



initiating a mid-year Qualified Life Event

GUIDE TO ONLINE ENROLLMENT

OVERVIEW

A mid-year qualified life event allows City of Bellevue employees to enroll in or to make changes in current benefit elections. Qualified life events include:

- Marriage or Declaration of Domestic Partnership
- Birth, adoption or placement for adoption
- Gain or Loss of coverage by a dependent
- Divorce, Legal Separation, Annulment or Termination of Domestic Partnership
- Gain or Loss of coverage under Medicaid or SCHIP
- Death of a dependent

All changes are subject for review and approval by City of Bellevue Human Resources.



INSTRUCTIONS

1. From the Home Page, click on the **“Make Changes”** icon to initiate a qualifying life event.

2. Select the life event by clicking in the box to the left of the event.

3. Enter the date of the change and click **“Save.”** The workflow in Bellevue Benefits will open allowing enrollment changes. Click **“Cancel”** to return to the list of Qualifying Events.

Note: Directions for the event date that should be used are included in the title of each event.

