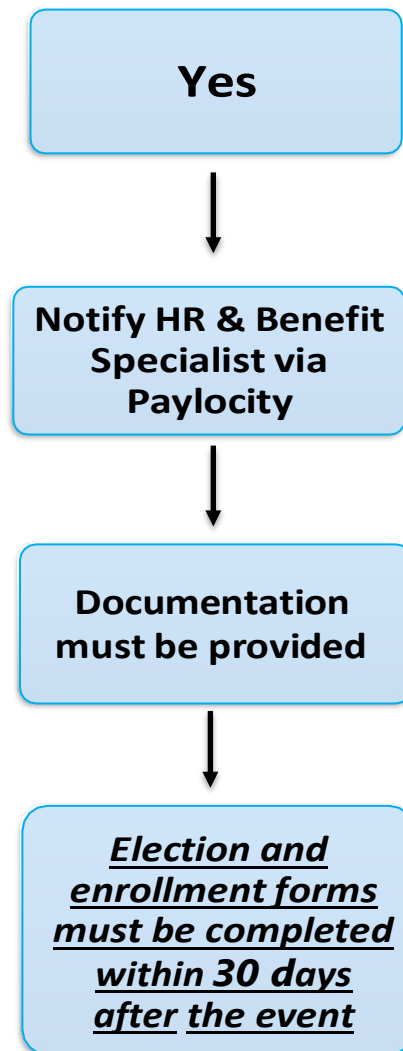




## UPDATES/CHANGES TO BENEFITS

### HAVE YOU EXPERIENCED A QUALIFYING LIFE EVENT?

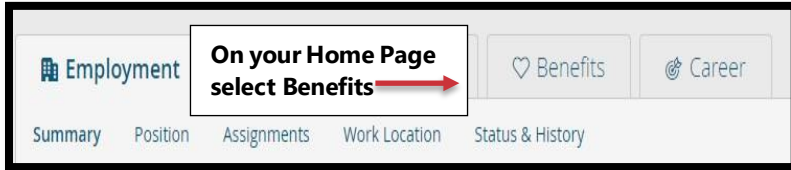




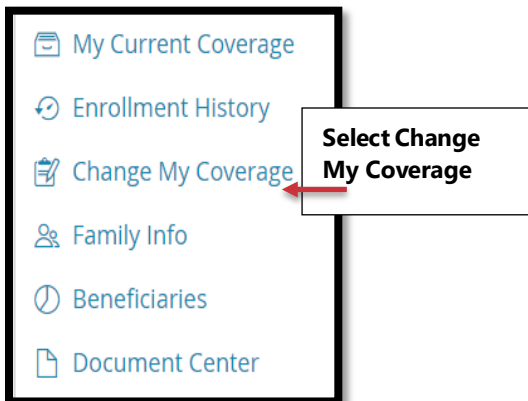
## Updates/Changes To Benefits

If you wish to make changes to your benefits, you may submit your request via Employee Self Service

### Step 1:

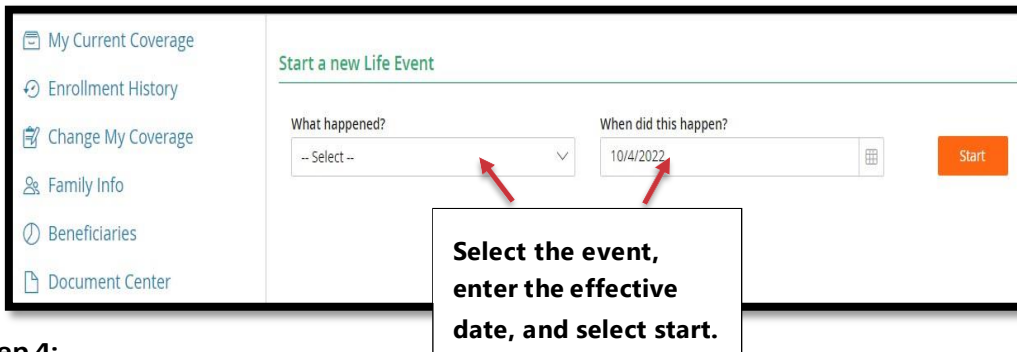


### Step 2:

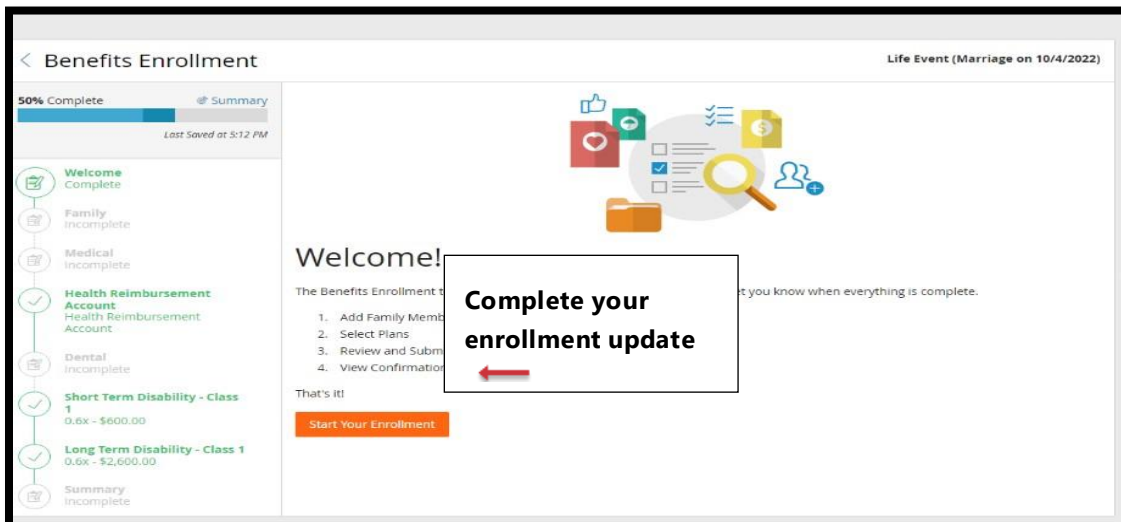


*\*Please see the list of Qualifying Life Events\**

### Step 3:



### Step 4:





## Qualifying Life Events

***Enrollment or changes to your plan may only occur during Open Enrollment and New Hire Orientation. Updates or changes are permissible outside the enrollment period due to a qualifying life event.***

Below is a list acceptable qualifying events, please submit your documentation via the ESS Portal, *changes cannot be considered without proper documentation:*

- **Change in Marital Status:** Marriage, Divorce **Acceptable Documentation:** Judgments, decrees or orders, Marriage certificate, Filed court papers.
- **Change in Dependents:** Gain a new Dependent as a result of marriage, birth, adoption or placement for adoption, Foster Care **Acceptable Documentation:** Adoption paperwork, Birth Certificate, application for birth certificate **\*\* Removal of minor child can occur if request is accompanied by proof of other insurance coverage.**
- **Change in Employment:** Spouse gains experiences a loss of coverage, Spouse or Domestic Partner coverage becomes active **Acceptable Documentation:** New Hire Welcome Letter, Termination letter from employer or Termination letter from previous health plan; spouse's employer, confirming the first or last day of employment, and/or the first or last day of benefits coverage.
- **Change in Dependent Eligibility:** Due to plan requirements (e.g., loss of student status, age limit reached). **Acceptable Documentation:** Letter/documents indicating loss of student status, age limit reached.
- **Change in Residence:** (e.g., employee or dependent moves out of plan service area) **Acceptable Documentation:** Government correspondence, utility bills, rental or mortgage documents, and homeowner's insurance. Must include your new address and date of the move.
- **Entitlement to Medicare or Medicaid:** **Acceptable Documentation:** Letter indicating coverage in Medicare.
- **Change in Hours:** Work less than 30 hours per week on average, if the employee and covered family members enroll in another plan providing minimum essential coverage. **Acceptable Documentation:** Documents showing change in hours, document showing family members have enrolled in another plan providing minimum essential coverage.

***Thank you,***

***PDC Machines***