

MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year, unless you are affected by one of these life changing events:

- Getting married or divorced,
- A change in job status (for you or an enrolled dependent),
- Having a baby or adopting a child, or
- An enrolled child turning 26.

If you experience any of these qualifying events, you must provide the required supporting documentation and make changes within **30 days** of the event.

1. Login to www.benefitsolver.com.
2. Click on the 'Start Here' button to change your benefits or your basic information.
3. Select the life event button and make your changes.

Do You Have Questions?
If you need additional assistance, please contact the Benefits Service Center. We look forward to helping you!
Hours: 8:30 a.m. - 6:00 p.m. EST
Toll-Free Number: 1-855-841-4770

Enroll as Easy as 1-2-3
LINDA, welcome to your one-stop for all your benefits-related needs!
Enrolling in your benefits is simple and valuable time spent.
1. Explore your options.
2. Select the benefits that fit your needs.
3. Confirm your choices.

Benefit Effective Date

- Medical plans are effective the first of the month after date of hire.
- Rx, Dental and Vision are effective the first of the month after 60 days from date of hire.
- Basic Life and Accidental Death & Dismemberment is valued at 1x (Annual Salary) plus \$7,500 for classes 1, 5 and 6A.
- Basic Life and Accidental Death & Dismemberment is valued at 3x (Annual Salary) plus \$15,000 for class 2.

Reason for Change to Timothy ZZZZTest

Select the reason for change that applies and enter the date of the event. The Date of Event field should be populated with the actual date, i.e. date of birth, date of marriage, date of termination. Coverage effective dates and termination dates will automatically be calculated based on the date of event entered. If entering a coverage correction/change, enter the effective date of the change.

LIFE EVENT