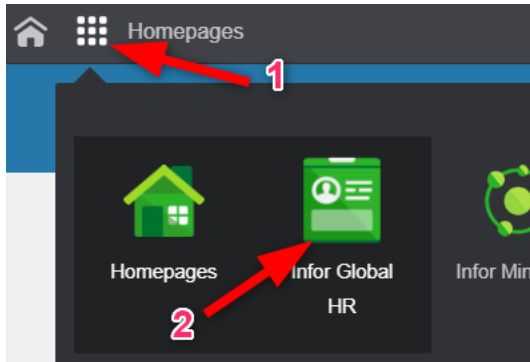## Creating a Life Event

Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:

1)Click the grid in the upper left corner.
2)Click on the Infor Global HR icon.

You can create and edit life events in Global HR, this would include a change in marital status, children, and other life events.

To access your life events click on the title of the Life Events widget on your home page or from the left menu select Benefits and then Life Events.
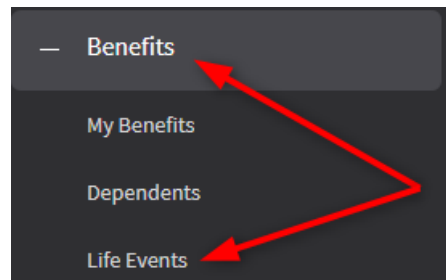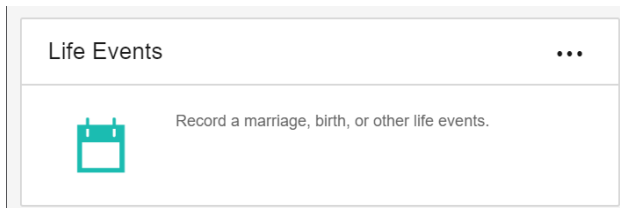
1) In the upper right of the screen click on Add Life Event.
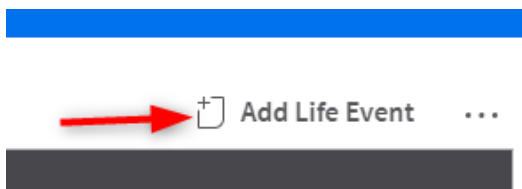
2) Click on the search icon, choose your Life Event, and click Ok.

3) Enter the date the Life Event happened for Event Date and click Submit.

Event Date *

8/4/2021

| Cancel | Submit |

You should now see the Life Event listed under Current Life Events.

Current Life Events

	Life Event
☐	Birth, Adoption or Guardianship of Child

4) Double click on the New Hire Enrollment event.

Current Life Events

	Life Event
☐	Birth, Adoption or Guardianship of Child

5) Click Next in the upper right of the screen to see the Instructions

Previous   Next

6) Click Next to see your Current Benefits

Previous   Next

7) Click Next to get to the Dependents screen.

To Add Dependents

- Click Add
    - o   Enter Dependent or Beneficiary Name (First, Middle, Last)
    - o   Choose Relationship from drop down
    - o   Birthdate
    - o   Gender
    - o   Smoker (you do not need to complete)
    - o   Student (you do not need to complete)
    - o   Disabled (special documentation will be required)
    - o   Identification Number (Social Security Number)

- o Enter Telephone Numbers
- o Enter Email Address (Optional)
- o If dependent lives at your residence, leave Same As Resource Residence Address checked
- o If dependent lives at another location, check Other Address and enter their address

Employees will need to attach documents for proof of dependent eligibility. For spouses a copy of the marriage certificate or the top page of the most recent 1040. For children a copy of their birth certificate.   This will be done in the Documentation Section later.

8) Click Submit to continue.

9) If you have additional Dependents, click Add and follow process above.
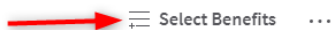
10) Click Next to continue.

11) Click View Worksheet to View/Print Plan Options and Cost.
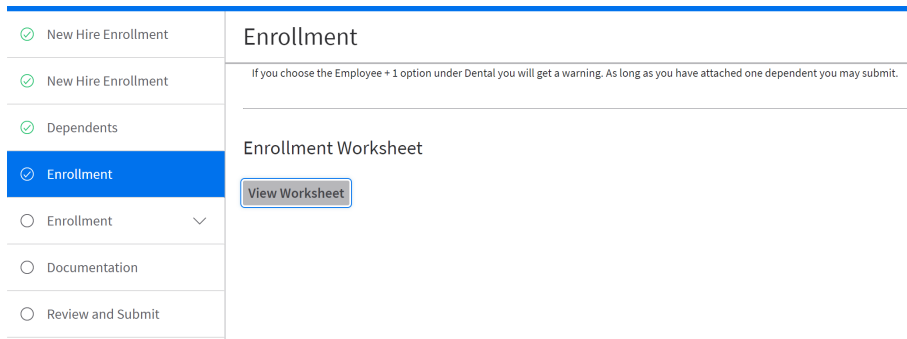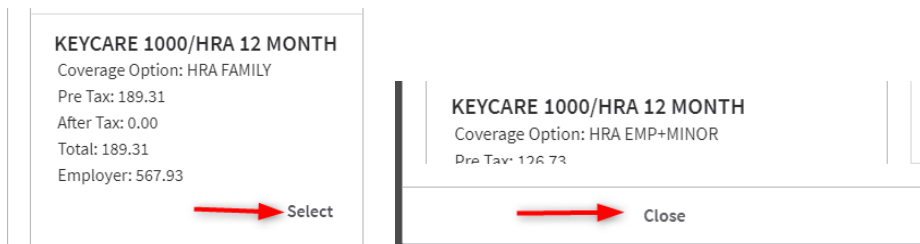

12) Click Next to continue

13) Select Health under Enrollment in left toolbar

14) Click on Select Benefits in the upper right of the screen.

15) Click Select on the option you would like to choose. Then click Close.

16) If your plan option requires dependents, click on Enroll Dependents.

ⓘ
Selected Plan
Minimum number of dependents not selected; Please select at least 2

Enroll Dependents Withdraw View Details

17) Enroll Dependents

- o   Select which dependents will be covered under elected plan
- o   Click Save And Return To Enrollment in the blue bar at the top.

18) REPEAT THIS PROCESS FOR EACH OF THE BENEFIT PLANS LISTED UNDER ENROLLMENT

19) Flexible Spending Account Elections - (FSA) Medical and/or Dependent care, be sure to enter ANNUAL amounts. **Medical is for medical expenses for you and your dependents. Dependent care is for Day Care type of expenses for your children/dependents.** You will automatically be enrolled for the Health Reimbursement Account (HRA) once you make your Anthem election. You do not have to participate in FSA in order to receive HRA. The HRA is tied to your Anthem Election.

20) Then click Next.

21) If you have any dependents you will need to attach documentation (birth certificates, marriage license, 1040, etc). Please scan all documentation into one document and attach here.

Attached Documents

Please attach the support documentation if adding dependents

[🗀]

22) Then click Next.

23) Review and Submit. When you review, look and clear up any errors or warnings. Please note if you are choosing Employee plus 1 for Dental only – it will show a warning. As long as you have one dependent tied to this election you are OK to ignore that warning only and submit. All other warnings and errors must be cleared before submission.

Review and Submit

Submit Your Enrollment

[Submit]

24) Click Submit then Submit again.

Submit

Click OK to confirm you are submitting your benefits

| Cancel | **Submit** |

25) At this point you will be able to review and print confirmation of the benefit plan and information selected.

Confirmation

Click View Confirmation to print out confirmation of plans selected

View Confirmation