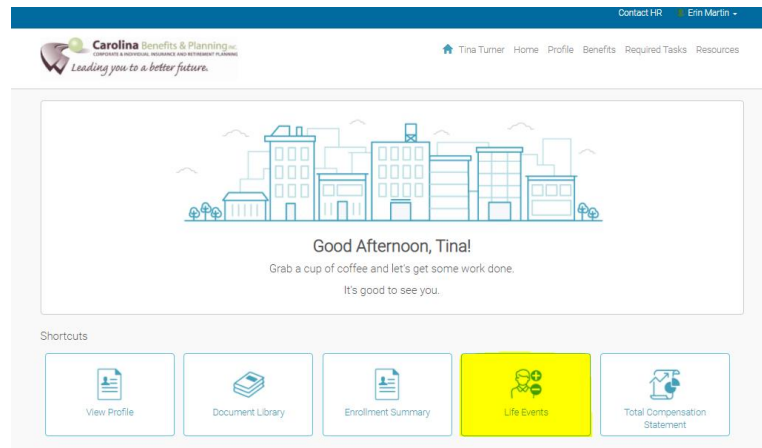
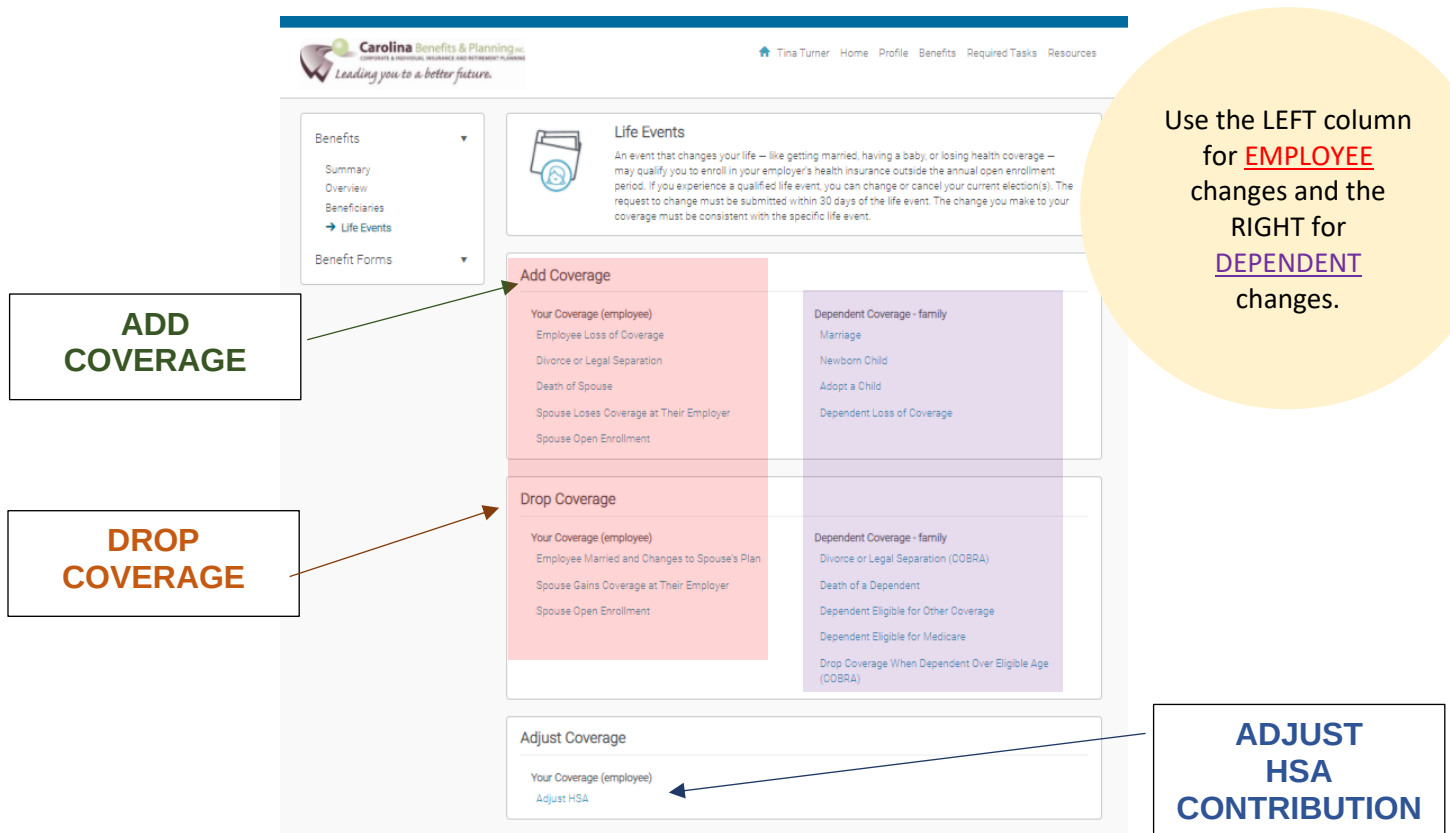


How to Process a Qualifying / Life Event

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:



The screenshot shows the 'Life Events' page. A yellow circle on the right contains the text: 'Use the LEFT column for **EMPLOYEE** changes and the RIGHT for **DEPENDENT** changes.' Annotations point to specific sections:

- ADD COVERAGE** points to the 'Add Coverage' section, which lists events like 'Employee Loss of Coverage', 'Divorce or Legal Separation', 'Death of Spouse', 'Spouse Loses Coverage at Their Employer', and 'Spouse Open Enrollment'.
- DROP COVERAGE** points to the 'Drop Coverage' section, which lists events like 'Employee Married and Changes to Spouse's Plan', 'Spouse Gains Coverage at Their Employer', and 'Spouse Open Enrollment'.
- ADJUST HSA CONTRIBUTION** points to the 'Adjust Coverage' section, which lists 'Your Coverage (employee)' and 'Adjust HSA'.

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