

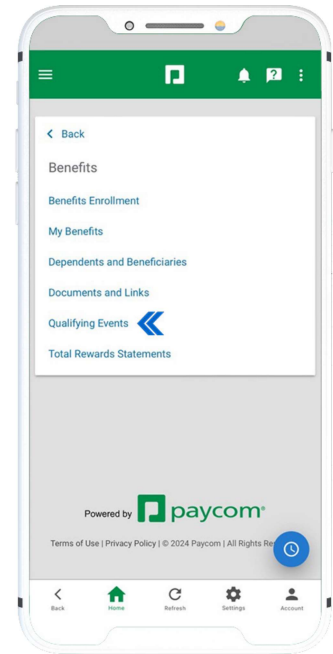
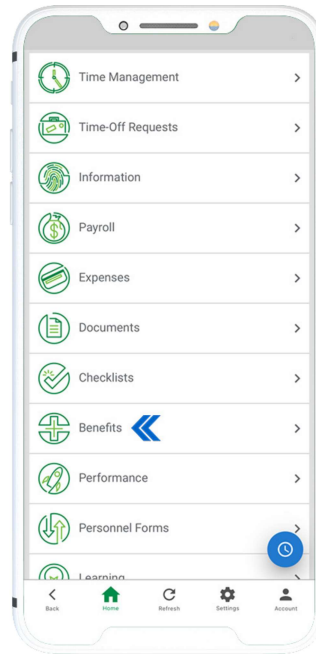
Show Me How

to Add a Qualifying Event

BENEFITS ADMINISTRATION

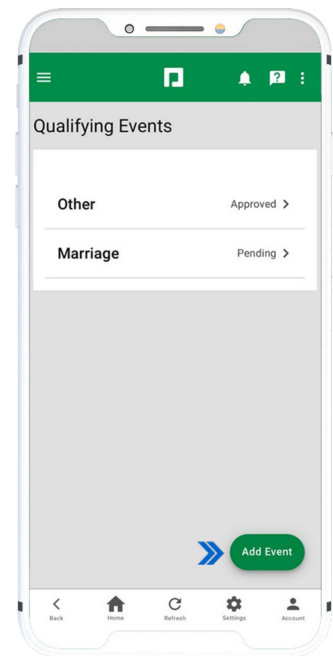
STEP 1

Log in to Employee Self-Service® and navigate to Benefits > Qualifying Events.



STEP 2

Tap "Add Event" to add a qualifying event.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

Show Me How

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BENEFITS ADMINISTRATION

STEP 3

Add the date and any additional notes or documents. When finished, tap "Add."

Your employer will review your event type and approve it or follow up for more information.

