



How to Enter a Qualified Life Event (Employee) Quick Guide

1. Log into MarketLink
2. On the top toolbar, select **I want to**
3. Choose **Add Life Event**
4. Click on the Life Event that meets your needs
*Screen shot below does not reflect all Life Events available.

Resources & Forms

Health & Wellness

I want to

Add Life Event

View My Profile

5. Enter the effective date and click on the box to certify the valid Life Event. Then, click on Save

6. Click on **Enroll Now**

I want to

Enroll Now

7. Click on **Get Started**

Get Started

8. You will then proceed through the benefit enrollment to make your intended changes

9. Review your changes and click on **I'm Done Enrolling**

Pending Life Event - The added life event, Birth, is currently pending approval.

Please Note: Your change(s) will not reflect (with carriers and payroll) until your Life Event is approved by your HR Administrator. Once approved, the change(s) will be retroactive to the effective date of the event

Back I'm Done Enrolling

Most Frequent Life Events

Birth

Marriage

Divorce

Employee

Spouse

Dependent

Loss of Dependent Status

Domestic partnership creation

Overage Dependent

Significant Change in Cost of Coverage

Legal Separation

Death of Dependent

Birth

Congratulations and best wishes to you and the newest member of your family.

Birth of a child is a qualified change in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status. Example: When you have a baby, you may change your medical coverage from single to family coverage.

Month

Day

Year

Acknowledgement

I certify that this is a valid life event

Benefits Menu

overview

Welcome Letter

Review Profile

Add/Edit Dependents

Health Benefits

Life and Disability

Spending Accounts