**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 the following document to complete your life event:

* Court Order

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

1. Log into your Paylocity account at <https://access.paylocity.com>



1. Click on **HR & Payroll Tab** on the top left of the page, then select **Enterprise Web Benefits:**



1. Under **Life Events** choose **All other Life Events**



1. Enter the effective date from the court document



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



1. Click on **Add Dependent**



1. Enter all information, then click **Save**. If you do not have the social security number, you will need to add this later.





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 child’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.**