

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.



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	Make Changes	01
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	Employee Change - Add a Newborn Child (Enter Child Date of Birth)	
	Employee Change - Adoption (Enter Date of Adoption)	17
	Employee Change - Death of Dependent (Enter Date of Death)	
	Employee Change - Declaration of DP (Enter Date of DP Declaration)	
	Employee Change - Divorce Legal Sep Annulment (Enter Date of Divorce Legal Sep or Annulment)	
	Employee Change - Domestic Partnership Termination (Enter Termination Date of Partnership)	
	Employee Change - Employee Paid Life and AD and D Coverage Change (Enter Last Date of Coverage)	
	Employee Change - Gain of Coverage (Enter the last day of coverage)	
	Employee Change - Loss of Coverage (Enter the last day of coverage)	
	Employee Change - Marriage (Enter Date of Marriage)	
Initia	ate Qualifying Events	
Please	enter Employee Change - Marriage (Enter Date of Marriage) date	13

Please enter Employee Change - Marriage (Enter Date of Marriage) date

Save

Cancel