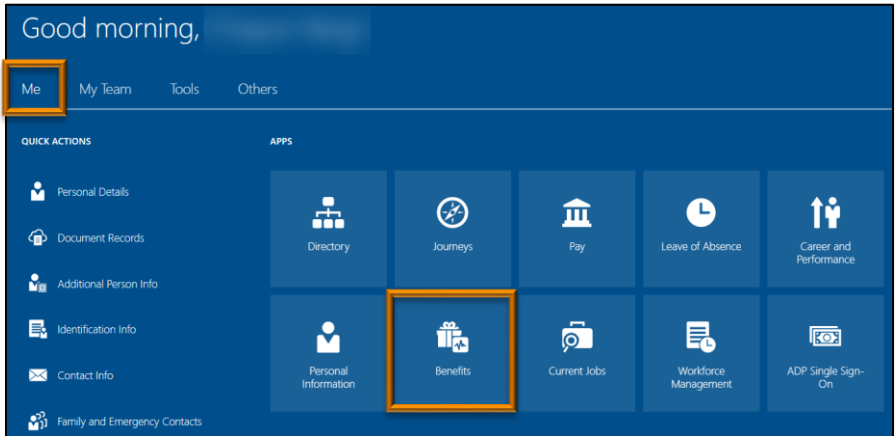
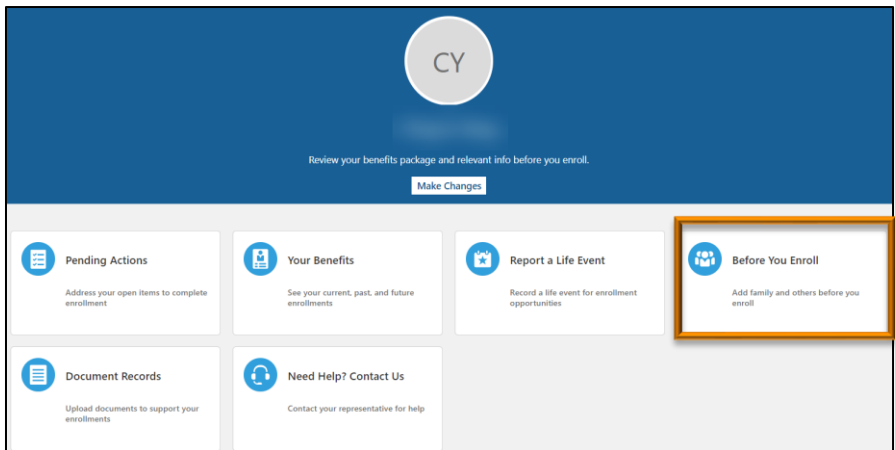
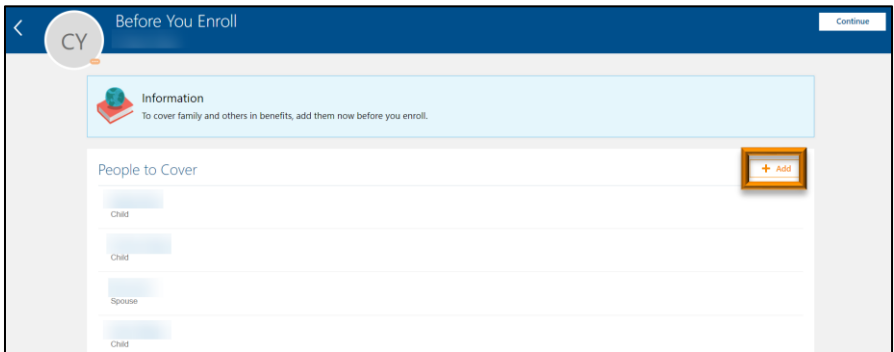
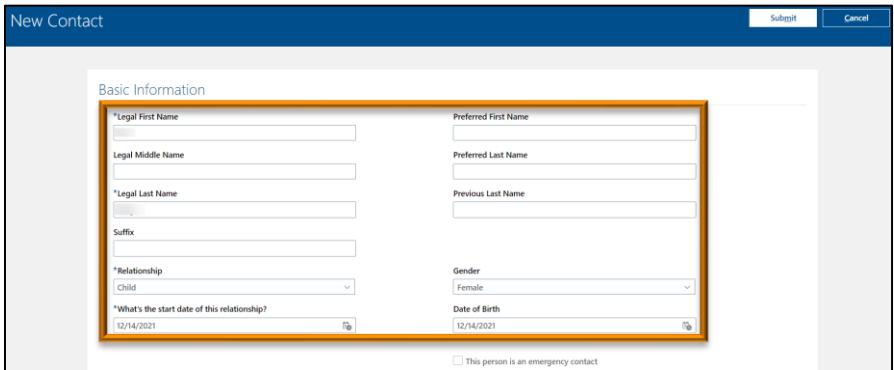
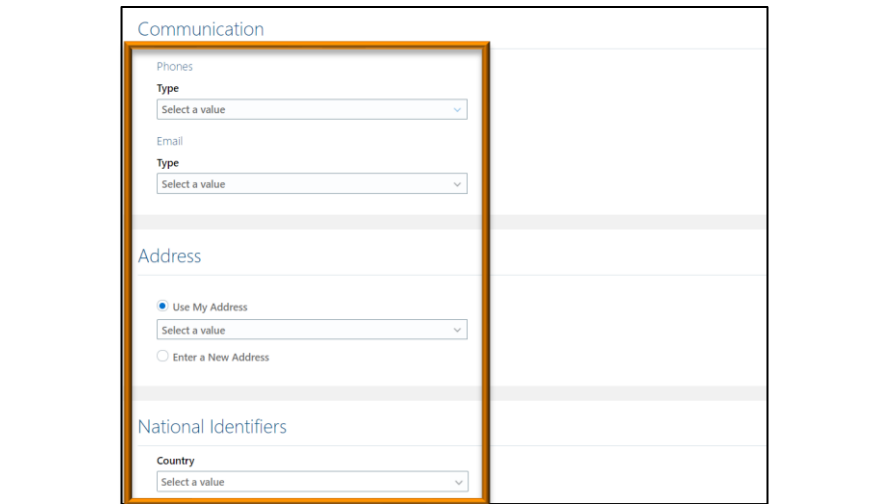



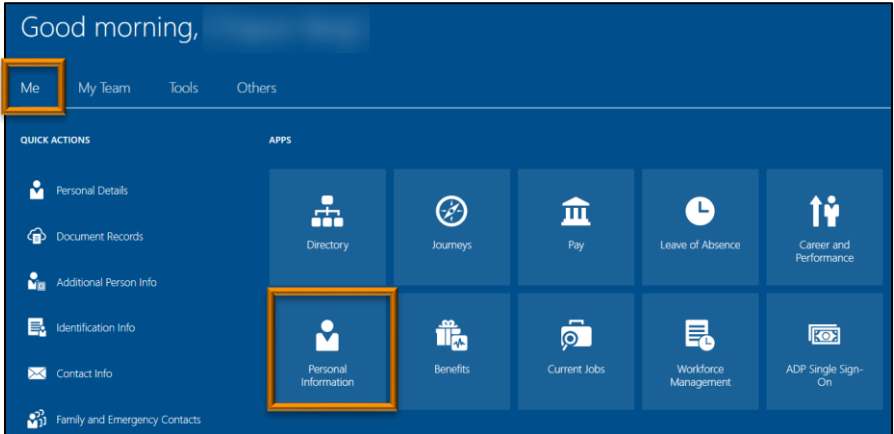
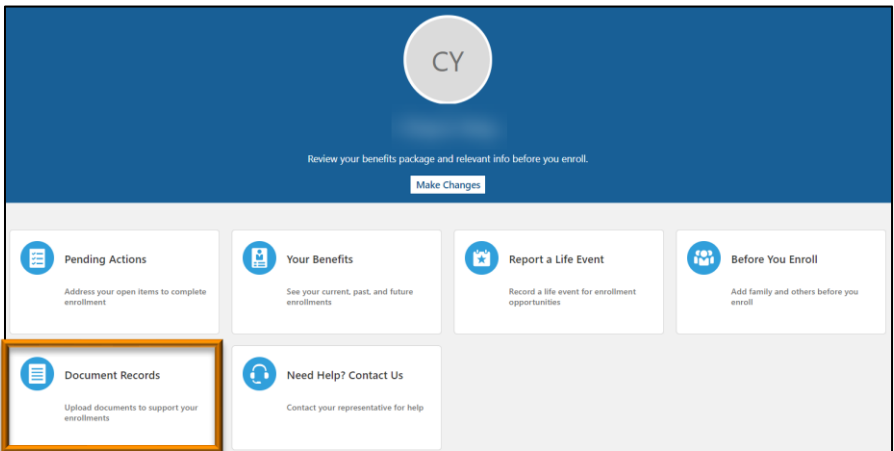
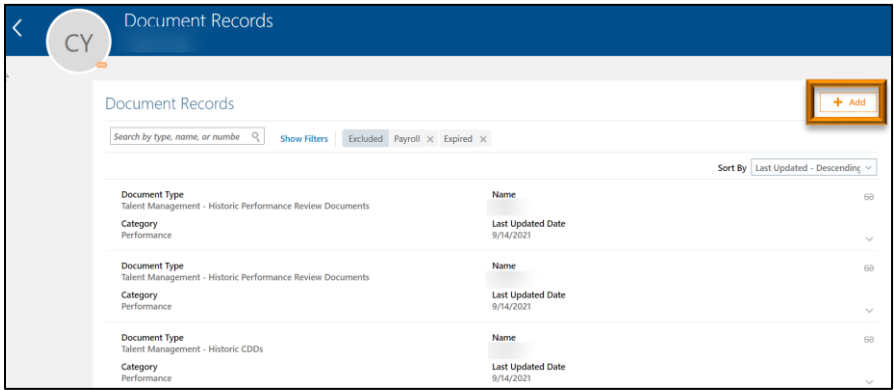
Instructions for Non-Union Craft to Submit Qualifying Life Events

Add Dependents and Contact Information

Step	Instructions	Example
1	<p>As a team member, you can report a life event such as marriage, birth of a child etc., and make changes to enrolled benefits on Team Member Workbench. The first step is to add the required dependents. In this example, we will add a child as a dependent.</p> <p>To do so, on the Team Member Workbench home page, click the Me tab.</p> <p>Click the Benefits tile.</p>	
2	<p>On the Benefits page, click the Before You Enroll tile to add dependents.</p>	

Step	Instructions	Example
3	On the Before You Enroll page, click Add in the People to Cover section.	
4	On the New Contact page, populate the details, as required. Note: All the mandatory fields are marked with an asterisk (*).	
5	Scroll down to the other sections such as Communication , Address , National Identifiers etc. Click the respective drop-down menus and populate data, as required. Note: National Identifiers field will need to include the SSN if you wish to cover the person as a dependent.	
6	Scroll up and click Submit to add the dependent.	

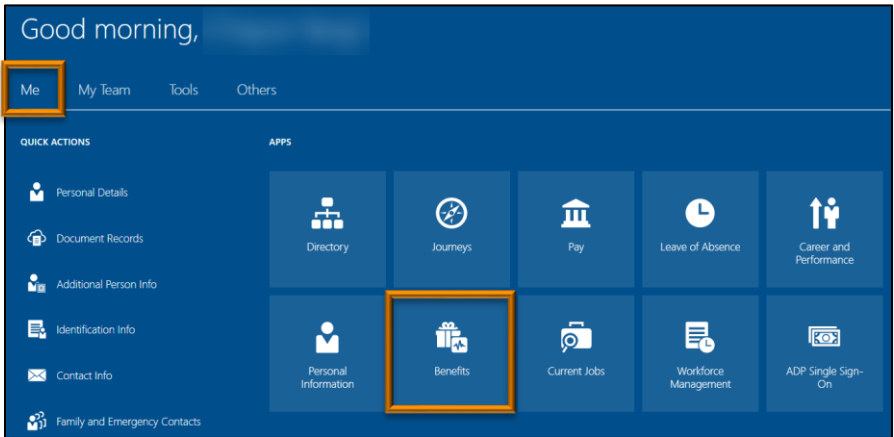
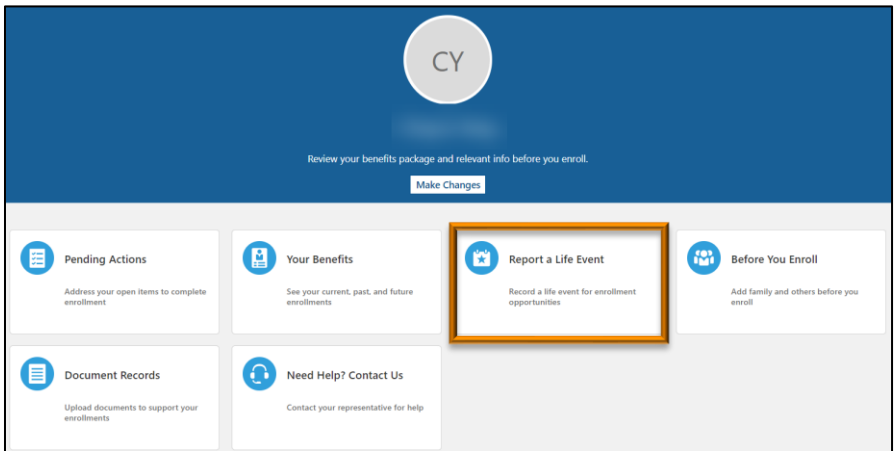
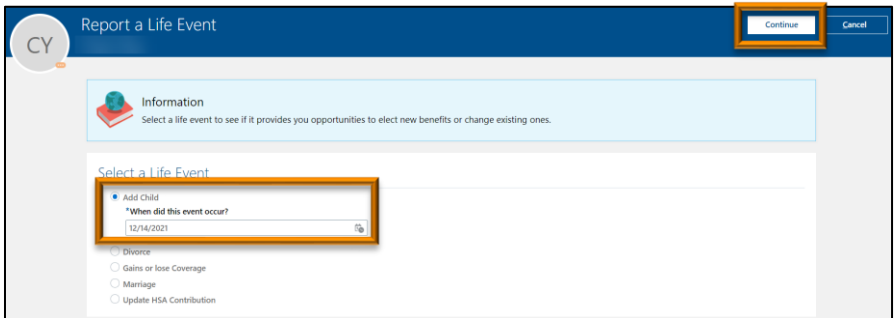
Upload Supporting Documentation


Step	Instructions	Example
1	<p>After adding a dependent, it is mandatory to upload supporting documents such as Birth Certificate, Marriage Certificate, etc.</p> <p>To do so, on the Team Member Workbench home page, click the Me tab.</p> <p>Click the Personal Information tile.</p>	
2	<p>On the Benefits page, click the Document Records tile to add relevant documentation.</p>	
3	<p>On the Document Records page, click Add.</p>	

Step	Instructions	Example																
4	<p>Click the Document Type drop-down menu and select the relevant type of document. In this example, we will select Birth Certificate.</p> <p>Note: For benefits-related processes, you need to select a document type listed in the Benefits category only.</p>	<div><div><div><div><div><div></div><div>CY</div></div><div>Add Document</div><div><div>Submit</div><div>Cancel</div></div></div><div><div>Document Details</div><div><div><div>*Document Type</div><div>Select a value</div><div><div>Name</div><div>Country</div><div>Category</div></div></div><div><div>Application/Resume</div><div>Employment</div></div><div><div>Birth certificate</div><div>Benefits</div></div><div><div>Company Qualifier</div><div>Employment</div></div><div><div>Completion</div><div>Licenses and certificates</div></div></div></div></div></div><table><thead><tr><th>Qualifying Life Events:</th><th>Name of Document Type</th></tr></thead><tbody><tr><td>birth or adoption of a child</td><td>birth certificate or adoption certificate</td></tr><tr><td>marriage</td><td>marriage certificate</td></tr><tr><td>divorce or annulment</td><td>divorce decree</td></tr><tr><td>death of a dependent</td><td>death certificate</td></tr><tr><td>spouse changes employment or has open enrollment</td><td>proof of other coverage</td></tr><tr><td>loss of other coverage</td><td>proof of loss of coverage</td></tr><tr><td>domestic partnership</td><td>domestic partner statement</td></tr></tbody></table></div>	Qualifying Life Events:	Name of Document Type	birth or adoption of a child	birth certificate or adoption certificate	marriage	marriage certificate	divorce or annulment	divorce decree	death of a dependent	death certificate	spouse changes employment or has open enrollment	proof of other coverage	loss of other coverage	proof of loss of coverage	domestic partnership	domestic partner statement
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5	<p>Depending on the document type, the additional details get populated.</p> <p>Add the document(s) in the Attachments section.</p> <p>Note: You need to attach at least one document to proceed.</p> <p>Click Submit to upload the relevant documentation.</p> <p>You will receive a notification in your bell icon once HR Service Center has approved your document and then you can proceed to the next step.</p>	<div><div><div><div><div><div></div><div>CY</div></div><div>Add Document</div><div><div>Submit</div><div>Cancel</div></div></div><div><div>Document Details</div><div><div><div>*Document Type</div><div>Birth certificate</div><div><div>Category</div><div>Benefits</div><div>Country</div><div>All Countries</div></div></div><div><div>Description</div><div>Documents associated with benefits certification - Birth certificate</div></div><div><div>Content Value</div><div></div></div><div><div>Attachments</div><div><div></div><div>Drag files here or click to add attachment</div></div></div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div>170</div></div><div><div>KW</div><div></div></div></div></div></div></div>																

Report a Life Event

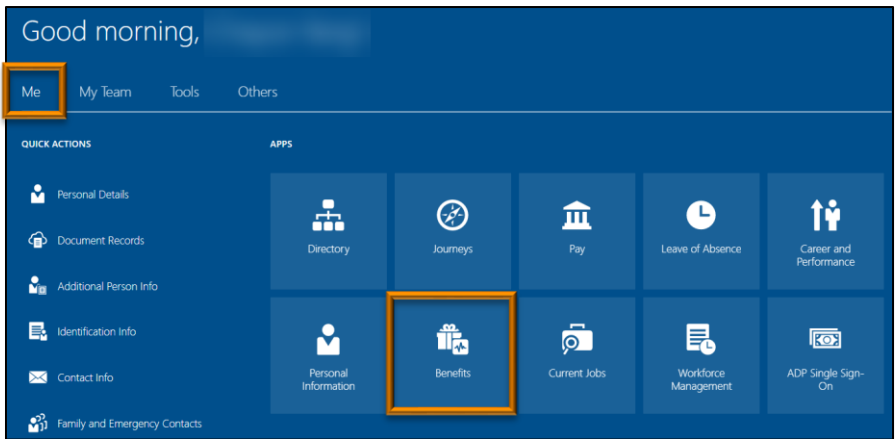
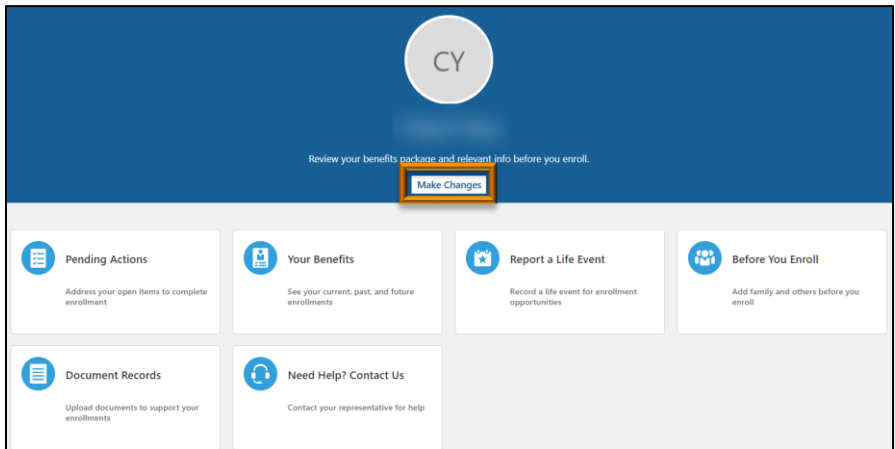
If you have a **Gains or Loss** of coverage, you will skip this step and proceed to page 7 after the HR Service Center has approved your supporting documentation.

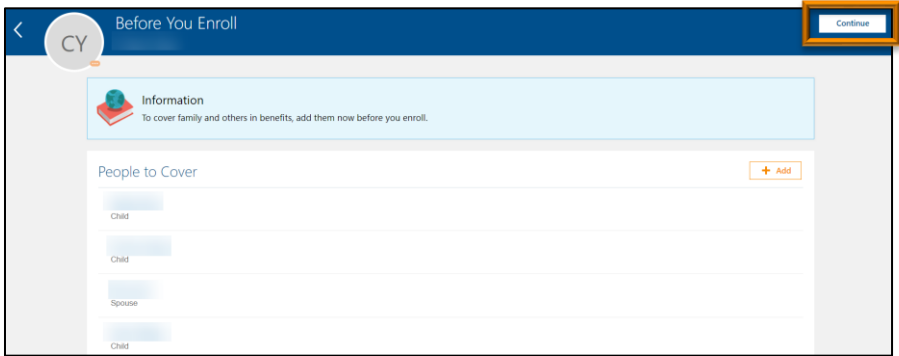
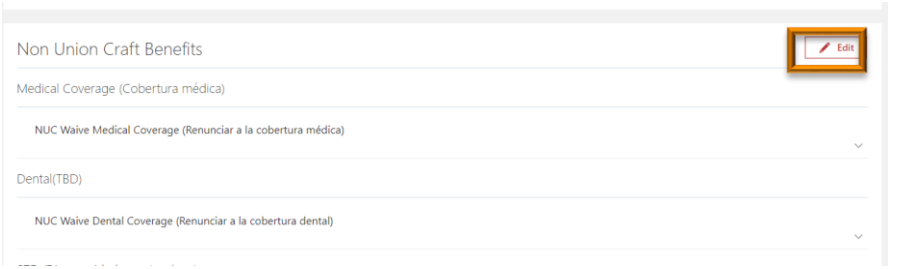
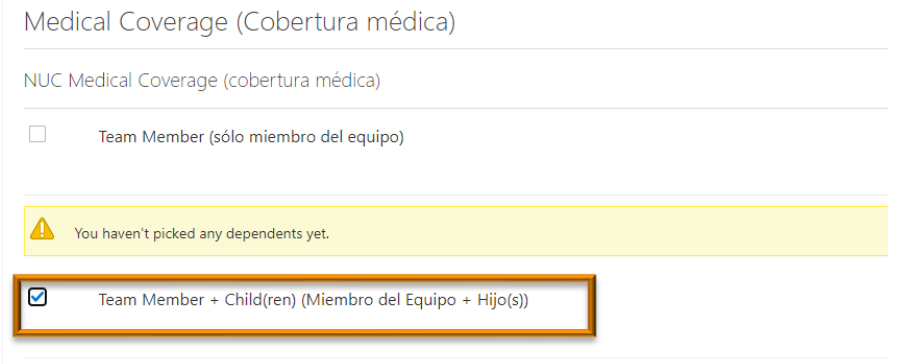
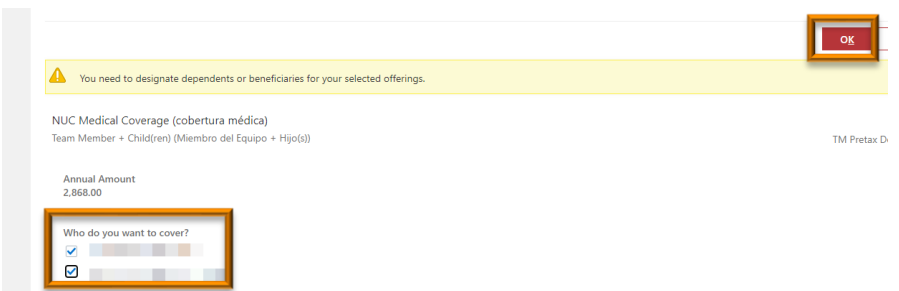
Step	Instructions	Example
1	<p>After adding dependents and uploading the supporting documentation, you can report the life event for processing.</p> <p>To do so, on the Team Member Workbench home page, click the Me tab.</p> <p>Click the Benefits tile.</p>	
2	<p>On the Benefits page, click the Report a Life Event tile.</p>	
3	<p>On the Report a Life Event page, click the life event radio button that you want to report. In this example, we will select Add Child.</p> <p>Click the Calendar icon and enter the date of occurrence of the event.</p> <p>Click Continue.</p>	

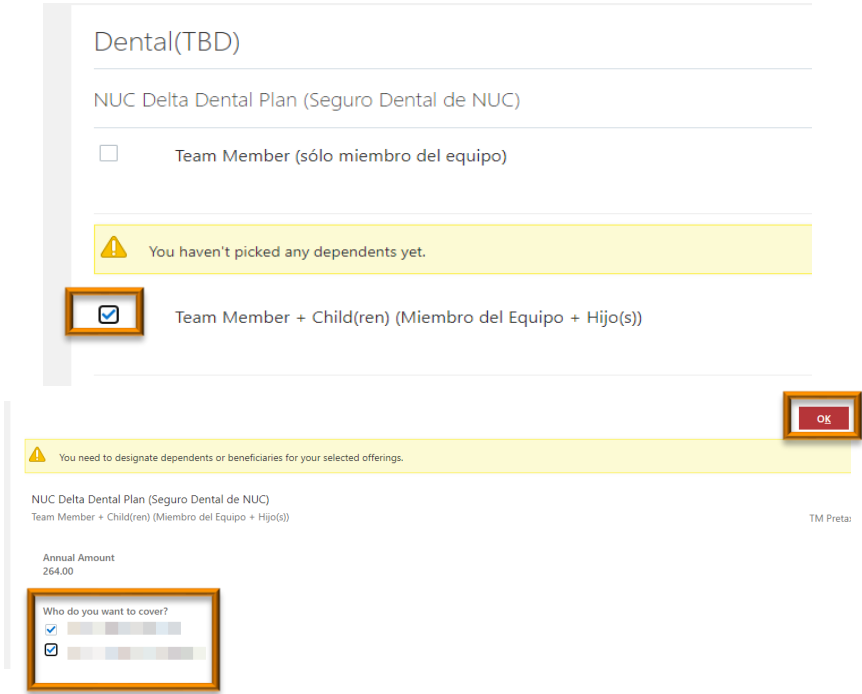
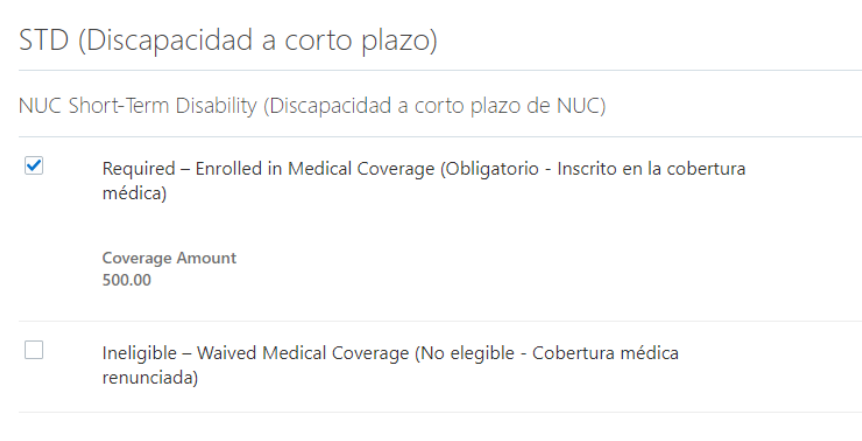

Step	Instructions	Example
4	<p>The Confirmation dialog box appears.</p> <p>Click OK.</p>	 <p>The dialog box is titled 'Confirmation' and features an icon of an hourglass with red and orange shapes. The text inside reads: 'The life event Add Child was created for the date 12/14/2021. (BEN-991200) Details: Contact the benefits department for further processing.' An orange 'OK' button is located in the bottom right corner.</p>

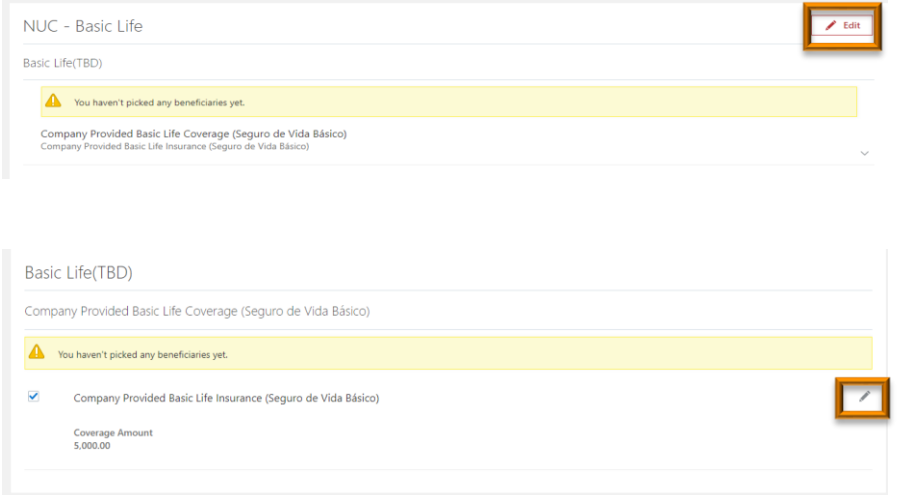
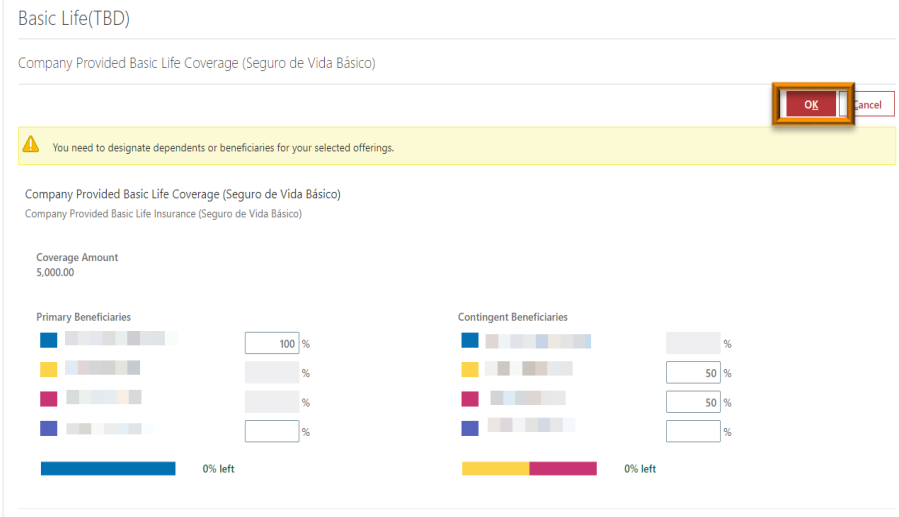

Make Changes to Enrolled Benefits

If you select a tier of coverage with a higher premium (for example, move from team member only to team member + spouse), you will need to pay the difference from your old tier of coverage to your new tier of coverage, dating back to the effective date of your qualifying life event. The premiums in arrear will cause your premium to increase by, at most, 1.5x your new premium until the difference is met.

Step	Instructions	Example
1	<p>Once the Benefits Admin has evaluated the life event, you can make changes to the enrolled benefits to incorporate the new life event.</p> <p>To do so, on the Team Member Workbench home page, click the Me tab.</p> <p>Click the Benefits tile.</p>	
2	<p>On the Benefits page, click Make Changes.</p>	

Step	Instructions	Example
3	<p>On the Before You Enroll page, review the added dependents.</p> <p>Click Continue to proceed.</p>	
4	<p>On the Team Member Benefits Program page, click Edit beside Non Union Craft Benefits to make changes to the medical benefits.</p>	
5	<p>Scroll down to the Medical section and select the relevant option. In this example, we will select Team Member + Child(ren).</p>	
6	<p>Select the family members to be covered in the benefit.</p> <p>Click OK to confirm the selection.</p>	

Step	Instructions	Example
7	<p>Select the dental plan you wish to enroll in.</p> <p>If you are covering dependents, you'll want to check the box next to their name in the Who do you want to cover? section.</p> <p>Then click OK</p>	
8	<p>Now you will scroll down to the Short-Term Disability (STD) section. <u>If you newly enroll in a medical plan</u> you must select Required-Enrolled in Medical coverage</p> <p>If you <u>did not enroll in a medical</u> plan you must select Ineligible-Waived Medical Coverage</p>	
9	<p>Click Continue at the top of the page</p>	

Step	Instructions	Example
10	<p>If you would like to update your Life Insurance Beneficiaries at this time, you'll need to select the Edit button next to the Life Insurance section.</p> <p>You will need to select your beneficiaries by clicking the pencil icon</p>	
11	<p>Under the Primary Beneficiaries you will select who you'd like to receive your life insurance benefit in the event of your passing. If you choose more than 1 person, the total % must equal 100.</p> <p>Under the Contingent Beneficiaries select who you'd like to receive your life insurance benefit in the event of your and your primary beneficiaries passing.</p> <p>Click OK</p>	
12	<p>Click Continue at the top of the page.</p> <p>Then click Submit at the top of the next page.</p>	

Step	Instructions	Example
13	A Confirmation will appear at the top of the page when your enrollment is complete.	