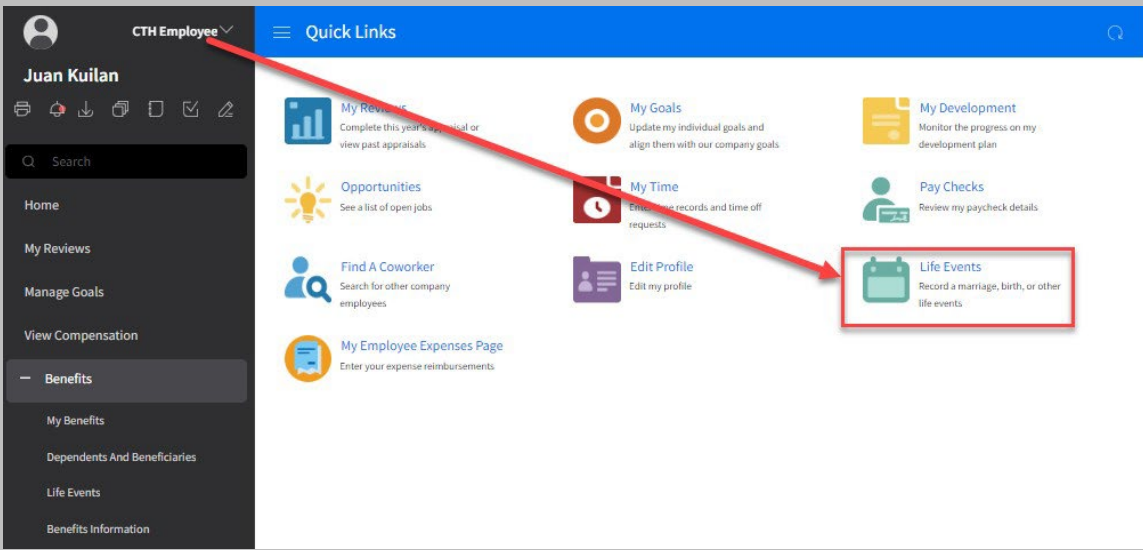
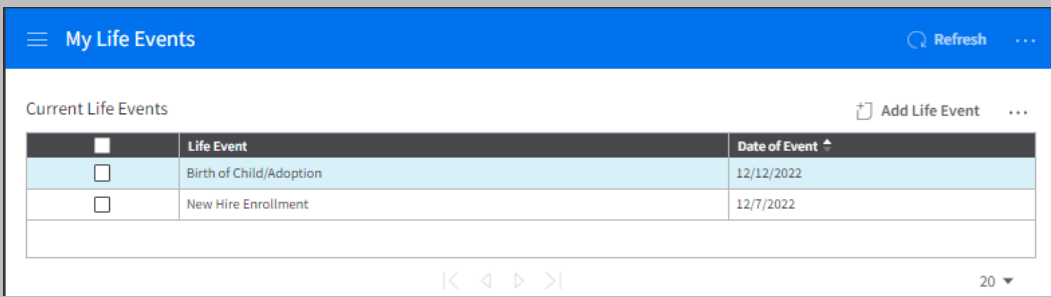
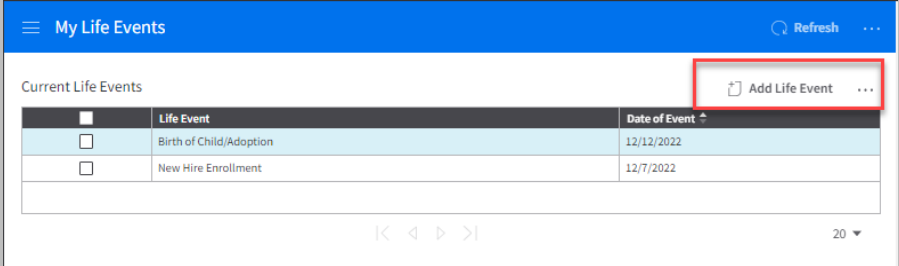
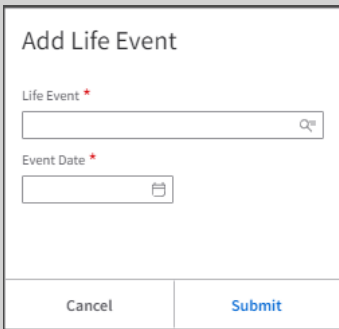


Business Process Level 1	Employee Administration to Benefits
Business Process Level 2	Benefit Event to Enrollment
Business Process Level 3	Qualified Life Event
Purpose	Use this procedure to create a Life Event
Roles	Employee

ID	Required Steps Highlighted in Gray	Data Values
1	<p><b>CTH Employee&gt; Life Events</b></p> 	
2	<p><b>My Life Events window will open</b></p> 	<p>If you see this option: click on 'New Hire Enrollment' and follow the step on the screen.</p>
3	<p><b>Click Add Life Event</b></p> 	<p>If you don't see "New Hire Enrollment", continue these steps</p>

4	The Add Life Event window will open	
5	<b>Life Event</b> Select the appropriate Life Event <div>  </div>	
6	<b>Event Date</b> Select or enter the date of the life event, select today's date.	
7	<b>Click Submit</b>	

New hire/adding spouse due to marriage or loss of coverage/  
adding new born: Select New Coverage Outside of Carson Tahoe

Select 'Life Event' ×

Life Events

Topic	Event	Description
	[A] <input type="text"/>	[A] <input type="text"/>
	Birth of Child/Adoption	Birth of Child/Adoption
	New coverage obtained outside of Carson Tahoe	New coverage outside of Carson Tahoe
	Death of Dependent	Death of Dependent
	Death of Spouse	Death of Spouse
	Divorce	Divorce
	FLEX TEST	Death of Spouse
	Marriage	Marriage
	New Hire Enrollment	New Hire Enrollment

< > 20

### Additional Information / Tips

When uploading documents:

New Hire: upload a piece of paper that says “new hire start date: XXX”

Adding a spouse due to loss of coverage: Upload proof of service from previous insurance that ended

Adding spouse due to marriage: Upload marriage certificate

Adding new born due to birth/adoption: Upload Birth Certificate OR Proof of Birth given to you from hospital

Removing spouse or child due to obtaining insurance outside of hospital provided insurance: Upload new proof of coverage, specifically stating effect date

Removing spouse due to divorce: Upload Divorce Decree