

## Update Federal Employees Health Benefits (FEHB) – Qualifying Life Event

1. From the HR Links homepage, select the **NavBar** icon, **Navigator**, and choose **Self Service**.



2. Select **Benefits > Life Events**.

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NavBar: Nav	rigator	0
	Self Service	Ŧ
Recent Places	UPK Training	>
+	Time Reporting	>
My Favorites	Personal Information	>
	Benefits	>
Navigator	Learning and Development	>
Classic Home	Performance Management	>
	Career Planning	>
	View Communications	
	Review Transactions	
	Manage Delegation	

Updating FEHB in HR Links - QLE | 1



3. The Life Events screen will appear. Review the choices, and select the appropriate life event. In this example, the option of having a baby will be displayed.

ife Events	
Select Your Eve	nt
There are some ev nembers.	rents that involve you as the Employee or your family
Review the choice our event.	s and select the appropriate Event. Then enter the date of
Employee	
⊖ I got marrie	d
$\bigcirc$ I had a baby	1
⊖ I adopted o	gained legal custody/guardianship of a child
$\bigcirc$ I got divorc	ed
O I received F	xtended Active Duty Orders

4. Enter the date of the event in the *Date Change Will Take Effect* field, and choose the **OK** button.

Select Your Event	
There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.	Change Status Date
Employee I got married I had a baby I adopted or gained legal custody/guardianship of a child I got divorced I received Extended Active Duty Orders	Enter the date of your baby's birth, then select the OK button. Your benefits enrollment must be completed within 60 days of your baby's birth or you will not be eligible to modify your benefit elections. Status Change Date *Date Change Will Take Effect 10/06/2019 × 3 OK Cancel



5. A welcome screen will appear with steps on the left side on how to make changes to your benefits based on the qualifying life event. Select the **Next** button at the top right of the page.

eBenefits	© «	Birth Event	Previous	Next	Cancel Continue Later	1
Life Events	0 0 -			63	Personalize Page   📰	
	Legend					
<ul> <li>* Welcome</li> </ul>		Welcome to the Birth Event				
<ul> <li>* Birth Date</li> </ul>		Under Manadha				
<ul> <li>Document Upload</li> </ul>		Haylee McCaruty				
<ul> <li>Benefit Summary</li> </ul>						
O Dependent/Beneficiary Coverage		This is a good time to consider how having a new dependent may affect your health care coverage and life insurance.				
O Update Dependent and Beneficiary		nuy unou you noun our oorongo unu no nounino.				
<ul> <li>Benefit Enrollment</li> </ul>		This guide will take you through all the steps necessary to				
O Benefit Election Review		ensure that your personal profile and benefits information are undated to reflect this event in your life.				
<ul> <li>Event Completion and Exit</li> </ul>		epekkee to forest the oront in your me.				
		If you currently have Self and Family FEHB enroliment, you				
		can simply contact the carrier you are enrolled with to add the				
		пот млау попиот.				
		If you are currently enrolled in Self Only or Self + One and will				
		change your enrollment to Self and Family, you should				
		or birth certificate) and complete the action through this				
		activity guide. If you have questions, please contact your				
		Benefits Specialist.				
		This event also allows you to elect or change your life				
		insurance. You can elect this coverage through the FEGLI				
		self-service page or contact your Benefits Specialist for more				
		intormauon.				
		This would also be a good time to review your Designation of				
1		Beneficiary forms, located in your eOPF. If you elect to				
1		change your designations, please complete the SF-2823, SF- 1152 2808 (CSRS) 3102 (FERS) and TSP-3				
		If you will be adding (or electing new coverage) your newborn				~
		b to your dental and vision plan, contact BENEFEDS at 1-888-				_

6. For this example of the birth of a child, you will be asked to enter the date of birth, and select the Submit button.





7. A confirmation message will appear when you successfully submit the birth date. Select **OK** to continue.



8. Select the **Next** button at the top right to continue.

eBenefits	o «	Birth Event Previous Next Cancel Continue Later
Kitter     Welcome     * Birth Date     Document Upload	C OV	Birth Date A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit. Enrollment step. Once your new options are prepared, you may change your benefit enrollment.
Benefit Summary     Dependent/Beneficiary Coverage     Update Dependent and Beneficiary     Benefit Enrolment     Benefit Election Review     Event Completion and Exit		Date of Birth: 1006/2019

9. The next step is to upload supporting documentation. For this example (birth of a child), you are prompted to submit the child's birth certificate. Select the **Add Attachment** button to continue.

eBenefits	¢ «	Birth Event	Previous Next     Cancel Continue Later
Life Events	0 0 -		New Window   Personalize Page   📰
	Legend	Life Events Deserved Helend	
Welcome		Life Events - Document Opload	
Sirth Date		▼ Instructions	
Document Upload		You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and unload the document	
<ul> <li>Benefit Summary</li> </ul>			
<ul> <li>Dependent/Beneficiary Coverage</li> </ul>	9	▼ Life Event Documents	
• Update Dependent and Beneficia	ary	Birth Certificate	
<ul> <li>Benefit Enrollment</li> </ul>			
<ul> <li>Benefit Election Review</li> </ul>			
<ul> <li>Event Completion and Exit</li> </ul>		Add Attachment Add Note	



10. Once you have successfully uploaded your documentation, select the **Save** button to continue.

eBenefits	• «	Birth Event
Life Events	C C	Save
		Go To Life Events - Document Upload

11. Once you have successfully saved your documentation, select the **Next** button at the top right of the screen.

eBenefits	o «	Birth Even	t						Previous	Next⊁	Cancel	Continue Later	
Life Events	0 0 -									Ne	w Window	Personalize Page	
	Legend	1.26	Den.	and the last of						10			
Welcome		LITE EVE	ents - Docu	ment Upload									
Sirth Date		Instruc	tions										
<ul> <li>Document Upload</li> </ul>		You are req	uired to submit th	he document(s) listed her	e. Select the Add At	achment button, ente	er a description of your						
<ul> <li>Benefit Summary</li> </ul>		uocument a	inu upidau ure uu	cument.									
O Dependent/Beneficiary Coverage		▼ Life Ev	ent Document	ts									
<ul> <li>Update Dependent and Beneficiary</li> </ul>	у	Birth Certifi	cate										
Benefit Enrollment													
<ul> <li>Benefit Election Review</li> </ul>													
<ul> <li>Event Completion and Exit</li> </ul>		Add A	ttachment	Add Note									
		Attachme	nts			Person	alize   Find   💷   🔣	First 🕚 1 of 1 🕑 L	ast				
		Select	Sequence	Created	Author	Entry ID	Subject	Status					
			1	10/01/2019 10:56AM	Haylee Mccarthy	Birth Certificate	Birth Certificate - New Baby	Submitted					
		Select All De	eselect All elete										



## 12. A summary of your benefits will appear. Select the **Next** button at the top right of the screen to continue.

eBenefits	¢ «	Birth Event				Cancel Continue Later			
Life Events	0 0 -				63				
	Legend	Benefits Summary		Print					
Welcome									
Sirth Date		Haylee Mccarthy							
Document Upload									
<ul> <li>Benefit Summary</li> </ul>		To view your benefits as of an	/your benefits as of another date, enter the date and select Go.						
O Dependent/Beneficiary Coverage		10/06/2019 🛐 Go							
• Update Dependent and Beneficiary		Benefits Summary							
<ul> <li>Benefit Enrollment</li> </ul>		Type of Benefit	Selected Plan Description		Coverage Description				
<ul> <li>Benefit Election Review</li> </ul>		FEHB: Premium Conversion	Blue Cross and Blue Shield Service Benefit Plan		Standard - Self & Family 105				
<ul> <li>Event Completion and Exit</li> </ul>									
		Basic Life	Basic Life		Salary X 1 + \$2000				
		Option B - Additional							
		Option C - Family							
		Option A - Standard							
		Thrift Savings Plan	TSP Regular		\$50 Before Tax				
		ROTH Regular	TSP ROTH Regular		Employer Funded				
		Regular Catch UP	TSP Regular Catch-Up		Employer Funded				
		ROTH Catch Up	TSP ROTH Catch-Up		Employer Funded				
		Retirement	FERS and FICA		0.8% of Earnings				
		Retirement - TSP 1%	TSP 1% Agency		0% of Earnings				
						_			

## 13. A summary of your dependent and beneficiary coverage will appear. Select the **Next** button at the top right of the screen to continue.

eBenefits	o «	Birth Event	Previous	Next	Cancel	Continue Later
Life Events	0 0 -			hs		
	Legend	Dependent and Beneficiary Coverage Summary				
Welcome		Haylee Mccarthy				
Sirth Date		To view your benefits as of another date, enter the date and select Go.				
Document Upload		10/06/2019 Go				
Benefit Summary						
<ul> <li>Dependent/Beneficiary Coverage</li> </ul>		You have no benefit enrollments as of the date entered.				
O Update Dependent and Beneficiar	y					
<ul> <li>Benefit Enrollment</li> </ul>						
<ul> <li>Benefit Election Review</li> </ul>						
• Event Completion and Exit						



14. The Add/Review Dependent/Beneficiary screen will appear. For this example (birth of a child), select the **Add a dependent or beneficiary** button.



15. Enter or update information for the dependent or beneficiary, and select the **Save** button at the bottom of the screen.

eBenefits	1	» «	Birth Event
Life Events	_ <b>0</b>	o ▼ end	*Last Name Baby Last Name
S * Welcome	Log	ona	Name Prefix
Pith Data			Name Suffix
Decument Unload			Date of Birth 10/06/2019
Document Optoau			*Gender Male
Benefit Summary			Social Security Number
Dependent/Beneficiary Coverage			*Relationship to Employee Child
<ul> <li>Update Dependent and Beneficiary</li> </ul>			
<ul> <li>Benefit Enrollment</li> </ul>			Status Information
<ul> <li>Benefit Election Review</li> </ul>			*Marital Status Single V As of B
<ul> <li>Event Completion and Exit</li> </ul>			*Student No V As of
			*Disabled No As of
			*Smoker V As of
			Address and Telephone
			Same Address as Employee Country United States Address 123 Main St. TEMPLE HILLS, MD 20748-0000
			Same Phone as Employee Phone Save Save Return to Dependent/Beneficiary Summary



16. A Save Confirmation message will appear, letting you know that the information you added was saved successfully. Select the **OK** button.



## 17. Select the **Next** button at the top right of the screen.

eBenefits	o «	Birth Event						Previous	Next Ca	Continue Later
Life Events	0 0-								5	
	Legend									
Welcome		Add/Deview Deview devit/Deviet								
Sirth Date		Add/Review Dependent/Beneficiary								
Document Upload		Haylee Mccarthy								
Benefit Summary		The nemle listed may be elicible for Renefit Coverane. Select a name to view or motify personal								
<ul> <li>Dependent/Beneficiary Coverage</li> </ul>	e	information. To add a dependent or beneficiary, select the	e 'Add a dependent o	r beneficiary'						
<ul> <li>Update Dependent and Beneficia</li> </ul>	ary	pushbutton.								
<ul> <li>Benefit Enrollment</li> </ul>		Dependent and Beneficiary Information								
<ul> <li>Benefit Election Review</li> </ul>		Name	Relationship to Employee	Date of Birth	Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
• Event Completion and Exit		Baby First Name Baby Last Name	Child	10/06/2019	Single		No	No	Yes	Yes
		Add a dependent or beneficiary								

- 18. GSA's Benefits Team will contact you to confirm the qualifying life event and provide details about how to update and/or make changes to your benefits coverage.
  - a. You can select the **Continue Later** button at the top right of the screen to save your information and return to the selection process later, if necessary.
- 19. Once the Benefits Team has verified your qualifying life event, you will be able to make a change or select on the **Benefit Enrollment** screen.



20. Once you have updated or changed your benefits enrollment, review the information on the Benefit Election Review page, and choose the **Next** button at the top right of the screen.

Favorites • Main Menu •											
IBM 👸 HR Shared Se	rvice <mark>GS</mark>	ATRN							<b>^</b>	- : 0	
eBenefits	• «	Birth Event					<ul> <li>Previous</li> </ul>	Next►	Cancel	Continue Later	
Life Events      * Welcome     * Bith Date     Document Upload     Benefit Summary	C OV	Benefits Election Review Haylee Mccarthy Review all your changes with the information provided. Select the appropriate task on the navigation bar to make changes. Print									
Dependent/Beneficiary Coverage     Update Dependent and Beneficiary     Repetit Encolment		Personal Information Current Name Haylee Mccarthy									
Benefit Election Review     Event Completion and Exit		Home Address 123 Main SL, TEMPLE HILLS, MD 20748-0000 Mailing Address Home Phone									
		Business Phone 555/993-9315 Emergency Contact									
		Dependent Information Name	Date of Birth	Sex	Relationship	Marital Status					
<u>_</u>		Baby First Name Baby Last Name 10/06/2019 Male Child Single									
		Your Benefit Choices           Benefit Plan         Benefit Option         Coverage / Category Base         Flat Amount / Percentage									

21. The Event Completion and Exit screen will appear. Select the **Complete** button to finish the benefit updates and completion the process.

eBenefits	• «	Birth Event				
Life Events	C C Legend	Event Completion and Exit Congratulations! You have completed your Birth Event				
Dependent/Beneficiary Coverage     Update Dependent and Beneficiary     Benefit Enrollment     Benefit Election Review		This would also be a good time to review your Designation of Beneficiary forms, located in your eOPF. If you elect to change your designations, please complete SF 2823, 1152, 2808 (CSRS), 3102 (FERS), and TSP 3. If you will be adding (or electing new coverage) your newborn to				
Event Completion and Exit		your dental and vision plan, contact BENEFEDS at 1-888-877- 3337 or benefeds.com. Select the Complete button to end this event.				
		Complete				

22. You have successfully completed your FEHB selection for your qualifying life event.