

LIFE EVENT: Loss of Employer Coverage by a Spouse or Dependent

The steps below outline what you may wish to consider and actions to take if your dependent loses other coverage.

□ **Step 1 – Enroll Spouse or Dependent in Medical, Dental and/or Vision Coverage**

You have 30 days from the date your spouse or dependent lost coverage to enroll them in your medical, dental and/or vision coverage. Coverage will begin on the first day on the month following the date coverage was lost. To add a spouse or dependent, sign onto [Bellevue Benefits](#) and follow the steps below. If you miss the above deadline, you will have to wait until the next open enrollment period to enroll him/her.

*To make the change, logon to Bellevue Benefits at: <https://cityofbellevuehr.workterra.net>. Click on the **Make Changes** icon. Select the appropriate Life Event Type and enter the Life Event Date. Click **Save** and an enrollment window will open that will step you through the benefits that you are allowed to change specific to your life event. You will know that you have completed your changes in Bellevue Benefits when you click the **Finish** button at the bottom to the Confirmation Statement.*

□ **Step 2 - Declaration of Marriage**

You must have a Declaration of Marriage on file to elect medical, dental, or vision coverage for a spouse. If not previously submitted, the declaration must be completed, signed by both of you, and returned to Human Resources.

□ **Step 3 – Life Insurance**

You may be able to purchase voluntary life and AD&D insurance through [Bellevue Benefits](#).

□ **Step 4 – Flexible Spending Accounts**

Within 30 days, you may enroll, through [Bellevue Benefits](#), in a Health Care and/or Daycare Flexible Spending Account (FSA), if your spouse was previously enrolled through their employer. If you currently have an account, you may be able to change your election amount. Changes must be consistent with the life event.

□ **Step 5 – Change Tax Withholding**

You may want to review and/or change the amount of taxes withheld from your paycheck. To do so, submit a new W-4 form to Payroll, available through MySelf Service.