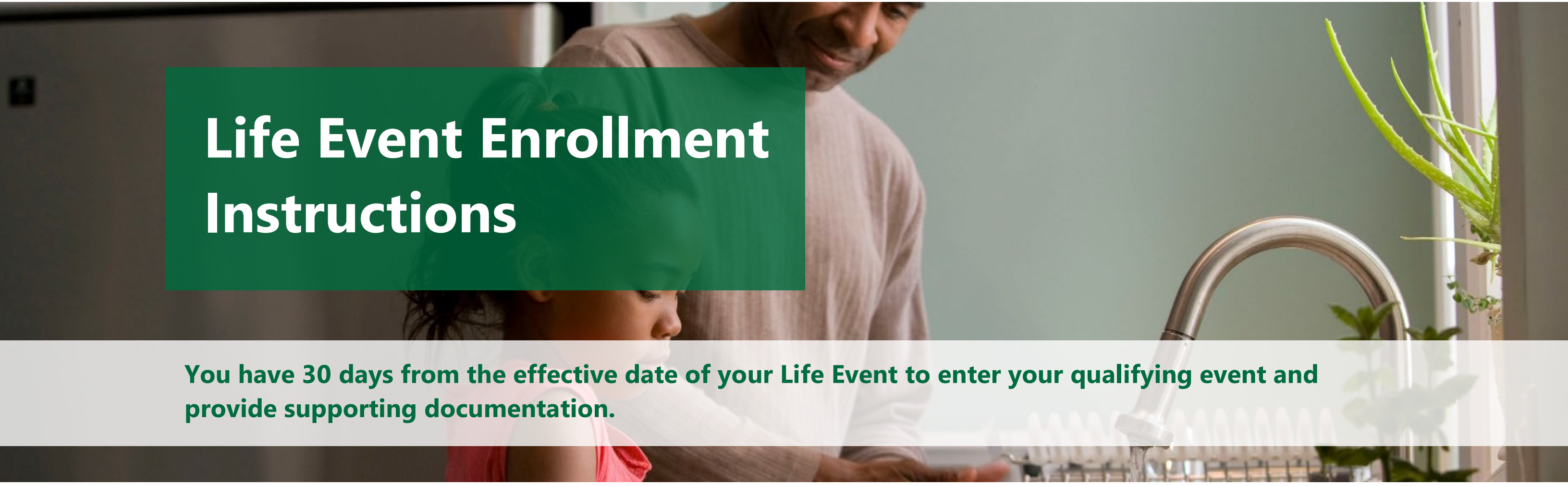

Life Event Enrollment Instructions

You have 30 days from the effective date of your Life Event to enter your qualifying event and provide supporting documentation.

ONLINE ENROLLMENT

Step 1:
Click the Enrollment icon from your PSDKey Dashboard.

Step 2:
In the **Life Events** section on your homepage, click on the life event reason to begin the enrollment process.

Step 3:
Enter the date of your life event.

Step 4:
Add the new dependent's information, if applicable, by clicking on **"Add Dependent"** and complete all of the required fields (*). Click the **"Continue"** button.

Step 5:
Verify the information is correct, click **"Save and Start Life Event Enrollment."**

Step 6:
You will be taken directly to your Life Event Enrollment.

Enroll or waive your dependent in each of the applicable benefit plans. Click the **"Continue"** button.

Step 7:
Review Elections and Agree – Review the elections you have made for the current plan year. After you have read the agreement language, click the **"I agree"** box and then **"Complete Enrollment."**

- **Evidence of Insurability Form** – If you newly elected a benefit that requires Evidence of Insurability, complete an Evidence of Insurability Form, which will pop up during your enrollment. When the carrier approves the requested amount, the system will be updated, and the new coverage amount will be reflected on your confirmation statement and in your paycheck.

Step 8:

Enrollment Complete – You will be taken to your confirmation statement displaying the elections you have made for the current plan year. It is recommended that you send yourself an email confirmation of your benefit elections. If you do not see the option to send an email, it means you do not have an email address listed under the address information section.

Step 9:

Documentation - After reviewing your Confirmation Statement for accuracy, your next step will be to upload the supporting documentation for your life event.

IMPORTANT: The changes you have made will not be approved until you have uploaded the appropriate supporting documents.

- Click on the **"My Profile"** tab on your home page and then click on the **"Employee File"** link on the left hand side of the screen.
- Click on **"View and Upload Documents"** beside yourself or the dependent that is being added ore removed from coverage.
- Use the drop box under document type to choose what type of document you are uploading. Then click the File button to search for the document you would like to upload.
- Enter a title for your document (ex: Adding son to coverage, removing spouse from coverage, etc.), you may also enter a description if you'd like.
- Once completed click Save.

Remember to click on the **"Log Out"** button, located at the top right corner of the screen, when you are finished.

QUESTIONS

If you have benefits questions, please email at **nfoster@pennridge.org.**

Important: You can access the StreamLink system from any computer with internet access. The system is available 24 hours a day. Security of the StreamLink site can be verified by clicking on the secure seal on the bottom of the login page.