

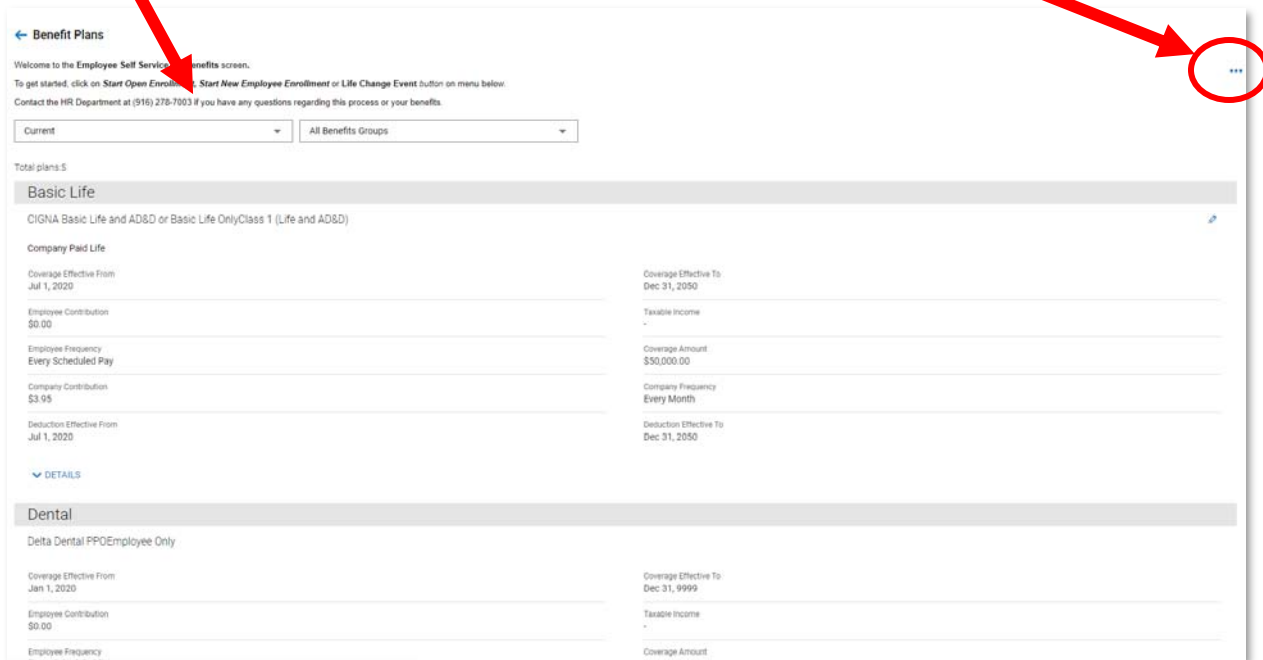
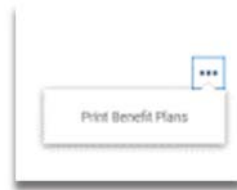
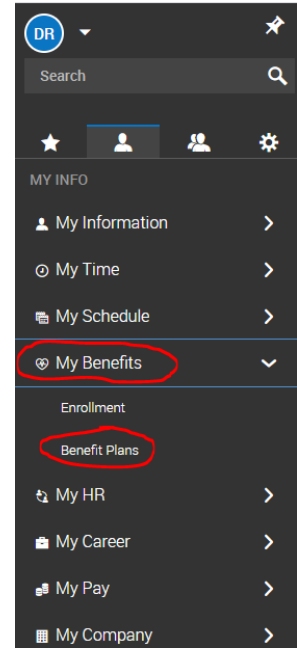


## Viewing Your Benefits & Requesting a Mid-Year Change due to a Life Change Event

To view your benefits:

1. From the main menu  (upper left corner of screen), under the single user icon , select **My Benefits**, then select **Benefit Plans**.
2. Within the **Benefit Plans** page, select the time period and benefit type from the drop-down menus on the top left of the page.
3. To print your benefit plans, select the **Print** option within the ellipsis in the upper left of the page:





Selecting **Print** will create a printable/savable PDF of your benefits plan.

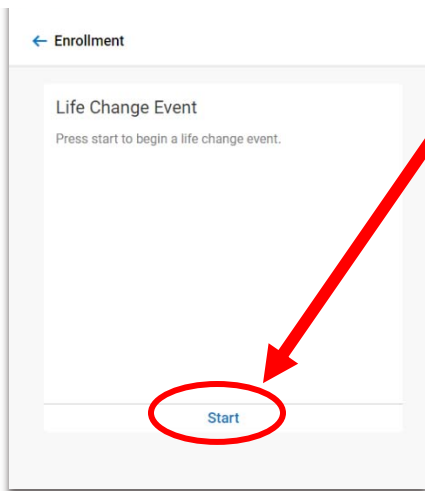
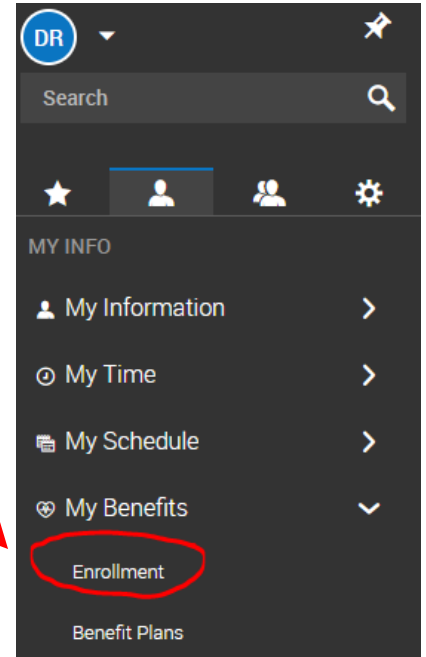
## To update a benefit plan:

Typically, changes to benefit plans are submitted during an open enrollment period. Specific instructions for updating benefit plans are emailed to employees prior to each open enrollment. However, if a life changing event occurs outside of open enrollment, you may be able to update your benefits so long as you submit the request within the required 30 days from the date of the event. The most common types of qualifying life changing events include, but are not limited to:

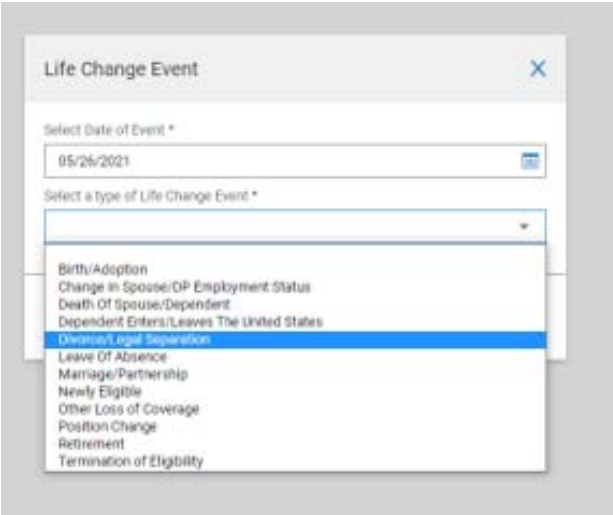
- Change in marital/domestic partnership status
- Birth of a baby, adoption of a child, or fostering a child
- Loss of health insurance coverage

To add a life changing event:

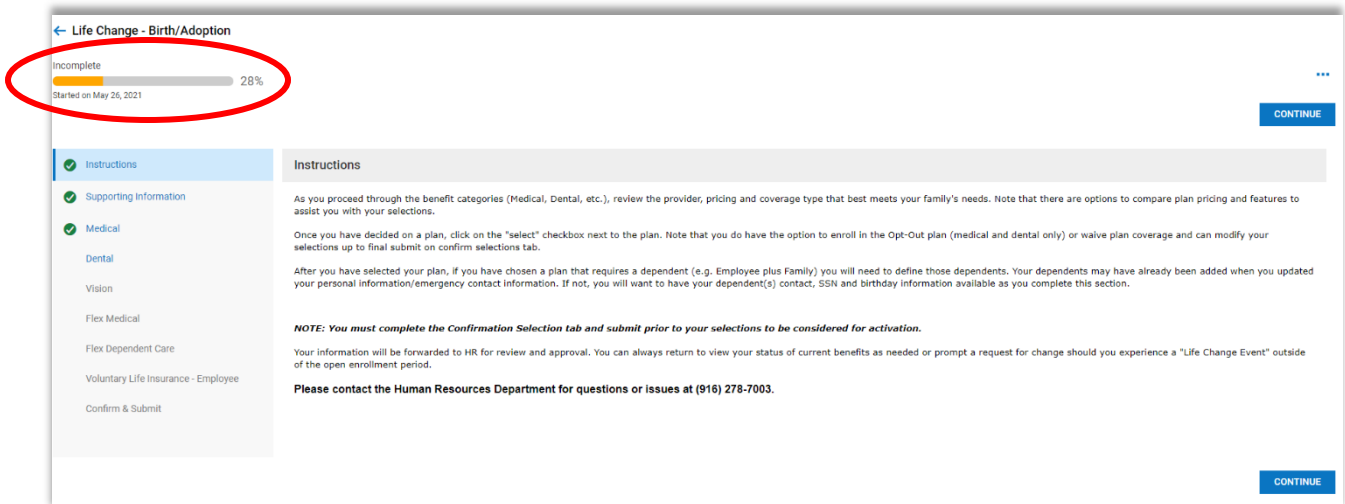
1. From the main menu  (upper left corner of screen), under the single user icon , select **My Benefits**. Select **Enrollment**.
2. On the enrollment page, select **Start**.



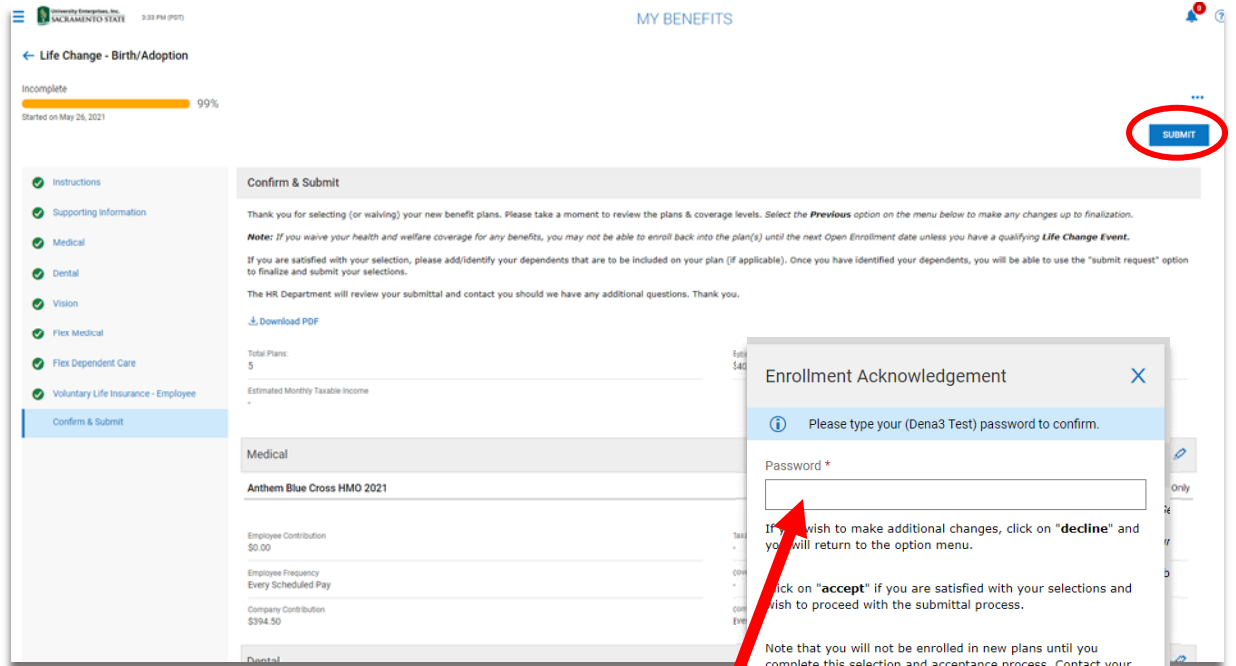
3. In the pop-up, select the date of the life change event and the type of event from the drop-down menu:

A screenshot of the 'Life Change Event' form. The form has a title 'Life Change Event' and a close button. It contains two main sections: 'Select Date of Event \*' with a date input field showing '05/26/2021' and a calendar icon; and 'Select a type of Life Change Event \*' with a dropdown menu. The dropdown menu is open, showing a list of event types: 'Birth/Adoption', 'Change in Spouse/DP Employment Status', 'Death Of Spouse/Dependent', 'Dependent Enters/Leaves The United States', 'Divorce/Legal Separation' (which is highlighted in blue), 'Leave Of Absence', 'Marriage/Partnership', 'Newly Eligible', 'Other Loss of Coverage', 'Position Change', 'Retirement', and 'Termination of Eligibility'.

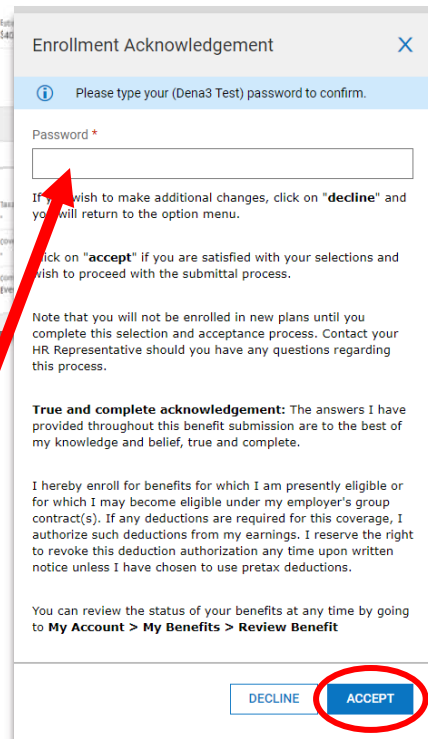
4. Follow the instructions and be sure to fill out all required fields. **Save** any changes and select **CONTINUE** until you reach the submission stage. Your progress is tracked in the upper left-hand corner as shown below.



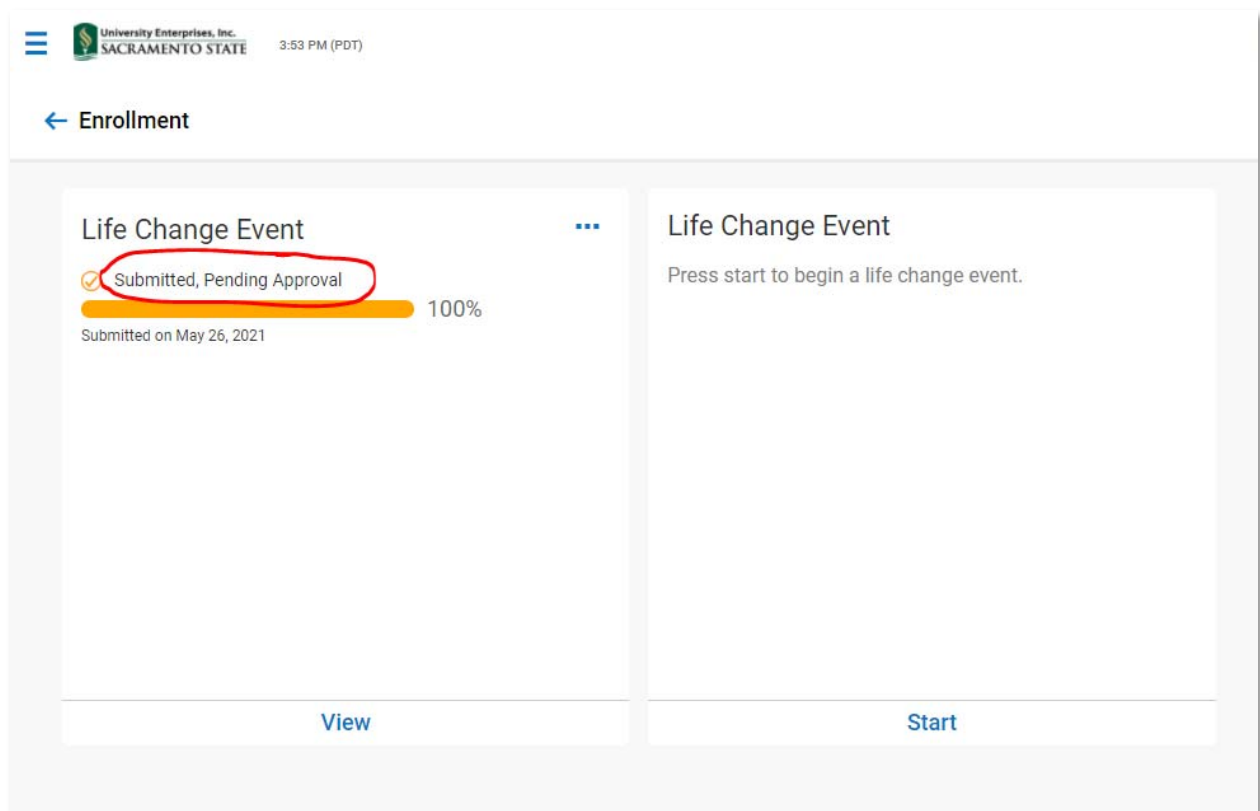
5. Once you have completed all steps, review and submit your changes



6. Enter your **UEIWorkforce** password into the pop-up box and select **ACCEPT**.



The submitted request is then reviewed by a Human Resources representative. The status of your life changing event submission is viewable on the **Enrollment** page within **My Benefits**. Human Resources will reach out to you if they have any questions or if any additional paperwork is needed to finalize the change.



**Questions?** Please contact UEI Human Resources at [uei-hr@csus.edu](mailto:uei-hr@csus.edu) or call (916) 278-7003.