**How to Complete a Life Event Request**

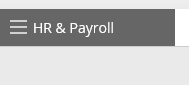
Requests MUST be completed within 30 days of the effective date of your life event

Determine which qualifying event you had or will have with an **effective date within 30 days**

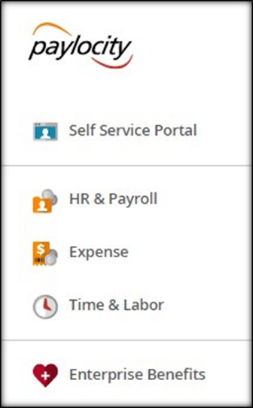
* Change in Legal Marital Status
* Birth, Adoption or Placement for Adoption
* Involuntary loss of other coverage
* Significant Cost Savings
* An addition or significant improvement of a benefit package option
* On account of Orders, such as a qualified medical child support orders (QMCSOs)
* Enrollment into Medicare
* Death

You will need a copy of your Marriage License before you can begin your life event

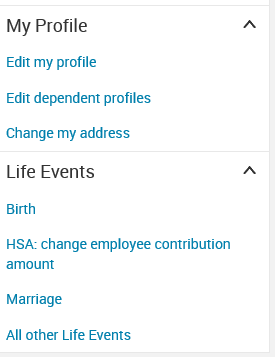
**Follow these steps to complete your life event in Paylocity:**



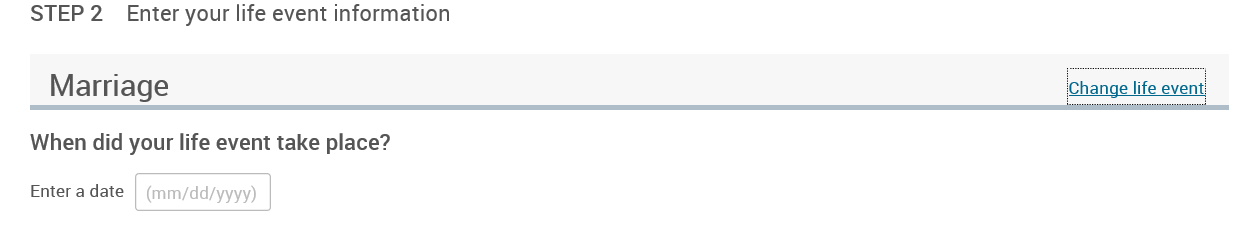
1. Log into your Paylocity account at <https://access.paylocity.com>
2. Click on **HR & Payroll Tab** on the top left of the page, then select **Enterprise Web Benefits:**



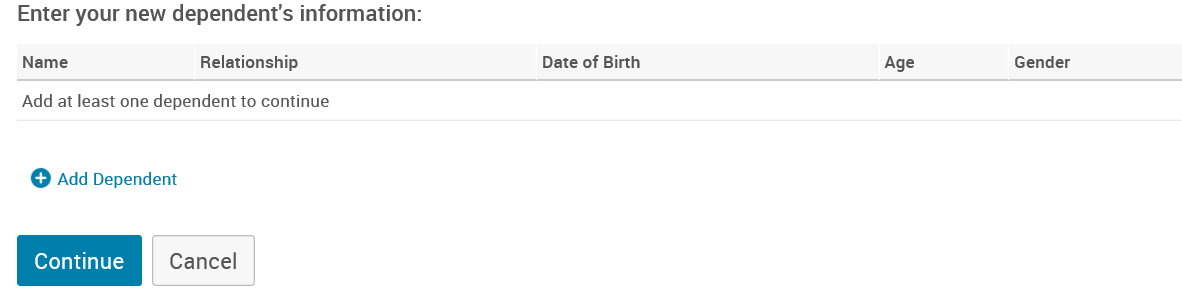
1. Under **Life Events,** choose **Marriage**



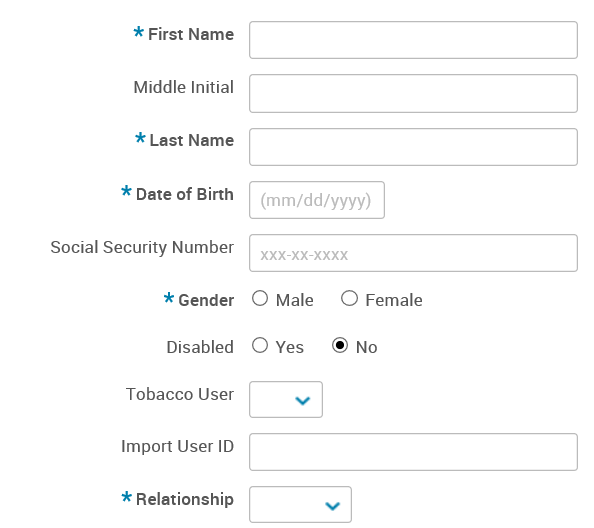
1. Enter the **effective date** of the marriage



1. Click on **Add Dependent**

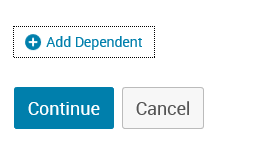


1. Enter the dependents information, then click **Save**

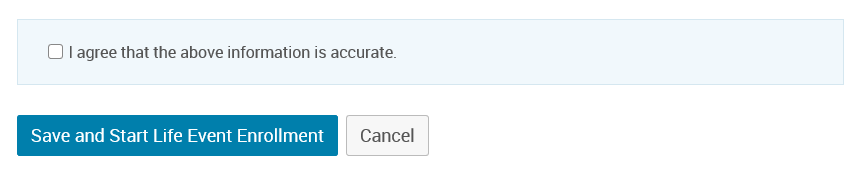




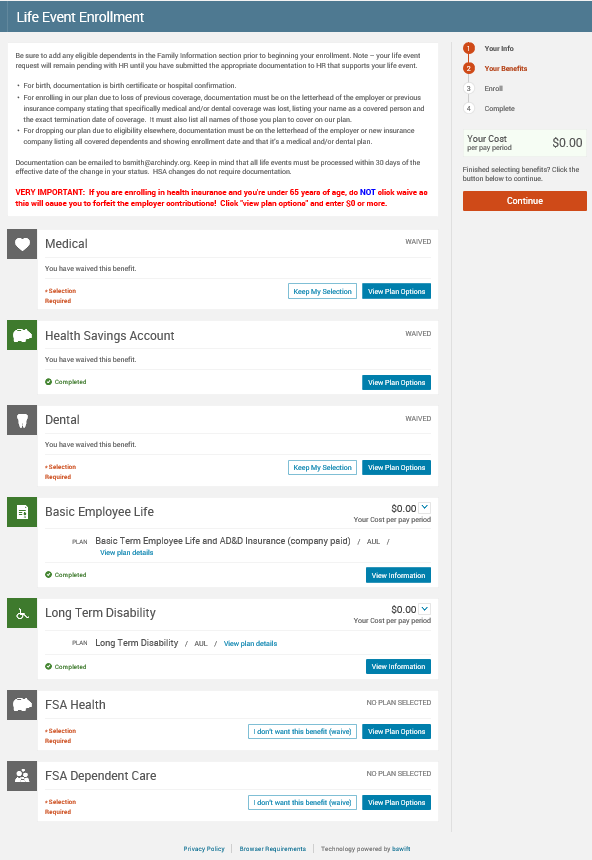
1. Click **Continue**



1. Select the **I agree** box and click **Save and Start Life Event Enrollment**

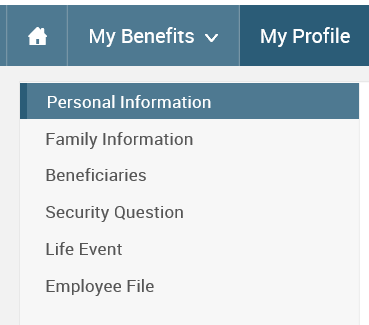


1. Complete the Life Event Enrollment

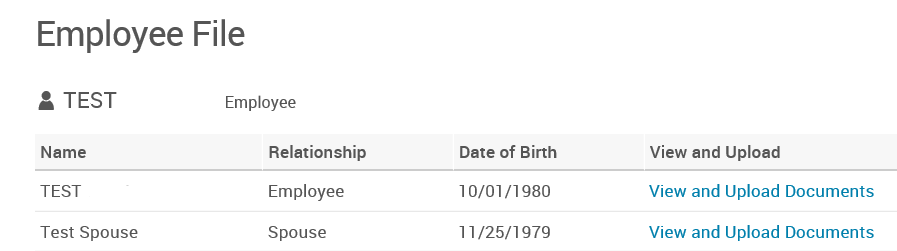


Once you have completed the life event:

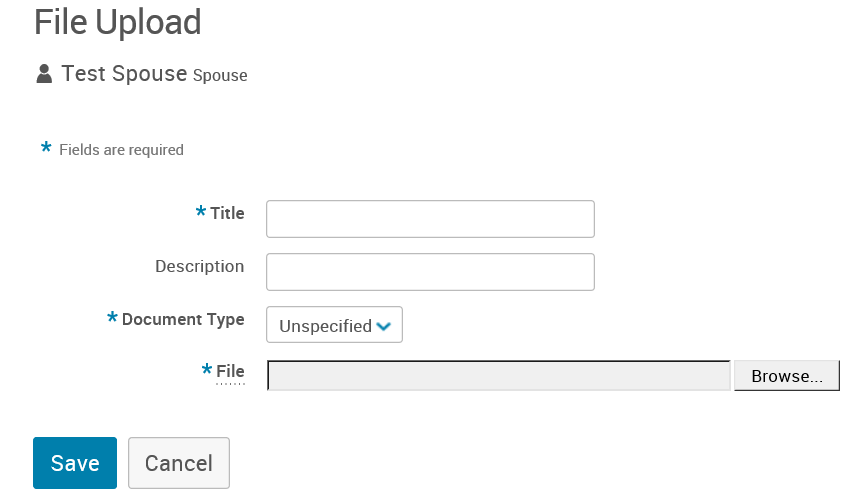
1. Upload your documentation by going to **My Profile** and selecting **Employee File**



1. Click on **View and Upload Documents** next to your spouse’s name



1. Enter the document name and click **Browse** to upload your document. Then click **Save**.



**You may be contacted regarding missed premiums if your life event was a change from the single plan to the family plan.**