# INSTRUCTIONS: ENTERING A LIFE EVENT IN DAYFORCE

A "Life Event" allows you an opportunity to make changes to your benefits – adding, updating, or removing. Common Life Events are: getting married or divorced, having a baby, you or a dependent gaining other medical/dental coverage (spouse's plan, Medicare), you or a dependent losing medical/dental coverage from another source.

To start: Log into Dayforce, and go to the Home screen (to get there you may need to click on the house in the top left corner). Then click on the FORMS icon, the 4th one in the blue band.
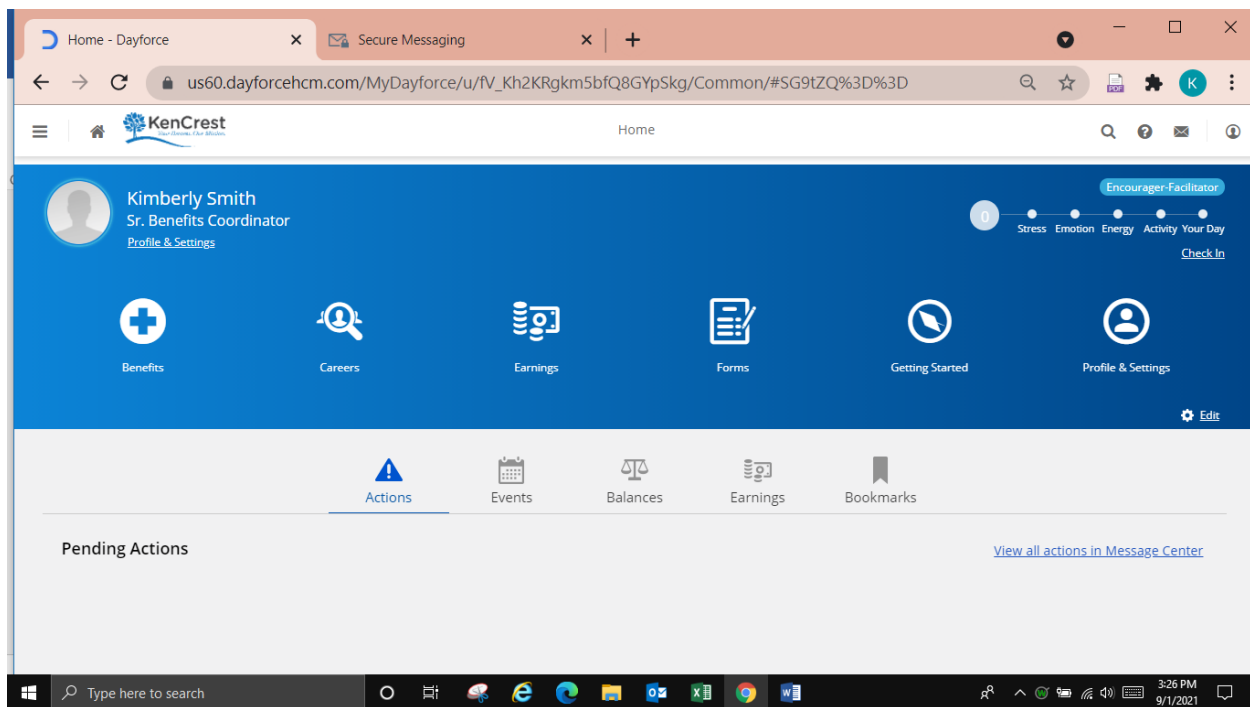
Once in Forms, scroll down to the 3rd section, "Benefits", and click on the **Life Event Declaration.**

A screen will pop up and ask you to enter the date of the event – enter the date of the event (such as marriage date, or when other coverage was lost or gained). Then choose the Life Event reason that best matches.

You will then need to upload any supporting documentation. For example, a marriage certificate, proof of the new insurance like an ID card, a letter showing the coverage loss date, or Medicare enrollment date. If you need to find or upload the documents so you can attach them, you can *Save as Draft* and come back to it. If all else is complete, hit "Submit".
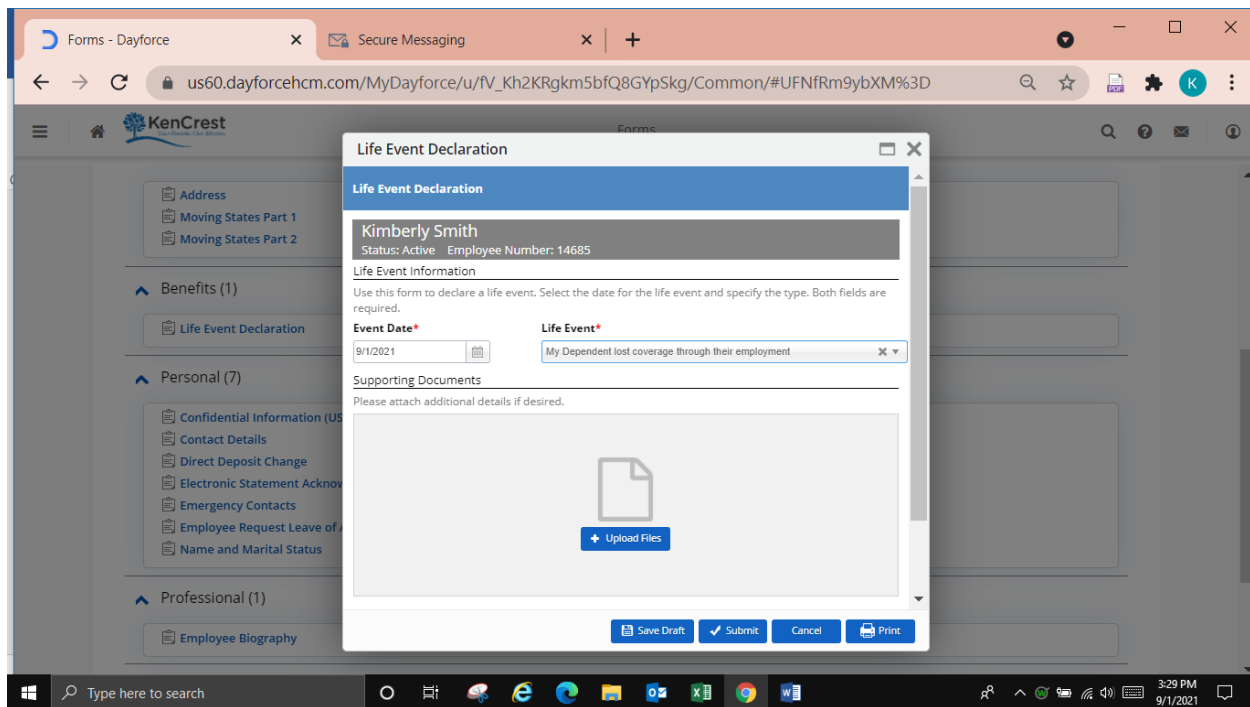
The first part is now done. The Form will go to Human Resources for review and approval. Once approved, you will receve a message in Dayforce letting you know your Life Even Enrollment is open and you can make benefits changes if you wish. Please note you have a limited time to do this! **Life Event changes must be done within 30 days of the event.**

To complete the **second part** - and access the Life Event Enrollment – log into Dayforce, and go to the Home screen. This time you will click on the first icon in the blue band – BENEFITS. You will see the Life Event Enrollment and click on "Start Enrollment". You will be walked through the screens as you were as a new hire or during open enrollment. (If you need help, there are instructions for Enrolling in Benefits in Dayforce – ask a member of HR to provide you with a copy). Otherwise, make the changes you need to, be sure to review and check all deductions, and click "Submit". You are done!