# Manage Your Benefits - Life Events, Dependents, Beneficiaries
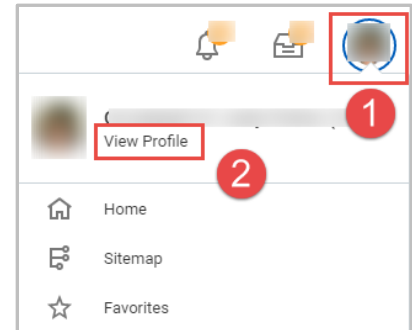
## ACCESS YOUR WORKER PROFILE PAGE

To access your worker profile page, log into Workday and click your **picture or cloud icon** in the upper right corner, then **View Profile**. Your Worker Profile page displays.
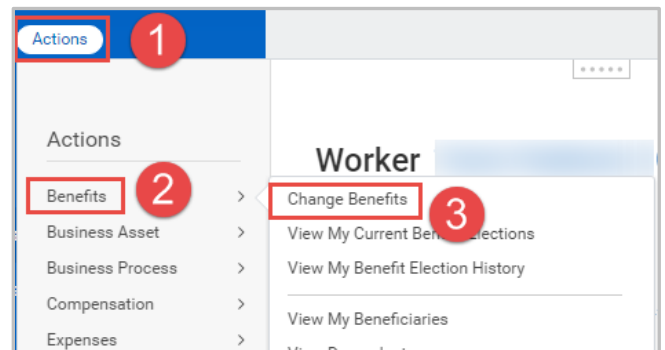
## REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with open enrollment periods. If you need to change your coverage because of a birth, adoption, death, marriage, divorce, loss of coverage or a similar qualifying life event, you can make changes in Workday. **Changes must be made within 30 days of the event.**

1. Click **Actions** > **Benefits > Change Benefits**.

2. Select a qualifying **Benefit Event Type.**

3. Enter the **Benefit Event Date** on which the event is effective.

4. Add an **attachment** to support your qualifying life event. Example of supporting documents:
   - Birth/Marriage certificate
   - Marriage dissolution documents
   - Letter from spouse's employer indicating last day of benefits coverage

5. **Submit** > Click the **Open** button to enroll your dependent in benefits.
   Dependents can only be added to existing coverage. Switching to or starting a new insurance plan can only take place during open enrollment.

6. Under **Enroll Dependents**, click in the field next to each plan to activate the field, then click on the menu icon.
   - Select **Add My Dependent From Enrollment** (to create a new record), or
     **Existing Dependents** (an existing/previously existing record).
   - Answer questions about your dependent and click **OK**.
   - Complete all required fields (denoted by a **\***), then click **OK**.
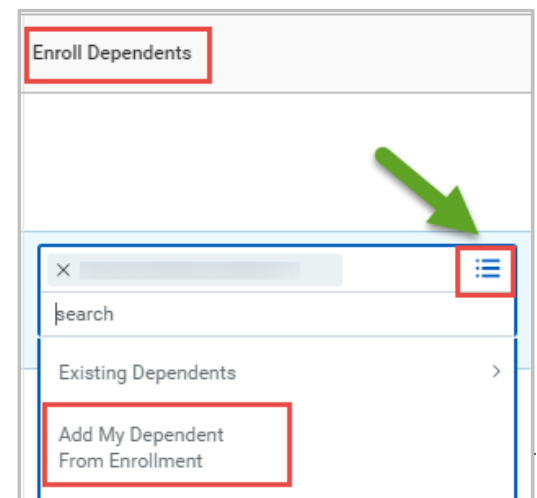
7.  Back to Change Benefit Elections screen, continue to add the new dependent to any further plans as necessary by selecting **Existing Dependent** (since you've created a record for the new dependent in step six).

    - Click **Continue**.

8.  Complete and continue through all required screens and check the **I Agree** box, if required, to provide an electronic signature confirming your changes.

9.  Click **Submit** > **Print** to launch a printable version of the summary for your records.

10. **Done** to complete the task.

Note: Approval by a Benefits Partner is required after submitting your life event changes. Depending on the change, additional documents may be requested to complete the change request.