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

1. From the HR Links homepage, select the **NavBar** icon, **Navigator**, and choose **Self Service.**
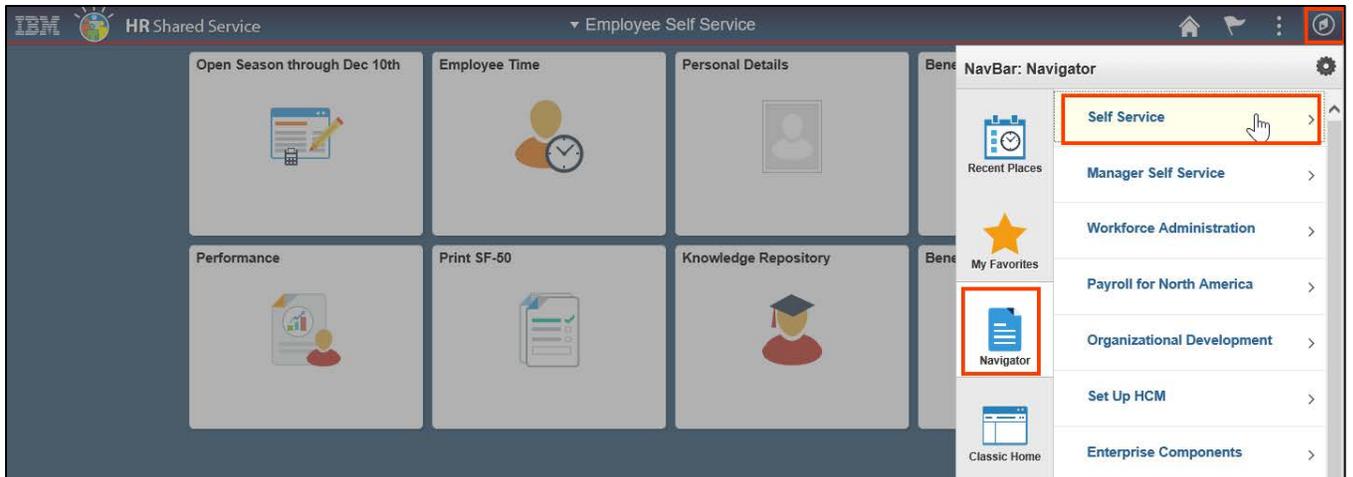
2. Select **Benefits > Life Events**.
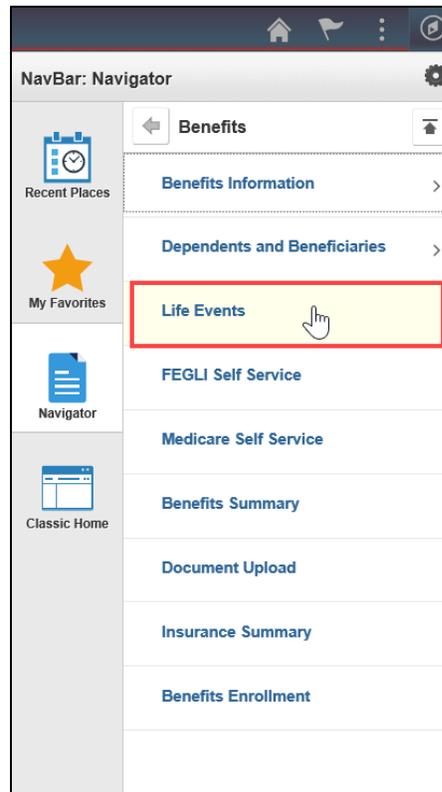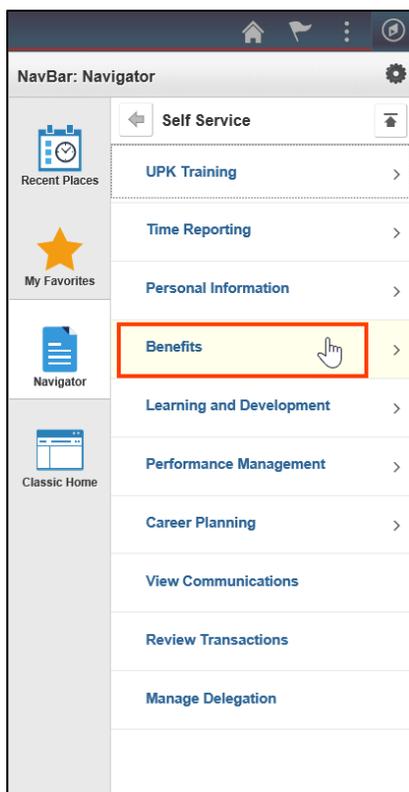
3. The Life Events screen will appear. Review the choices, and select the appropriate life event. In this example, the option of having a baby will be displayed.

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

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.
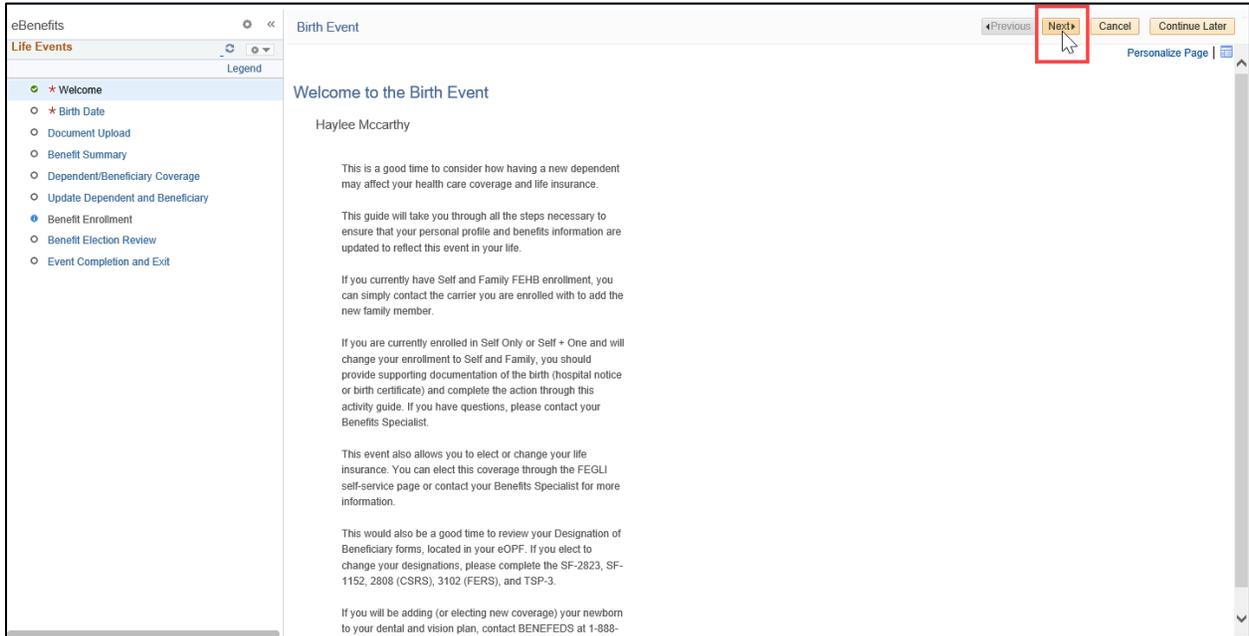
6. For this example of the birth of a child, you will be asked to enter the date of birth, and select the Submit button.
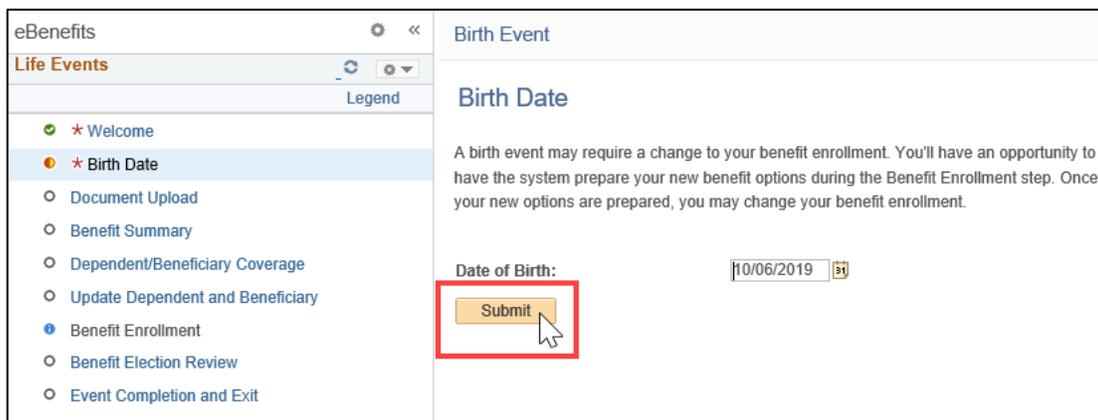
7. A confirmation message will appear when you successfully submit the birth date. Select **OK** to continue.
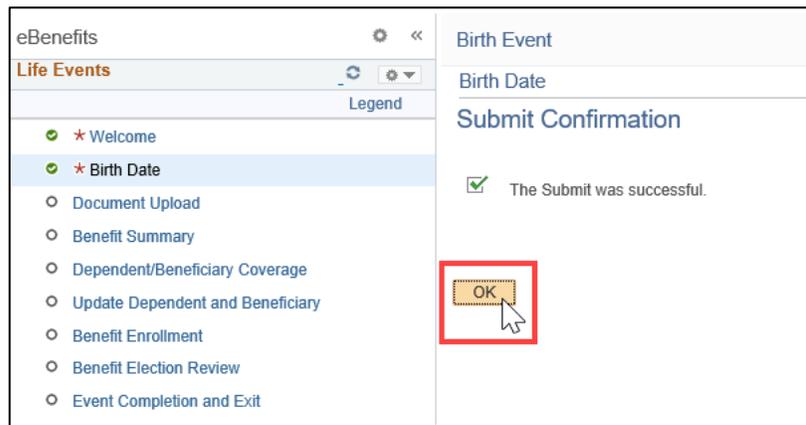
8. Select the **Next** button at the top right to continue.
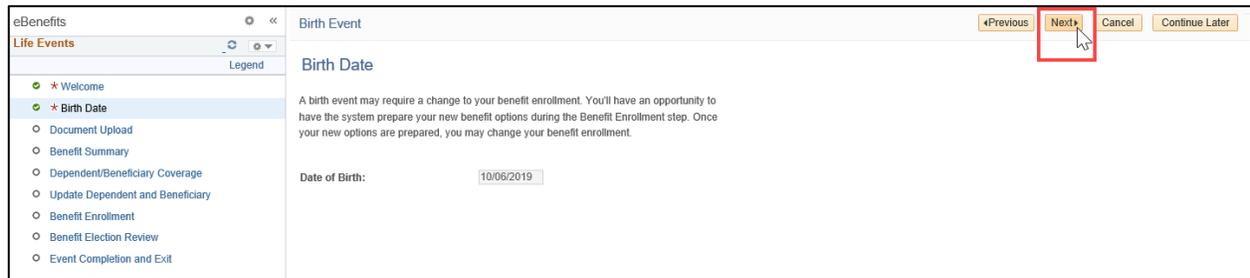
9. The next step is to upload supporting documentation. For this example (birth of a child), you are prompted to submit the child's birth certificate. Select the **Add Attachment** button to continue.
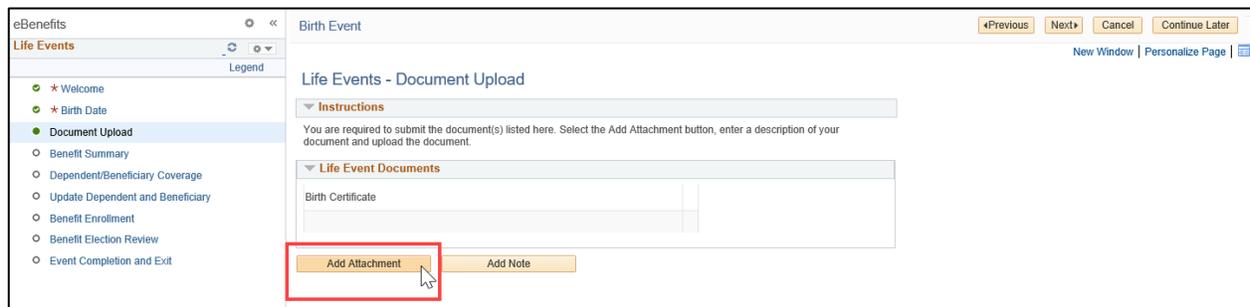
10. Once you have successfully uploaded your documentation, select the **Save** button to continue.

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

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

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

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.

16. A Save Confirmation message will appear, letting you know that the information you added was saved successfully. Select the **OK** button.
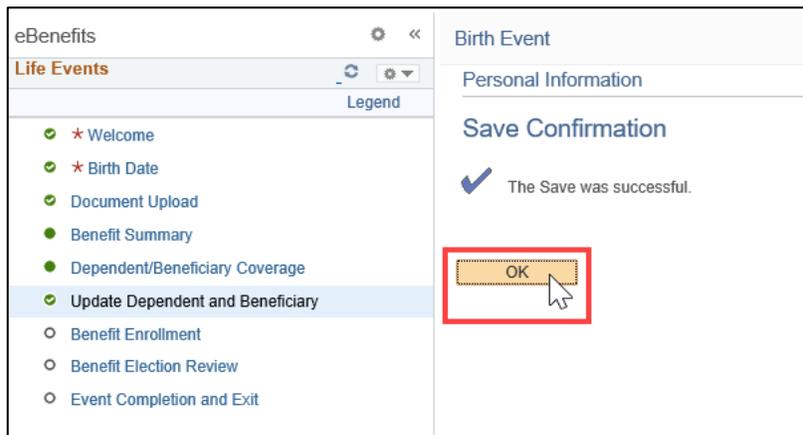
17. Select the **Next** button at the top right of the screen.
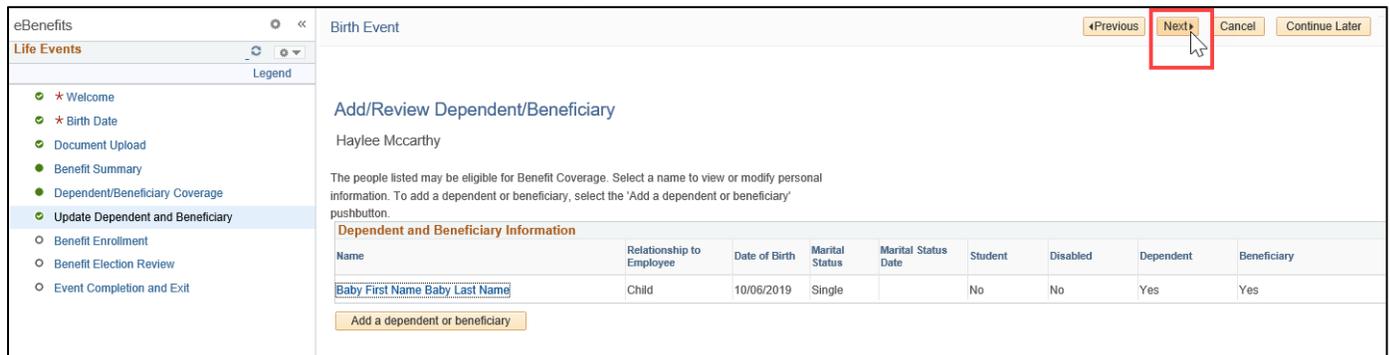
18. GSA's Benefits Team will contact you to confirm the qualifying life event and provide details about how to update and/or make changes to your benefits coverage.
    a. You can select the **Continue Later** button at the top right of the screen to save your information and return to the selection 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.

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

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