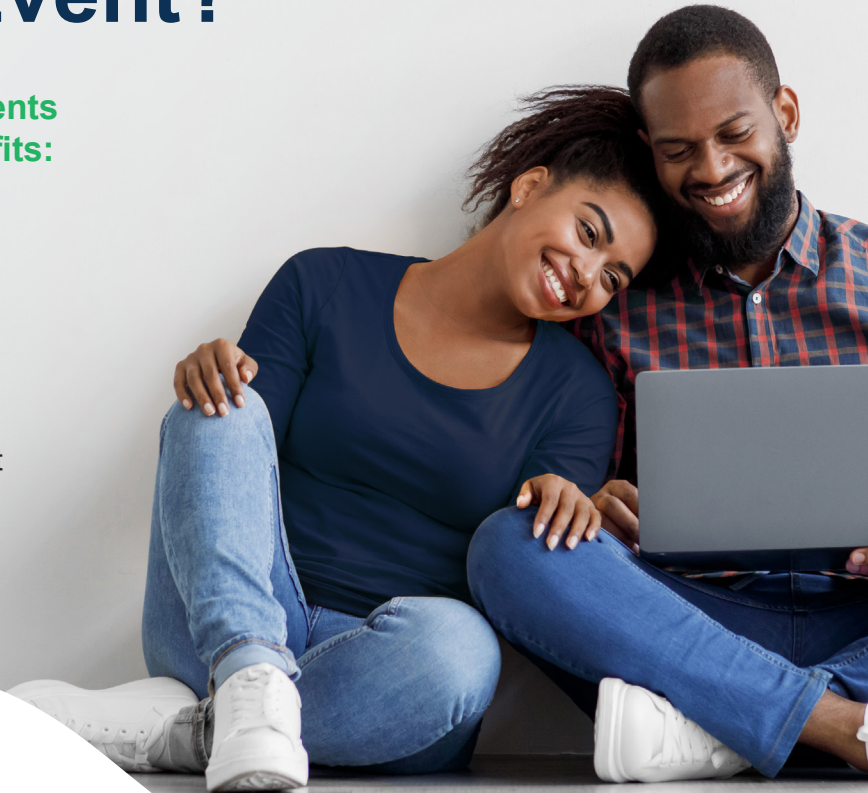


# Do You Have a Qualifying Life Event?

Below are examples of qualifying life events that may allow you to change your benefits:

- » A change in marital status
- » A change in number of tax dependents
- » A change in employment status for yourself or dependents that affects coverage eligibility
- » A gain or loss of dependent status that affects coverage eligibility
- » A gain or loss of coverage through a government program such as Medicare or Medicaid
- » A court judgement, decree or order that affect coverage eligibility or requirements



If you believe you have met the criteria for a qualifying event and would like to make a change to your benefits, please log into THE*benefits*HUB within 31 days of the event to request the change with your employer.

Once logged in, navigate to the “Benefit Plan Information” tab, and find the “Qualifying Life Event Requests” page. Select “Start a New Request” and complete the necessary fields. You will be asked to upload proof of your qualifying event.

## QUALIFYING LIFE EVENT REQUESTS

[Start New Request](#)

### New

No new requests.

### Active

No active requests.

### Completed

No completed requests.

### Note:

You can choose multiple benefits to change under the “What benefit changes would you like to make?” section. Add your first benefit and select “Add Note” and then you can add additional benefits. Feel free to add notes in the comment box regarding the exact change you would like to make to assist your employer with processing your qualifying life event.

#### What Benefit Changes would you like to make?

Please select the benefit, a benefit option (if available), and provide additional information on the changes for the benefit. Then click add. [Click here for benefit information.](#)

Medical

HDHP

Additional information about change (optional)

[Add Note](#)

Please feel free to contact the **Higginbotham Public Sector Benefits CareLine at 833-453-1680** should you have any questions or need assistance with your qualifying life event.