

As follows are Instructions for mid policy year updates to your health insurance and other benefits (proof of Qualifying Event may be required; i.e. marriage, moving, loss of other coverage etc.). *Note: Most events must be reported within 60 days of their occurrence or you may lose the opportunity to make a mid year change, in which case you would need to wait until the next open enrollment.*

PROCEDURE

When requesting a change to benefits coverage due to a qualified change in your life, such as enrolling in your spouse's plan, marriage or birth of a child; add information for that Qualifying Life Event (QLE) and continue and change benefits coverage. You are able to make changes to the plans applicable to your QLE and plans that may be changed at anytime throughout the year, as well as review, add or update your beneficiaries.

From Your Dashboard within Ease (ask your HR representative for the Ease link or call Waugh Agency Insurance if you can not remember the URL)

1. Select **Benefits**.
2. Click **Change My Benefits**.
3. From the dialog box drop menu, choose **Change Coverage**.
4. Click **Continue**.
5. For **Did you have a Qualifying Life Event?**, choose **Yes**.
6. For **Event**, choose the qualifying event from the drop down menu.
7. Add **Event Date**.
8. Enter **Details**.
9. Click **Continue**.
10. If proof of QLE is required, click **Add** and upload document(s).
11. Click **Continue**: Ease returns to **Profile**.
12. Update **Profile** to reflect changes.
13. Click **Continue**.
14. Add/Edit **Dependents** if necessary.
15. Click **Continue**.
16. Continue and complete enrollment; This includes plans applicable to your Qualifying Life Event, plans available for change at anytime, and the ability to update Beneficiaries.
17. Provide Feedback and click **Finish**.

End of Procedure

As follows are screen shots from within Ease that reflect the procedure above:

The screenshot shows the Ease dashboard for user JM (Jeremy). The left navigation menu includes: Dashboard, Profile, Benefits, Documents, Time Off, Calendar, and Directory. The main content area features four summary cards:

- Reviews**: Card with a document icon and a "View" button.
- Medical**: Card showing Plan: Blue Shield Silver PPO 2000, Carrier: Anthem BCBS, Effective: 8/21/2019, and a "View More" link.
- Dental**: Card showing Plan: 2019 Dental, Effective: 5/1/2019, and a "View More" link.
- Vision**: Card showing Plan: 2019 Vision, Effective: 5/1/2019, and a "View More" link.

The screenshot shows the "Benefits Information" page for user JM (Jeremy). A "Change My Benefits" button is in the top right. The page displays a table of plan details:

Plan	Coverage Details	Cost Details
Medical SBC	Waived: Jeremy Morgan - 8/21/2019 Terminated: Kelly Morgan - 9/1/2019	\$0.00
Dental Plan: 2019 Dental Effective Date: 5/1/2019	Enrolled: Jeremy Morgan - 5/1/2019 Kelly Morgan - 5/1/2019	\$25.00, Pre-Tax
Vision Plan: 2019 Vision Effective Date: 5/1/2019	Enrolled: Jeremy Morgan - 5/1/2019 Kelly Morgan - 5/1/2019	\$0.00
Total Employee Cost Per Pay Period (Semi-Monthly)		\$25.00, Pre-Tax

The screenshot shows a "Change My Benefits" modal dialog. The title bar includes "Change My Benefits" and a "Close" button. The main content area contains the text "I would like to *" followed by a dropdown menu. The dropdown menu is open, showing "Select" at the top and "Change Coverage" selected below it. A blue "Continue" button is located at the bottom right of the dialog.

Change My Benefits

Close

I would like to *

Change Coverage



Did you have a Qualifying Life Event? *

Yes



Event *

Enrolled in Other Coverage



Event Date *

03/01/2020

Details *

Enrolling in spouse plan.

Continue

- 1 Event Details
- 2 Profile
- 3 Dependents
- 4 Medicare
- 5 Benefits
- 6 Health
- 7 Summary
- 8 Sign Forms
- 9 Marketplace
- 10 Finish

Qualifying Life Event Details

If applicable, please provide any additional documentation regarding the **Enrolled in Other Coverage** event that occurred on **3/1/2020**. Once you are done please click 'Continue'.

Details *

Enrolling in spouse plan.

[Need Help?](#) [Get Support](#)

Add a Document

Add

Continue

- 1 Event Details
- 2 Profile
- 3 Dependents
- 4 Medicare
- 5 Benefits
- 6 Beneficiaries
- 7 Health
- 8 Summary
- 9 Sign Forms
- 10 Marketplace
- 11 **Finish**

Congratulations! Your enrollment elections have been submitted for review.

How was your enrollment experience?

★★★★★

Tell us about your experience

[Need Help?](#) [Get Support](#)

Submit Feedback