



## Making Mid-Year Changes for Qualifying Life Events

After enrolling for benefits when you're first eligible, you can change your coverage every year during Annual Enrollment. Once you make your annual elections, they remain in effect from January 1 through December 31 of the following plan year, unless you have a qualifying life event such as:

- Marriage, divorce or legal separation
- Birth or adoption of a child
- Death of a dependent
- Change in residence or work location that affects your or your dependent's benefits eligibility
- Loss of your or a dependent's coverage under another plan (e.g., your spouse's plan)
- Change in your spouse's employment that results in a loss or gain of medical, dental and/or vision coverage through their employer
- You and/or your dependent has Medicaid or Children's Health Insurance Program (CHIP) coverage that has been terminated, or you and/or your dependent becomes eligible for a state premium-assistance subsidy through one of these programs
- A significant mid-year increase in the cost of coverage
- You enroll in Medicare, Medicaid or health insurance through a Marketplace/Exchange

### Submitting Your Qualifying Life Event

**IMPORTANT!** To make a mid-year coverage change, you must complete the steps below **and** provide required documentation **within 30 days of the event**. For the birth or adoption of a child, **you have 60 days** to complete the steps and provide documentation.

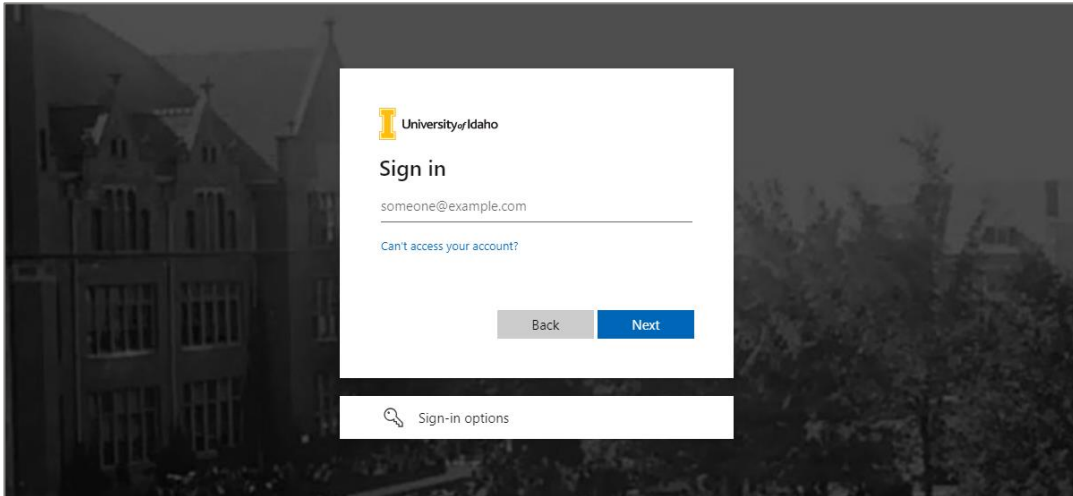
The change you make must be consistent with the life event. For example, if you have or adopt a child, you can enroll your new child in your university medical plan, or enroll in or increase your Dependent Care Flexible Spending Account (DCFSA) contribution, but you cannot drop medical coverage entirely.\*

Changes you make to your coverage will be effective as of the date of the qualifying life event. Note that you cannot begin changes before the date of the qualifying life event.

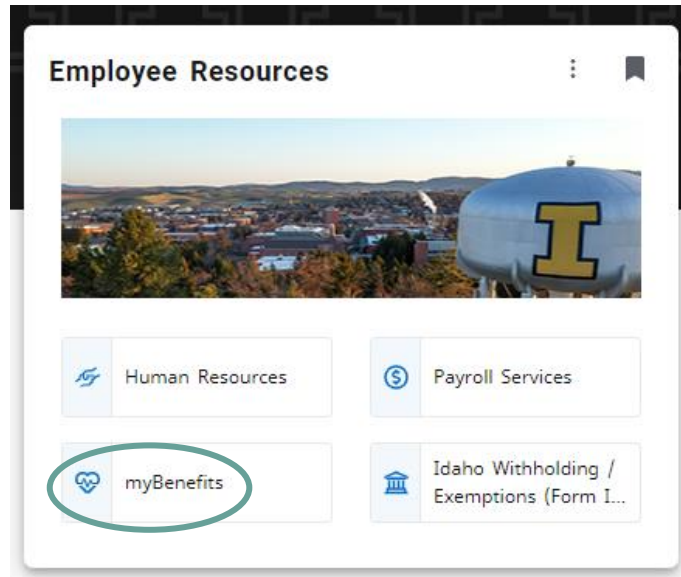
\*Exceptions apply. Contact U of I Benefit Services for more information: [benefits@uidaho.edu](mailto:benefits@uidaho.edu) or 1-208-885-3697.



1. Sign in to MyUI at [my.uidaho.edu](https://my.uidaho.edu)



2. On the Employee Resources card, select *myBenefits*





3. Click the *Quick actions* button

**MY BENEFITS**  
**\$8,145**  
ANNUAL VALUE OF MY BENEFITS

**\$231.28**  
PER PAY  
EMPLOYER  
COST

**\$81.99**  
YOUR TOTAL PER  
PAY DEDUCTIONS

Benefits	Coverage Options	Coverage Details
Medical/Rx	High Deductible Health Plan	Employee Only
Medical After Tax	Waived	No OEA dependents
Dental	Willamette	Employee Only
Dental After Tax	Not Covered	No OEA dependents
Vision	VSP Network Plan	Employee Only

[View all...](#)

**Quick actions**

4. Select *Enroll/Make Changes*

Vision	<ul style="list-style-type: none"> <li>View My Elections</li> <li><b>Enroll/Make Changes</b></li> <li>View Required Documents</li> <li>Compare plans</li> </ul>
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[View all...](#)

**Quick actions**



## 5. Select the applicable life event

### Enroll / Change Tool

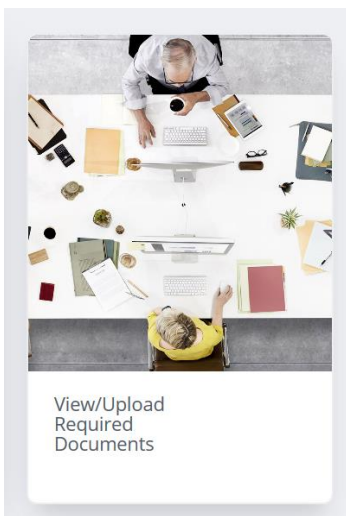
To make changes to your current selections and/or personal information, choose the applicable link from the table. In some cases, you may need to make your changes within a certain time period.

You may also [view the history of your pending and processed selections](#) made during previous activities.

Description	You must complete your changes within...
<b>Life Event</b>	
<a href="#">Birth/Adoption/Placement for Adoption</a>	60 days of the event date
<a href="#">Dependent Gains Other Coverage</a>	30 days of the event date
<a href="#">Divorce/Annulment/Legal Separation</a>	30 days of the event date
<a href="#">Dependent Loses Other Coverage</a>	30 days of the event date
<a href="#">Death of Spouse</a>	30 days of the event date
<a href="#">Death of Child</a>	30 days of the event date
<a href="#">You or a dependent becomes eligible for or loses Medicaid</a>	30 days of the event date
<a href="#">Marriage</a>	30 days of the event date
<a href="#">You gain/lose access to other coverage</a>	30 days of the event date
<a href="#">Termination of Qualified Other Eligible Adult</a>	30 days of the event date
<b>Any Time Change</b>	
<a href="#">Beneficiary designation</a>	n/a
<a href="#">Change dependent information</a>	n/a
<a href="#">Change HSA contribution</a>	n/a

## 6. Upload required documents

Click **View/Upload Required Documents** on the homepage of myBenefits. If you're adding a dependent, you have **30 days** from the qualifying life event to provide required documents. However, if you're adding a dependent through birth, adoption or placement for adoption, you have **60 days** to upload documents.





## 7. Select *Upload Required Documents*

### RELATED TOOLS

#### RESOURCES

[View Required Documents](#)

[Upload Required Documents](#)

## 8. Complete the steps to upload required documents

### Upload documents

This page lists the documents that you are required to submit related to enrolment changes that you recently submitted.

If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list.

For each required document, you can upload a file a maximum of five times.

- Click **Upload** to attach a document.
- Click **View** or a document name to view the document.
- Click **Replace** to attach a new version of a document you have already submitted.
- Click **Remove** to remove a document submitted in error and re-set it to "Not received". Note: If there is more than one version of a document uploaded, this will remove all of them.