

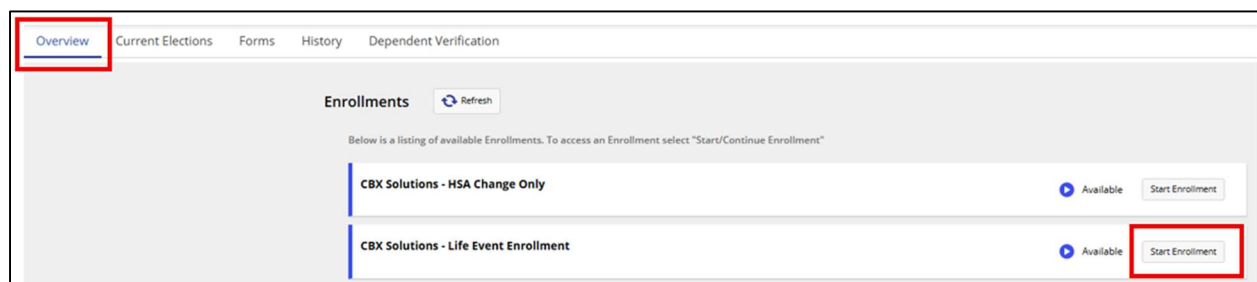
You can request a Qualified Life Event, which allows you to change coverage outside of open enrollment. You have 31 days from the date of the qualified life event to make any changes.

You will need to include **supporting documentation** to request the change. (See below for examples) If you are outside of your 31-day window we are unable to process a change. These rules are due to IRS Regulations for our pre-tax (section 125) plan.

1. Sign into Dayforce (Web or the app). > Go to **Benefits**

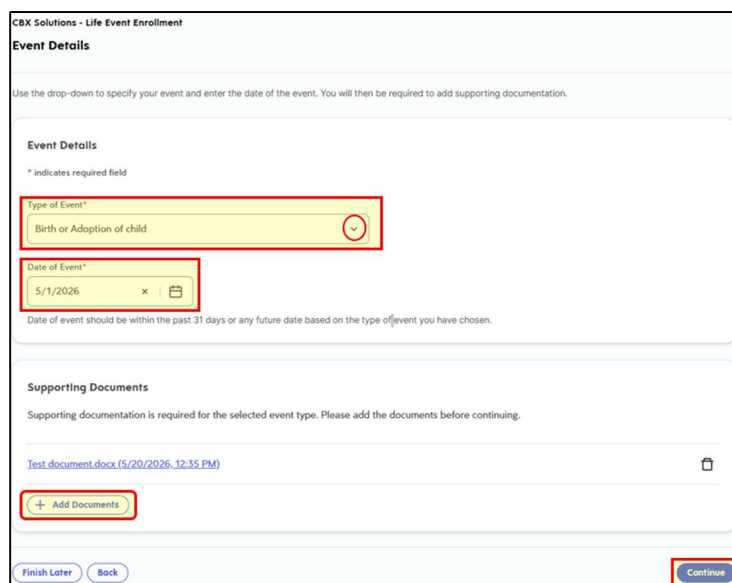


2. On the Overview Screen > Click **Start Enrollment** for *CBX Solutions - Life Event Enrollment*



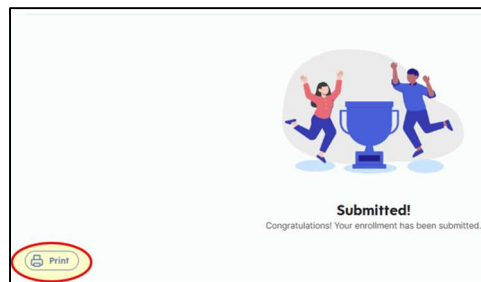
3. Read and Follow the instructions on the screen carefully

- Use the dropdown to enter the **type of event**,
- Enter the **effective date** of the event (i.e., date of baby's birth; date of marriage; date of divorce; date of new coverage, etc.)
- **Upload supporting documentation** (you cannot proceed without documentation).



3. Review/Update your dependents if necessary (you cannot delete a 'dependent' that has been covered or listed as a beneficiary for historical reasons)

4. Choose which dependents are affected by the change (read instructions at the top)
5. Each benefit will appear when you click Continue – make your adjustments
 - Be sure the correct Dependents show at the top of the benefit screen.
 - You should only make changes that are affected by your event (i.e., losing other medical coverage does not allow you to enroll in supplemental coverage; gaining other medical coverage does not allow you to stop your life insurance)
4. On the Review Page – Look at ALL the benefits. If correct Click **Submit**.
5. On the “Submitted” page (with the confetti), **Print a copy of your confirmation page.**



The Benefits team will review your request. If we have questions we will reach out to you. Otherwise, you should see your approval within the **next 2 business days**.

>Examples of Acceptable Documentation

- Employer letter showing coverage start/end dates and dependents (COBRA letter is also acceptable).
- Medicare/Medicaid letter with coverage dates and names.
- Marriage certificate to add spouse.
- Verification of Birth from hospital to add a newborn (Birth certificate usually takes longer than 31 days); SSN not required for dependents less than 6 months old.
- Legal Guardianship or Adoption papers
- Divorce decree (front page and signature page).