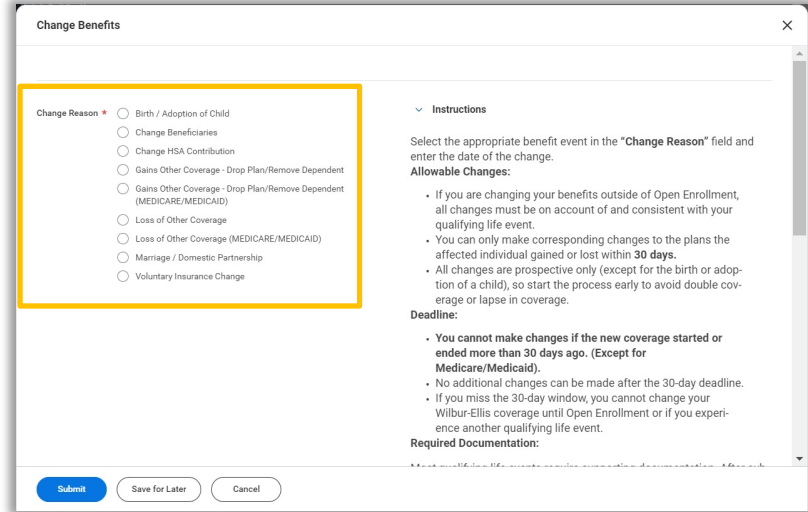
Click the app, **Benefits and Pay**.

3.



Click the **Change Benefits** button.

4.



Select your qualifying life event **Change Reason**.

SUBMITTING A QUALIFYING LIFE EVENT CHANGE REQUEST

5.

Change Benefits

Change Reason * Birth / Adoption of Child

- Change Beneficiaries
- Change HSA Contribution
- Gains Other Coverage - Drop Plan/Remove Dependent
- Gains Other Coverage - Drop Plan/Remove Dependent (MEDICARE/MEDICAID)
- Loss of Other Coverage
- Loss of Other Coverage (MEDICARE/MEDICAID)
- Marriage / Domestic Partnership
- Voluntary Insurance Change

Date of Birth or Adoption * MM/DD/YYYY

Submit Elections By (empty)

Instructions

Select the appropriate benefit event in the "Change Reason" field and enter the date of the change.

Allowable Changes:

- If you are changing your benefits outside of Open Enrollment, all changes must be on account of and consistent with your qualifying life event.
- You can only make corresponding changes to the plans the affected individual gained or lost within **30 days**.
- All changes are prospective only (except for the birth or adoption of a child), so start the process early to avoid double coverage or lapse in coverage.

Deadline:

- You cannot make changes if the new coverage started or ended more than 30 days ago. (Except for Medicare/Medicaid).
- No additional changes can be made after the 30-day deadline.
- If you miss the 30-day window, you cannot change your Wilbur-Ellis coverage until Open Enrollment or if you experience another qualifying life event.

Required Documentation:

Most qualifying life events require supporting documentation. After submitting your event, you will be prompted to provide the necessary documents. If you do not have these documents immediately, you may still proceed with your submission, but you must provide the required documentation within 30 days.

1. Click [HERE](#) to visit the Wilbur-Ellis benefits website.

2. Locate your change reason under the "Qualifying Life Event" section

3. Review the required documentation.

Once you have gathered all required documents:

- Return to this screen
- Drag and drop files or select them using the "Drop files Here" or "Select Files" option under the "Attachments" on the lower left side of the screen.
- Click "Submit" to proceed.

Divorce Process:

Before initiating a Divorce or dissolution of a Domestic Partnership...

- Update your dependent's relationship to an Ex-Spouse or Ex-Domestic Partner.
- Return to your Benefits application on your home page
- Select Dependents under the Change section

Submit Save for Later Cancel

Enter the **Effective Date** of the event (i.e. date of child's birth, loss of other coverage date).

6.

Change Benefits

Benefits Offered

- Accident
- Basic Life and AD&D
- Child Life
- Dental
- Dependent Care FSA
- More (14)

Attachments

Drop files here

Select files

No additional changes can be made after the 30-day deadline.

- If you miss the 30-day window, you cannot change your Wilbur-Ellis coverage until Open Enrollment or if you experience another qualifying life event.

Required Documentation:

Most qualifying life events require supporting documentation. After submitting your event, you will be prompted to provide the necessary documents. If you do not have these documents immediately, you may still proceed with your submission, but you must provide the required documentation within 30 days.

1. Click [HERE](#) to visit the Wilbur-Ellis benefits website.

2. Locate your change reason under the "Qualifying Life Event" section

3. Review the required documentation.

Once you have gathered all required documents:

- Return to this screen
- Drag and drop files or select them using the "Drop files Here" or "Select Files" option under the "Attachments" on the lower left side of the screen.
- Click "Submit" to proceed.

Divorce Process:

Before initiating a Divorce or dissolution of a Domestic Partnership...

- Update your dependent's relationship to an Ex-Spouse or Ex-Domestic Partner.
- Return to your Benefits application on your home page
- Select Dependents under the Change section

Submit Save for Later Cancel

Add required documents. More information on what documentation/information is required can be found [here](#).

7.

Change Benefits

Benefits Offered

- Accident
- Basic Life and AD&D
- Child Life
- Dental
- Dependent Care FSA
- More (14)

Attachments

Hospital-Indemnity-Flyer.pdf

Comment

Upload

Submit Save for Later Cancel

No additional changes can be made after the 30-day deadline.

- If you miss the 30-day window, you cannot change your Wilbur-Ellis coverage until Open Enrollment or if you experience another qualifying life event.

Required Documentation:

Most qualifying life events require supporting documentation. After submitting your event, you will be prompted to provide the necessary documents. If you do not have these documents immediately, you may still proceed with your submission, but you must provide the required documentation within 30 days.

1. Click [HERE](#) to visit the Wilbur-Ellis benefits website.

2. Locate your change reason under the "Qualifying Life Event" section

3. Review the required documentation.

Once you have gathered all required documents:

- Return to this screen
- Drag and drop files or select them using the "Drop files Here" or "Select Files" option under the "Attachments" on the lower left side of the screen.
- Click "Submit" to proceed.

Divorce Process:

Before initiating a Divorce or dissolution of a Domestic Partnership...

- Update your dependent's relationship to an Ex-Spouse or Ex-Domestic Partner.
- Return to your Benefits application on your home page
- Select Dependents under the Change section

Click **Submit**.

8.

WILBUR-ELLIS

Tasks and Reports

- Payment Elections
- Change Benefits
- My Tax Documents
- Pay On-Demand

Overview

Most Recent Pay

Your next pay day is November 8, 2024.

Gross Pay \$0.00

Take Home Pay \$0.00

View Most Recent Pay

Deductions

Taxes and deductions from your most recent payroll.

Total \$0.00

View Benefit Details

Current Benefit Costs

\$168.32

Employee Cost (Weekly)

View Benefit Details

Annual Total Rewards Package

A summarization of your annual Total Rewards package.

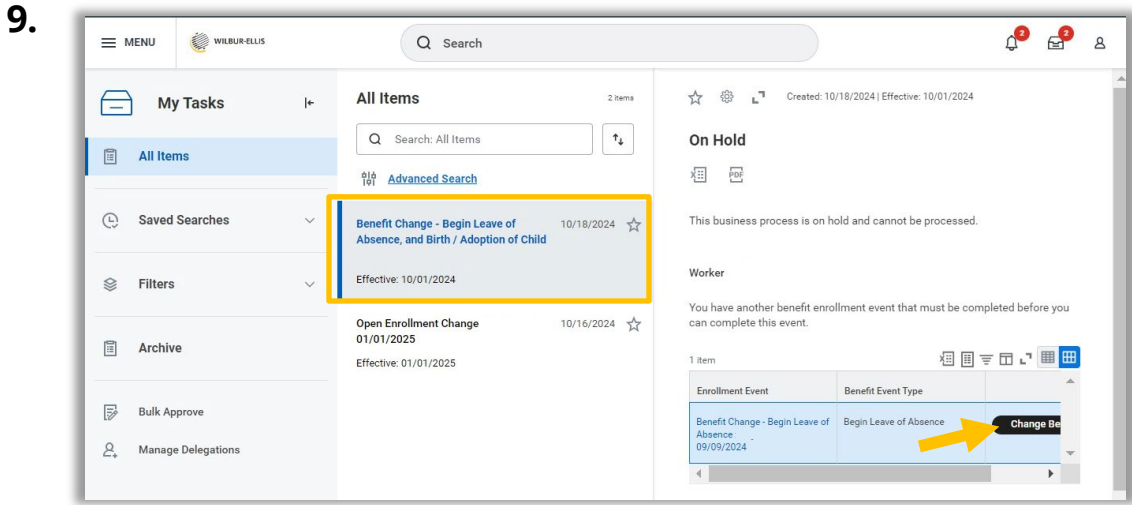
More (5)

Compensation History

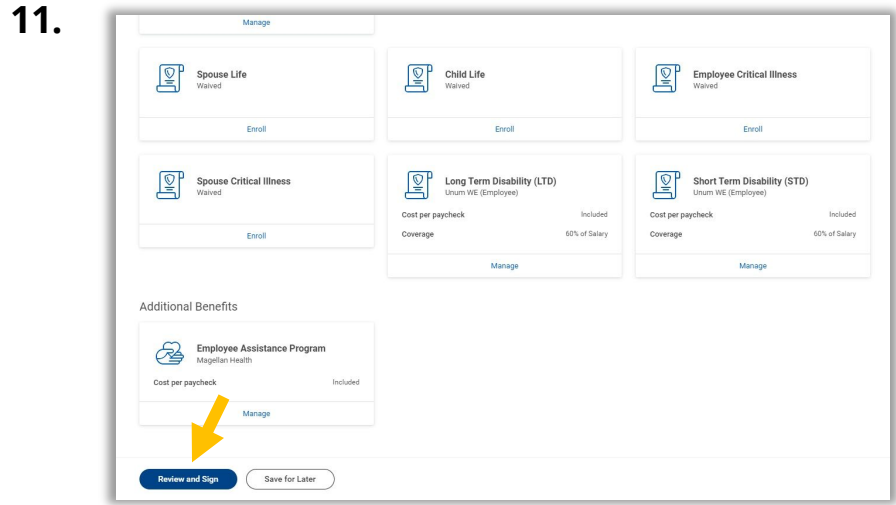
Navigate to **Your Tasks** to complete the change request.



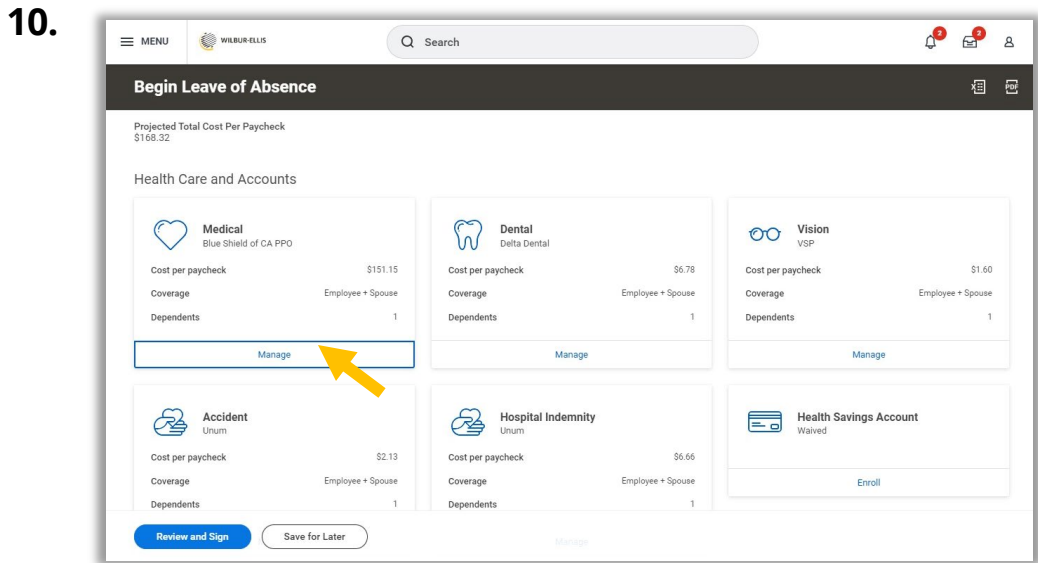
SUBMITTING A QUALIFYING LIFE EVENT CHANGE REQUEST



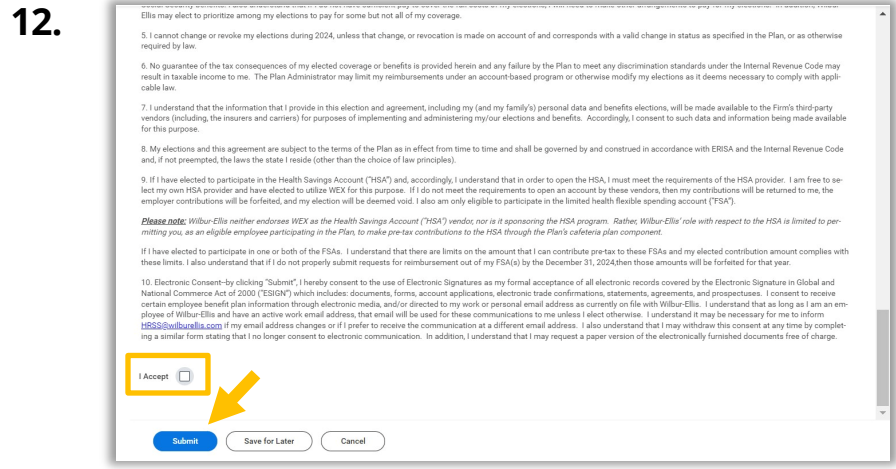
Locate the correct task and click **Change Benefit Elections**.



Once done making changes, click **Review and Sign**.



Go through each applicable section and click **Manage**, to update coverage.



Select **I Accept** and click **Submit** to send change request to Benefits. You will receive a confirmation once it has been processed.

