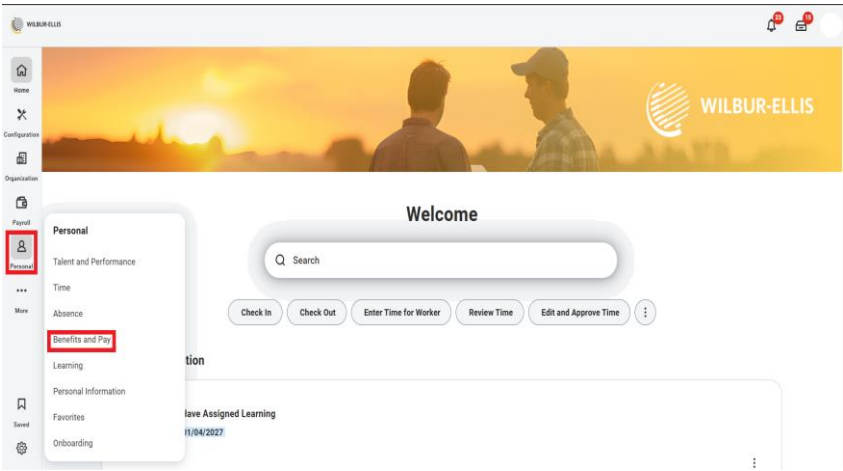


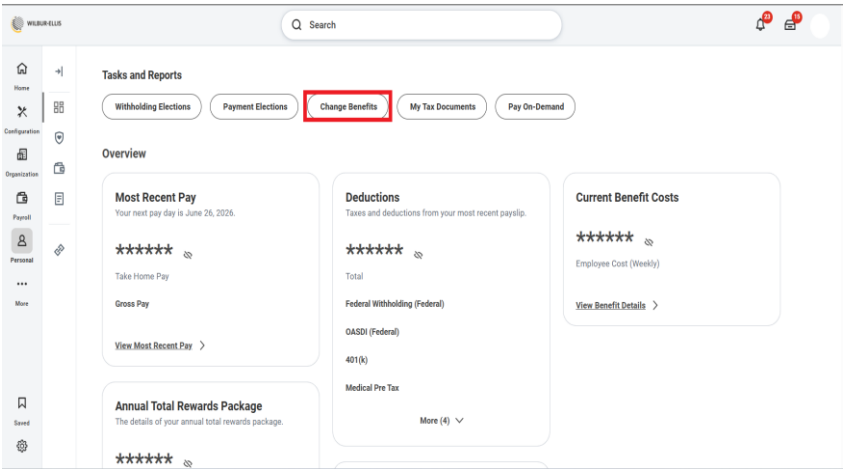
Submitting A Qualifying Life Event Change Request

1



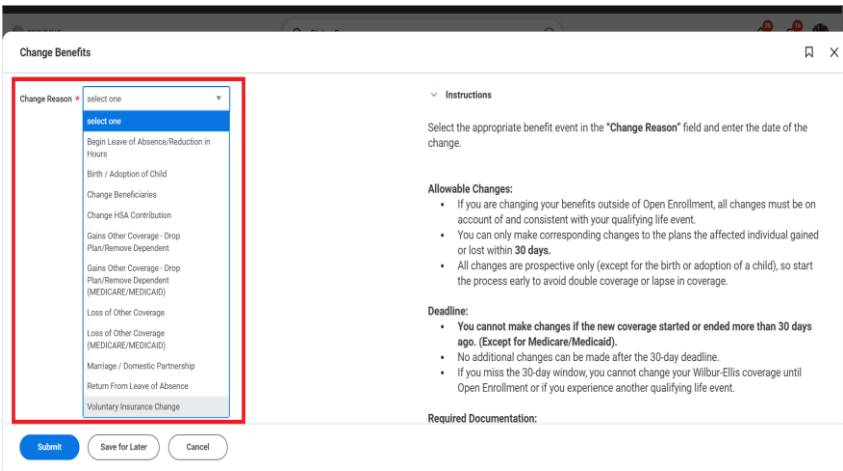
From your Workday homepage menu, hover over **Personal**, then click **Benefits and Pay**.

2



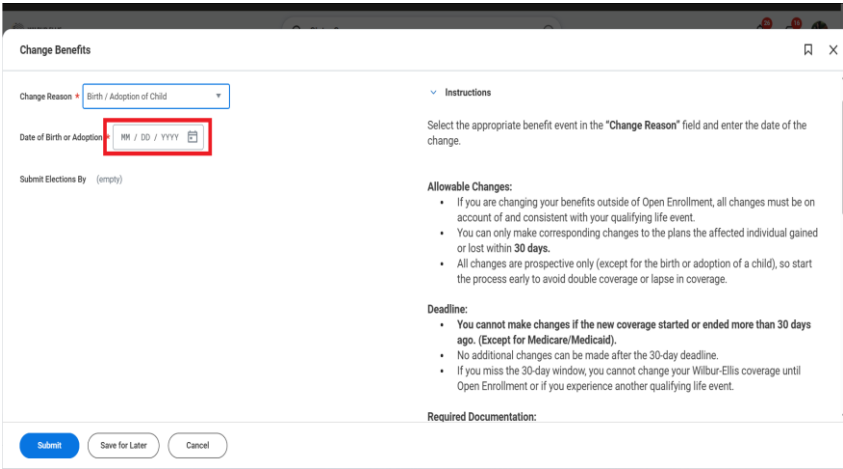
Click on **Change Benefits**.

3



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

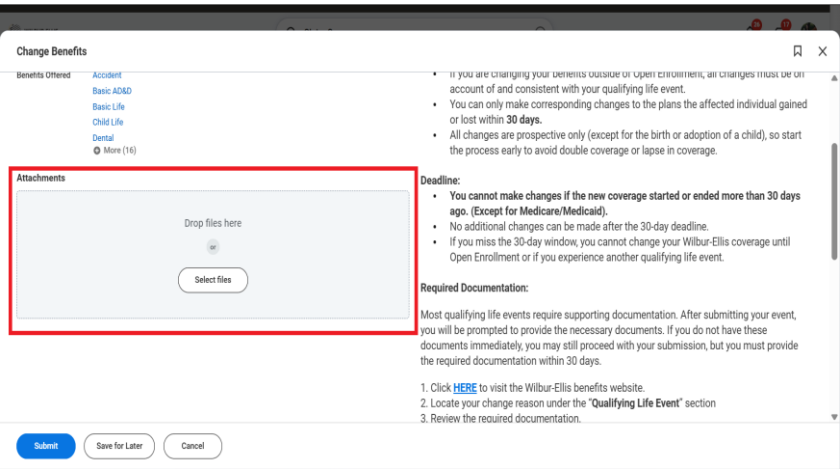
4



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

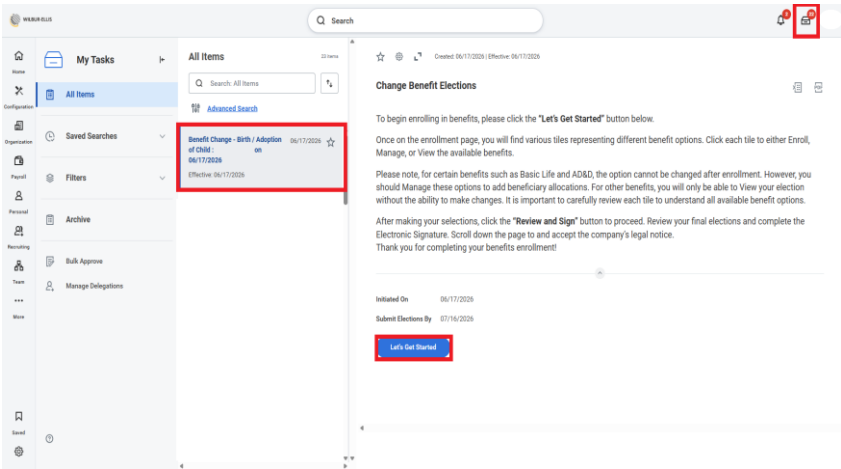
Submitting A Qualifying Life Event Change Request

5



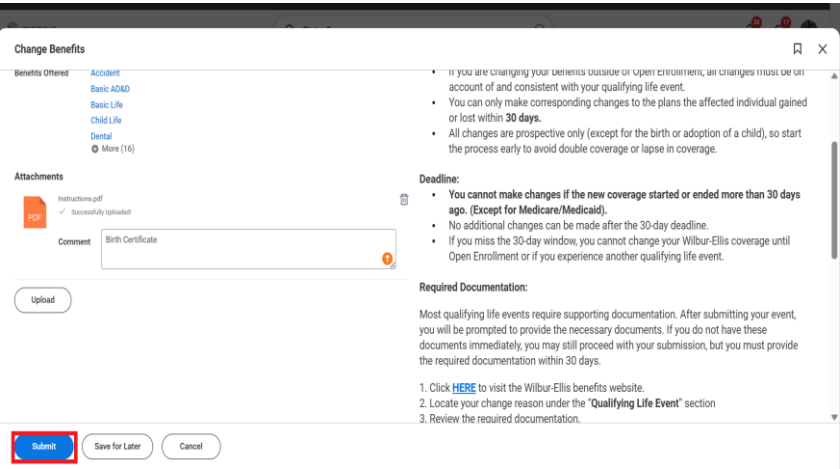
Add required documents. More information on what documentation/information is required can be found [here](#).

3



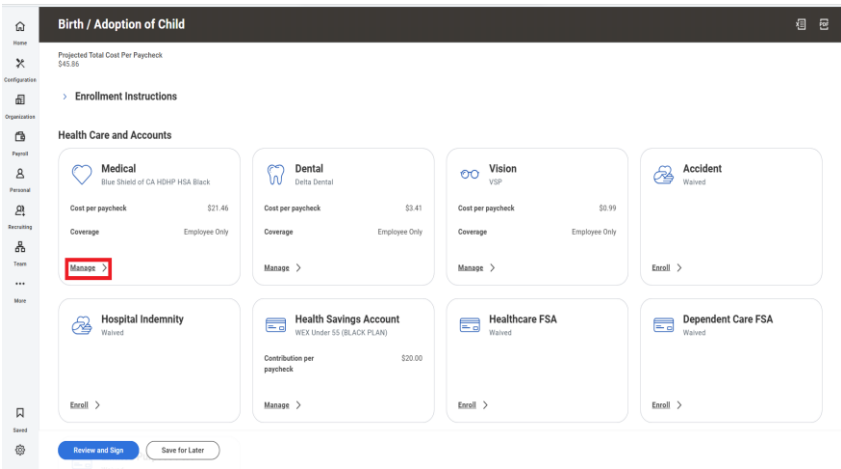
Navigate to **Your Tasks**. Locate the correct task, and click **Let's Get Started**.

6



Click **Submit**.

4



Go through each tile and click **Manage** to update/add coverage.



Submitting A Qualifying Life Event Change Request

1

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

3

Scroll all the way down, select **I accept**, and click **Submit** to send the change request to the Benefits team.

If additional documentation is required, the Benefits team will reach out to notify you. Once your request has been processed, you will receive confirmation.