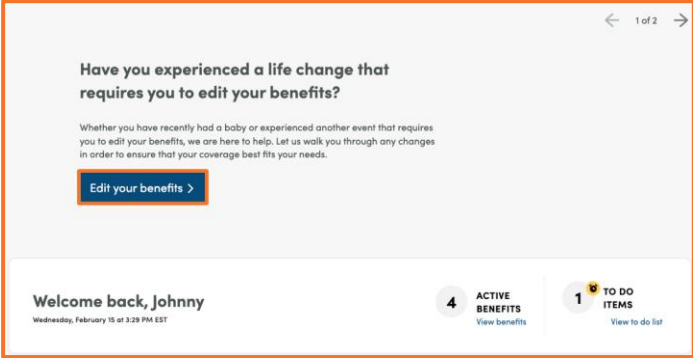
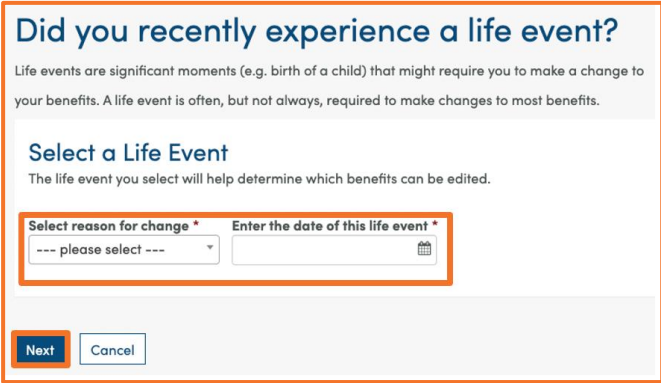
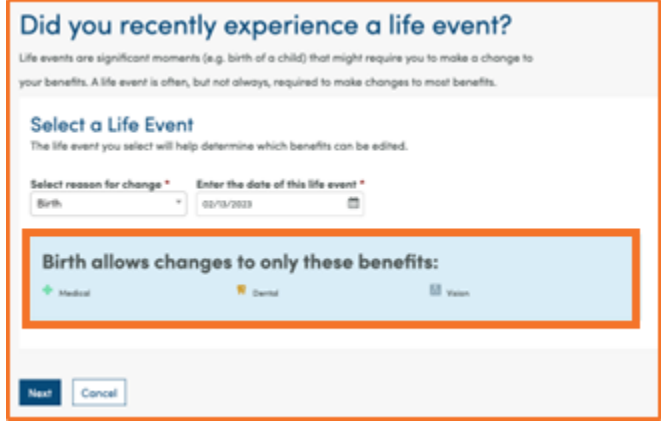


How to Enroll in Benefits as a Retiree During a Qualifying Life Event (QLE)

Complete the following steps to make benefit changes due to a Qualifying Life Event.

Step #	Procedure
1	<p>From the Benefitplace homepage, click Edit your benefits to update your benefit elections.</p> 
2	<p>Click the New life event button. Then, from the drop-down menu, select the Reason for the change and Enter the date of the event. Click Next to continue.</p>  <p>Note: A message displays after you select the reason for change indicating which benefits you are allowed to change based on your selection.</p> 



3

Review your current dependent information. Click **Edit** to update their information. To add a new dependent, click the **Add dependent** button and complete the required fields. Click **Next** to save your changes.

Name	Relationship	Date of Birth	Gender	Actions
Robert Trainlach	Child	01/10/2023	Male	Edit

[Add Dependent](#)

[Next](#) [Previous](#)

4

Select **Yes** or **No** on whether you or any of your dependents are covered by Medicare. Click **Next** to continue.

Covered by Medicare?

Providing Medicare information can help coordinate payment of medical expenses.

Are you or any of your dependents covered by Medicare?

Yes

No

What is Medicare?

[Next](#) [Previous](#) [Cancel](#)

5

If applicable, add the new dependent to your benefits by selecting the applicable checkbox next to the coverage you would like to update.

Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.

Jenn Trainlach
Child
Next dependent(1/2)

Manage Jenn's coverage.

Medical Dental Vision

6

To make changes, click **Edit coverage** below each benefit you want to change. All persons covered by this benefit will be noted with a checkmark. Click **Save changes** to confirm your new benefit elections.

Update your Medical coverage

(M) Consumer Driven Health Plan - Retiree 2023

Offered By: CIGNA
Requested Coverage Level: Retiree and Child(ren)
Effective Date: 01/10/2023

Persons Covered: Johnny Trainlach Robert Trainlach Mason Trainlach Jenn Trainlach

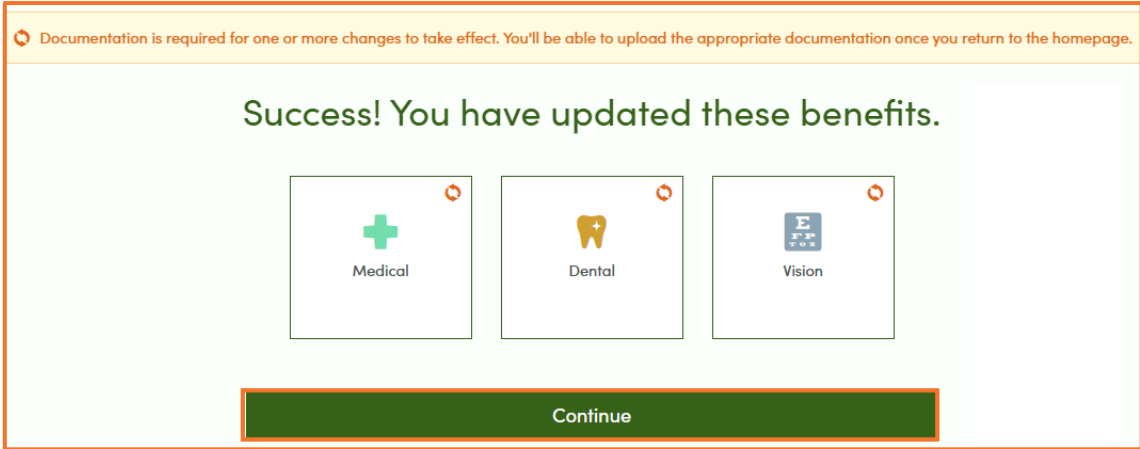
[+Add](#)

Edit coverage [Show Plan Details](#)



7

After finalizing your benefit elections, a confirmation page displays summarizing your updates. Depending on your life event, additional documentation may be required before your changes take effect. Click **Continue** to return to the homepage.



8

From the homepage, click the **Profile** tab and select **Document Center** to upload supporting documentation.

