


You have **30 days** to report a qualifying life event. If the life event involves a new dependent, this dependent must first be added in Workday before you report the qualified life event and change your elections.

Reporting a Life Event – Add Dependent is a five-step process – 1) Add Dependent, 2) Review Documents, 3) Initiate a Change Benefit Event, 4) Complete Change Benefit Elections, and 5) Submit Change Benefit Event To-Do. All steps must be completed to ensure insurance coverage for yourself and your dependents. Failing to complete one or more of the following steps could result in a lack of, or inaccurate coverage.



Note: For a list of qualified life events visit www.lghealthbenefits.com or the Health Benefits Policy on StarNet > Policy Center.

Add Dependent(s)

1. Select the **Benefits** worklet on your home screen.
2. Click **Dependents** within the Change section.
3. Click **Add**.
4. Click the **Edit** icon  to complete the form. Required fields are denoted by asterisks.

If you'd like your new dependent to be added as a beneficiary for life insurance, be sure to select the Use as Beneficiary box and then follow the *Benefits - Life Insurance Beneficiary* quick reference guide to complete the process.



Note: Selecting the Use as Beneficiary box **does not** elect this person as your beneficiary, it only enrolls them as an option for you to elect.

5. Click **Submit**.

Review Documents

6. Immediately after clicking submit you'll be brought to a confirmation screen that shows you the next step of the process.



Note: The Review Documents step is required when a dependent(s) is added. It can be completed either electronically through Workday or by completing the Dependent Eligibility Audit that is sent by CoreSource via the United States Postal Service.


If you choose to complete it via the Dependent Eligibility Audit click Skip, enter a reason and click OK. You'll be brought to the next step within the process.

7. Click the Open button to launch the **Review Documents** step.
8. Review the “**Dependent Documentation Matrix**” document for guidance on documentation options you can submit to verify eligibility for each dependent.
9. Click **Browse or Upload** to attach relevant documentation. You may also choose to add a comment to each attachment.
10. Click **Submit**.



Note: The Dependent Eligibility Audit sent by CoreSource via USPS typically arrives within two weeks of completing the Add Dependent/Life Event tasks, and should be completed ASAP in order to assure coverage for you and your dependents.

Initiate a Change Benefit Event

11. Immediately after clicking submit (or selecting Skip on the Dependents confirmation screen) you'll be brought to a confirmation screen that shows you the next step of the process. Click the To Do button to **Initiate a Change Benefit Event**.
12. Select the **Change Benefits** button.
13. Select the **Benefit Event Type**.
14. Click the calendar icon  to enter the **Benefit Event Date**.




Note: If your Life Event involves a new dependent make sure the effective date matches the one entered during the Add Dependent step.

15. Click **Submit**.

Complete Change Benefit Elections

16. Immediately after clicking submit you'll be brought to a confirmation screen that shows you the next step of the process. Click the Open button to launch the **Change Benefit Elections** task.
17. Complete all screens by making necessary benefit election changes. Click Continue or Go Back to navigate between steps.

- Use the prompt icon  to **Enroll Dependents** as necessary for each elected plan coverage.
- Enrolling dependents will automatically update the **Coverage**.



Note: If your new dependent's name does not automatically populate on the list, type it in the search bar and hit enter on your keyboard.

18. When complete, click **Submit**.
19. From the confirmation page either click **Done** to exit the screen or **Print** to launch a printable version of the summary to print for your records.

Submit Change Benefit Event To-Do

20. Navigate to your Workday **Inbox**.
 - Click on your picture in the upper-right hand corner of the screen and select Inbox
21. Select the **Initiate a Change Benefit Event: Dependent Event** task.
22. Click **Submit**. Once submitted the Life Event – Add Dependent task is complete.