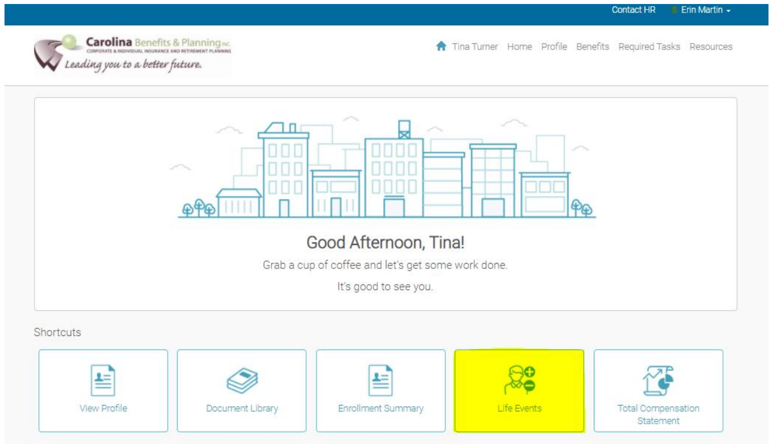
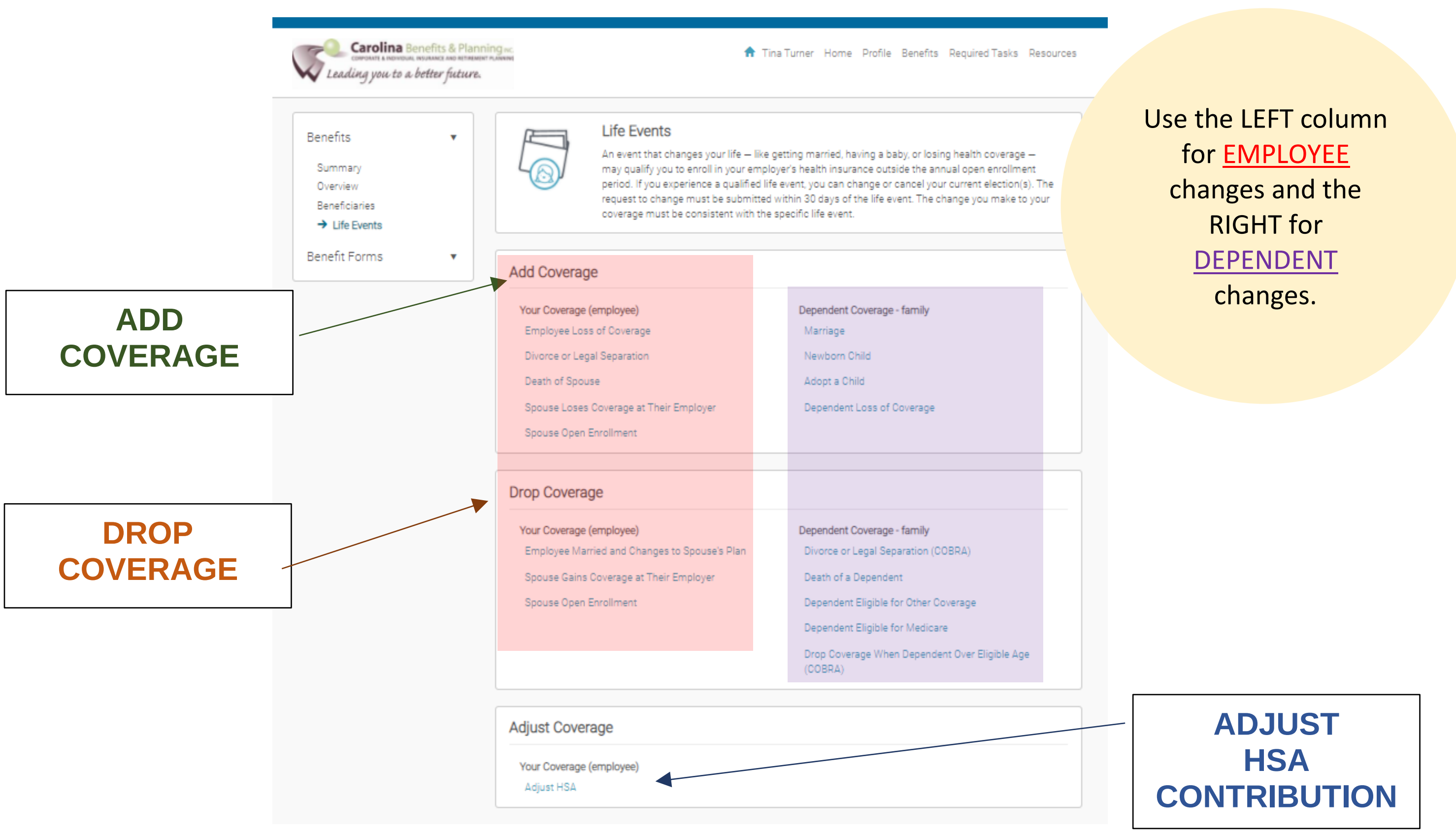
How to Process a Qualifying / Life Event

1. From your Employee Navigator Homepage – click the Life Events Box



2. You will be directed to the following page where you can make one of the following requests:



3. Please make sure to read instructions provided for entering the correct effective dates of coverage to confirm the event is processed accurately. HR may require you to provide additional documentation before approval of the request.

4. If you have any questions about this process – contact Carolina Benefits & Planning

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