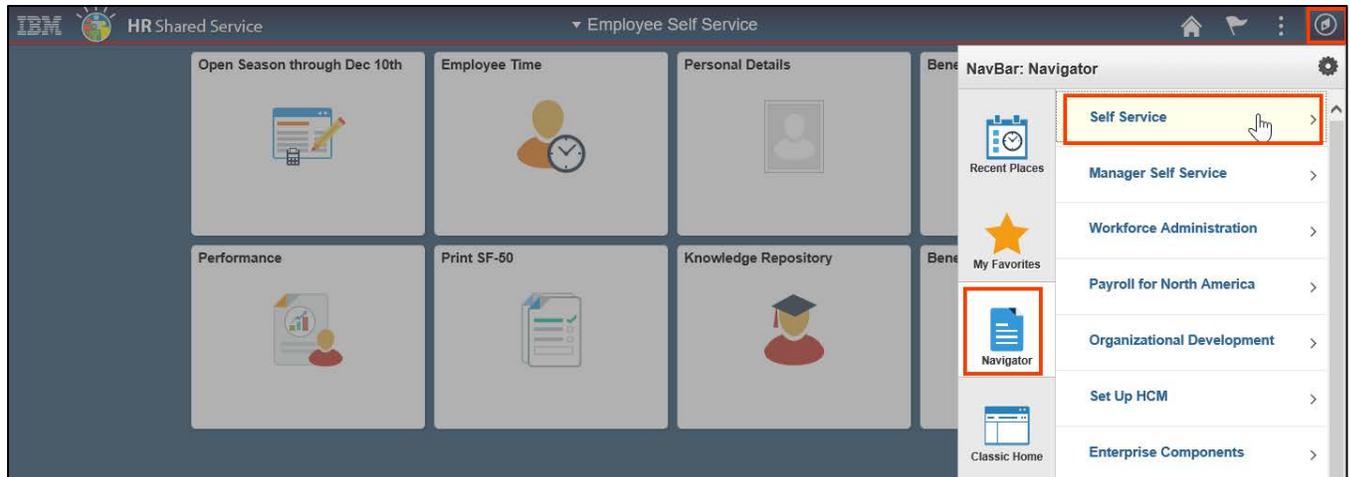


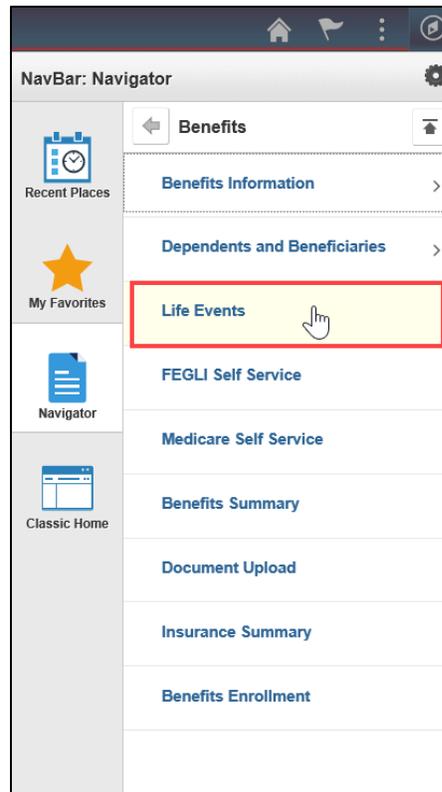
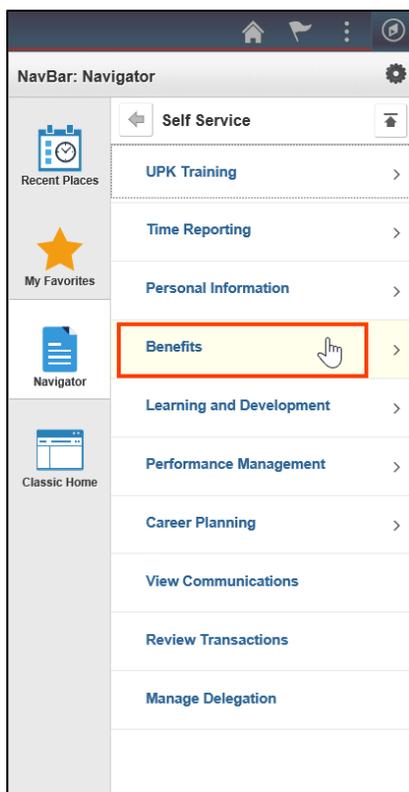


# Update Federal Employees Health Benefits (FEHB) – Qualifying Life Event

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



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





- 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.

**Life Events**

**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.

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

**Life Events**

**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.

**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

**Change Status Date**

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.

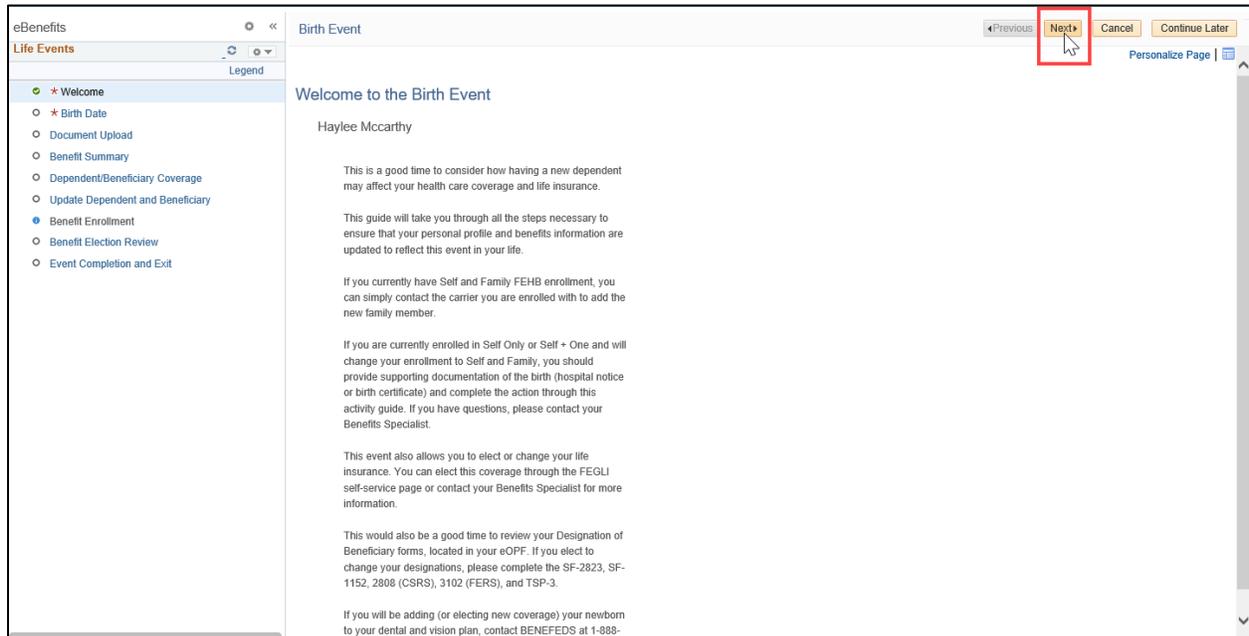
**Status Change Date**

\*Date Change Will Take Effect 10/06/2019

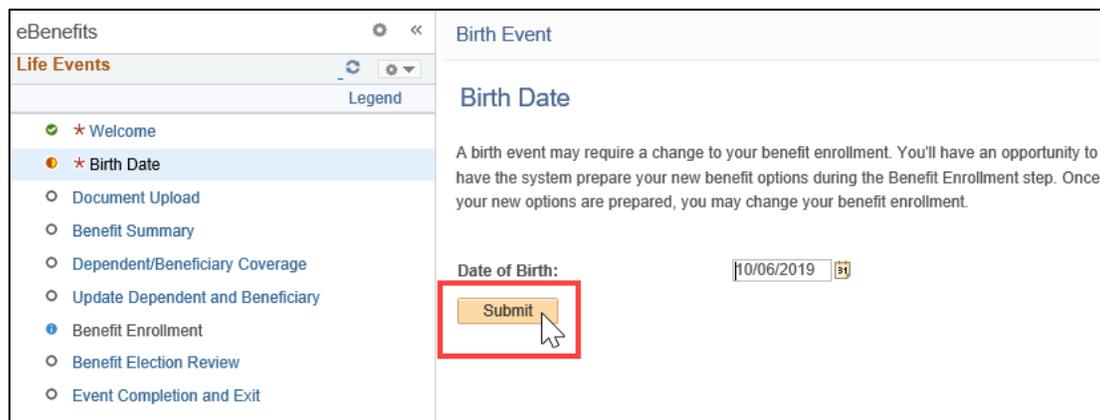
OK Cancel



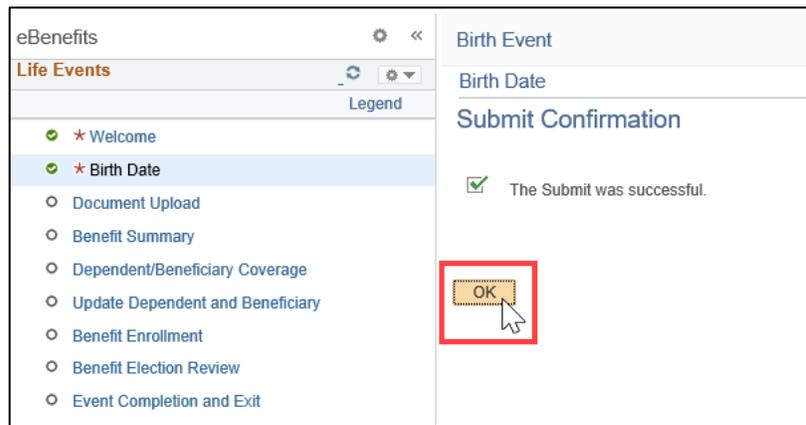
5. A welcome screen will appear with steps on the left side on how to make changes to your benefits based on the qualifying life event. Select the **Next** button at the top right of the page.



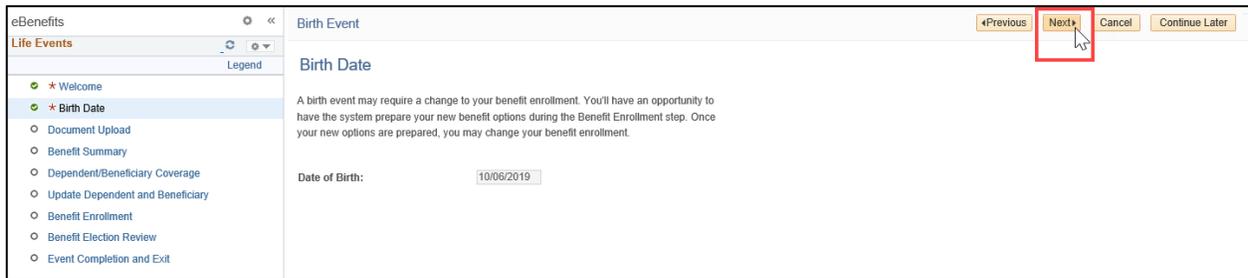
6. For this example of the birth of a child, you will be asked to enter the date of birth, and select the Submit button.



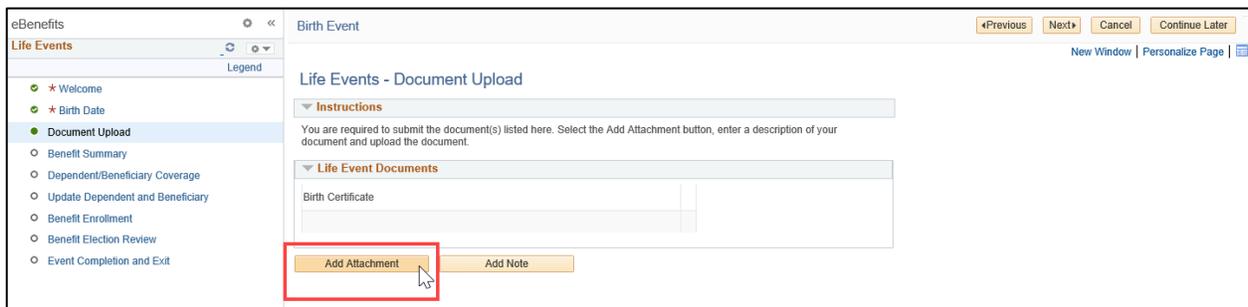
7. A confirmation message will appear when you successfully submit the birth date. Select **OK** to continue.



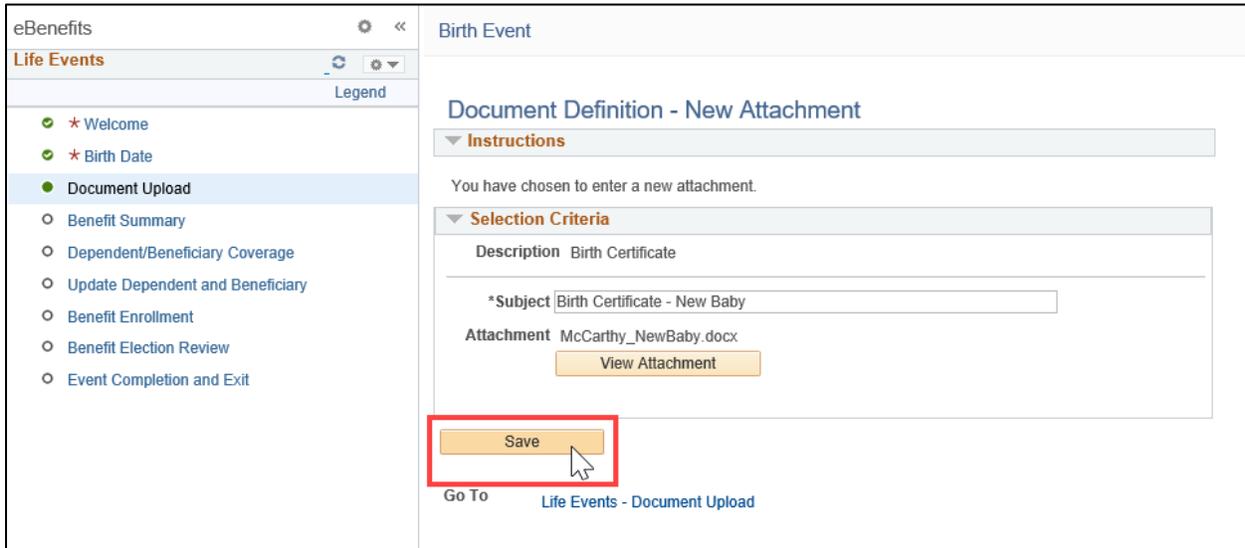
8. Select the **Next** button at the top right to continue.



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.



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

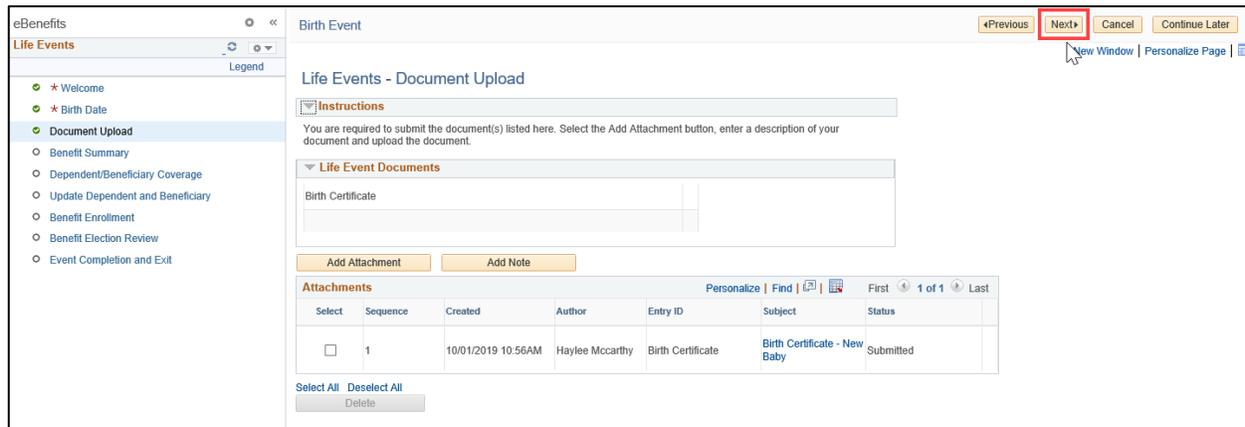


The screenshot shows the 'eBenefits' interface for a 'Birth Event'. The left sidebar lists 'Life Events' with 'Document Upload' selected. The main area is titled 'Document Definition - New Attachment'. It includes sections for 'Instructions' (stating a new attachment is being entered) and 'Selection Criteria' with the following details:

- Description: Birth Certificate
- \*Subject: Birth Certificate - New Baby
- Attachment: McCarthy\_NewBaby.docx
- View Attachment button

A red box highlights the 'Save' button at the bottom of the form. Below the 'Save' button is a 'Go To' link for 'Life Events - Document Upload'.

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



The screenshot shows the 'eBenefits' interface for a 'Birth Event' at the 'Life Events - Document Upload' stage. The left sidebar remains the same. The main area displays 'Instructions' and a table of 'Life Event Documents'.

At the top right, navigation buttons are visible: '<Previous', 'Next>', 'Cancel', and 'Continue Later'. The 'Next>' button is highlighted with a red box.

Below the 'Life Event Documents' table, there are 'Add Attachment' and 'Add Note' buttons. An 'Attachments' table is shown below:

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	10/01/2019 10:56AM	Haylee Mccarthy	Birth Certificate	Birth Certificate - New Baby	Submitted

At the bottom left, there are 'Select All', 'Deselect All', and 'Delete' buttons.



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

Birth Event ◀Previous **Next**▶ Cancel Continue Later

Print

Benefits Summary

Haylee Mccarthy

To view your benefits as of another date, enter the date and select Go.

10/06/2019

Type of Benefit	Selected Plan Description	Coverage Description
FEHB: Premium Conversion	Blue Cross and Blue Shield Service Benefit Plan	Standard - Self & Family 105
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.

Birth Event ◀Previous **Next**▶ Cancel Continue Later

Dependent and Beneficiary Coverage Summary

Haylee Mccarthy

To view your benefits as of another date, enter the date and select Go.

10/06/2019

You have no benefit enrollments as of the date entered.



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

eBenefits Birth Event

Life Events Legend

- Welcome
- Birth Date
- Document Upload
- Benefit Summary
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary**
- Benefit Enrollment
- Benefit Election Review
- Event Completion and Exit

Haylee Mccarthy

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.

No Dependents on Record

Add a dependent or beneficiary

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

eBenefits Birth Event

Life Events Legend

- Welcome
- Birth Date
- Document Upload
- Benefit Summary
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary**
- Benefit Enrollment
- Benefit Election Review
- Event Completion and Exit

\*Last Name Baby Last Name

Name Prefix

Name Suffix

Date of Birth 10/06/2019

\*Gender Male

Social Security Number

\*Relationship to Employee Child

Status Information

\*Marital Status Single As of

\*Student No As of

\*Disabled No As of

\*Smoker Non Smoker As of

Address and Telephone

Same Address as Employee

Country United States

Address 123 Main St.  
TEMPLE HILLS, MD 20748-0000

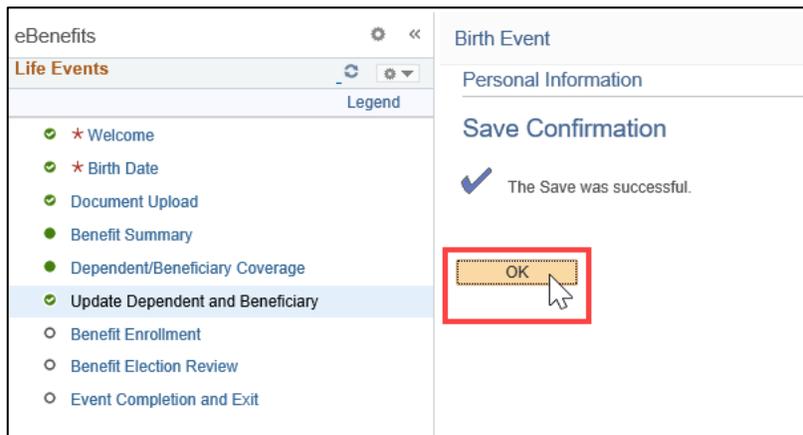
Same Phone as Employee

Phone

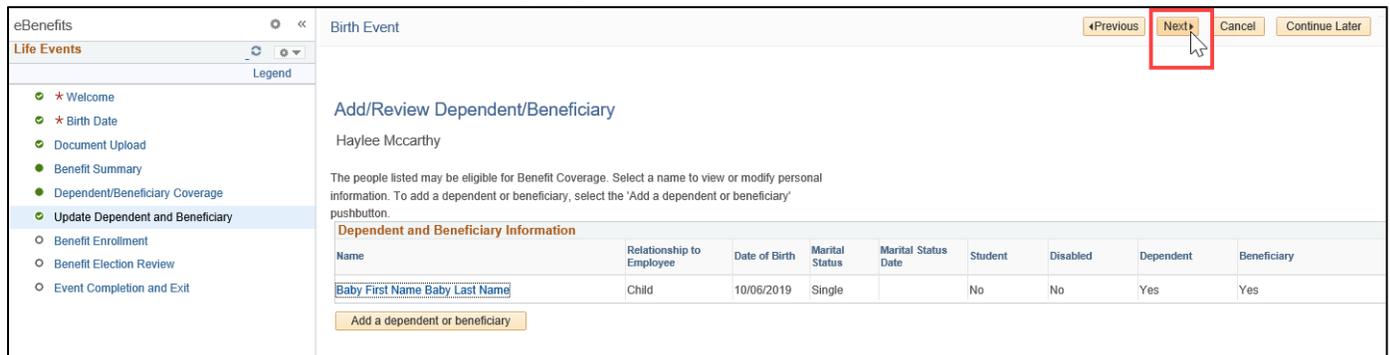
Save

[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.



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.

IBM HR Shared Service GSATRN

Birth Event

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

**Personal Information**

Current Name Haylee Mccarthy

Home Address 123 Main St., 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
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

Navigation: <Previous, **Next**, Cancel, Continue Later

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

eBenefits

Life Events

Legend

- Welcome
- Birth Date
- Document Upload
- Benefit Summary
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary
- Benefit Enrollment
- Benefit Election Review**
- Event Completion and Exit

Birth Event

**Event Completion and Exit**

Congratulations!

You have completed your Birth Event

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 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.