

Life Events

All documentation and changes due to a qualifying event must be made within 30 Days of Event

Did you recently get married, have a child or any other qualifying life event and need to make changes to your benefits?

You have 30 days from the start of your qualify life event to submit documentation to HR to change your benefits. If it is over 30 days then you need to wait till open enrollment.

Qualifying Life Events:

- Marriage, divorce, annulment, legal separation
- Birth or adoption of an eligible child
- Death of a spouse or other dependent
- A spouse's employment begins or ends
- You or your spouse experience a change in work hours that affect benefit eligibility
- A dependent's eligibility status changes due to age, student status, marital status or employment
- Eligibility for Medicaid or CHIP (60 day special enrollment)
- Loss of Medicaid or CHIP (60 days special enrollment)



Getting married or divorced



Losing coverage



Having or adopting a baby

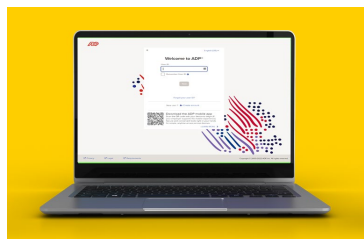


Turning 26

All changes due to a qualifying event must be made within 30 Days of Event.

Click [here](#) to view the benefit guides go to the next page for instructions on how to do a life event in ADP.

Life Events



1

Login to ADP



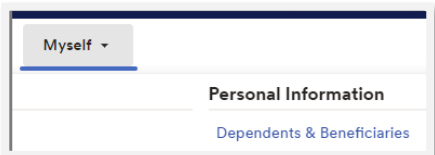
Go to <https://Workforcenow.adp.com>

2

Enter Life Event Changes

Go to “Myself > Personal Information > Dependents and Beneficiaries”.

1. Click “Add Dependents and Beneficiaries”.
2. Select the option that best fits what life event you have and hit Continue.
 1. For example, adding a child to your insurance choose Child Gains Eligibility.
3. List the date of eligibility – this is the qualifying event date
4. Choose the dependent or select to add a new dependent if applicable..
 1. When selecting a new dependent, fill in all information that is required.
5. Hit Continue > Confirm the information you listed and hit Continue to Enrollments.



Dependents & Beneficiaries

You can edit or add new dependents and beneficiaries as needed.

[Add dependent or beneficiary](#)

Add Dependents & Beneficiaries

Choose a reason below to continue.

- Add New Child
- Adoption
- Child Gains Eligibility
- Add Beneficiary
- Drop Employee Coverage

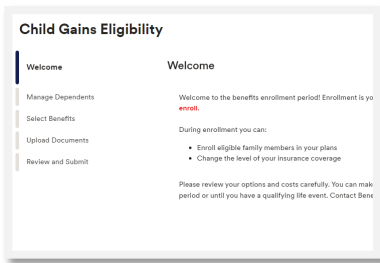
The form is titled "Relationship" and "Basic Information".

Relationship:

- Relationship*:
- Child Classification:

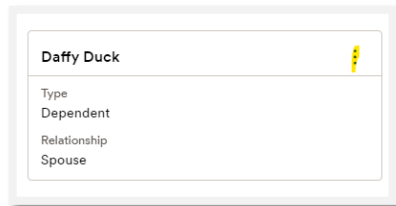
Basic Information:

- First Name*:
- Middle Name:
- Last Name*:
- Generation Suffix:
- Birth Date*:
- Gender*:
- Professional Suffix:
- Tax ID Type*:
- Tax ID*:
- National Identifier*:



3 Launch the Benefit Enrollment Wizard

This will launch the “Benefits Enrollment Wizard”. Please review the information on the “Welcome” page and select “Continue”.

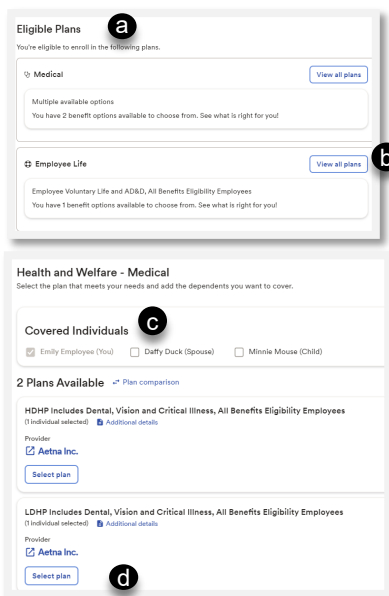


4 Manage Dependents

Review and Edit your dependents if you haven’t already.

To make edits, click the 3-dots next to the person’s name

Once Done – Select Next

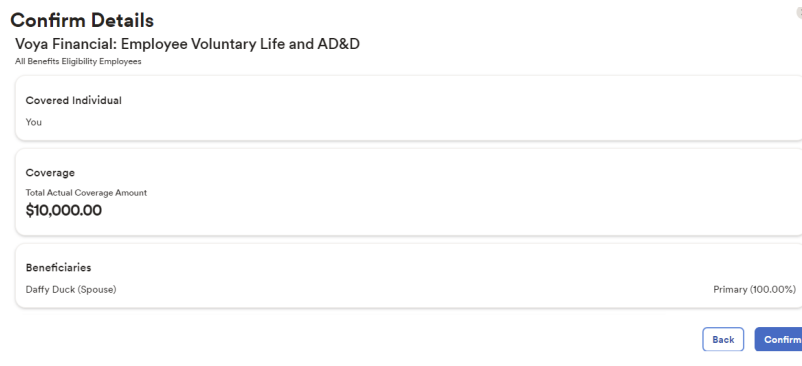


5 Enroll in Benefits

Begin by selecting the plans under “Eligible Plans”.

- a Under eligible plans are what benefit plans you are eligible for
- b Click “View All Plans” next to each plan name to see the eligible benefits
- c Under covered individuals select who would be covered in this plan.
 - This would be your dependents
 - Some plans will not have this option
- d Click on Select plan for the plan you want to enroll if multiple plans listed
- e Select Confirm details
- f Select Confirm to finalize enrolling the plan. If you do not hit confirm twice you will not be enrolled.

**Only the benefits you are eligible for will be listed. There may be more benefits than what is shown in images.*



6 Cycle thru Step 5 for all Benefit Options

Continue to the next eligible benefit in the menu under Eligible Plans. Cycle thru Steps 4a thru 4f for ALL benefit options listed.



Important! After enrolling in a new plan or making any changes, you must select the “CONFIRM DETAILS” and “Confirm” to enroll in the plan. If you exit a screen without completing Steps 5E & 5F, your selections or changes will not be saved.

7 Upload Documents

You are required to upload documents showing the life event. Once upload, hit continue to enrollment summary

- For example:
 - Marriage – upload marriage certificate
 - Child Gail Eligibility – upload birth certificate
 - Spouse loss coverage – upload documentation from previous carrier showing benefits ending with names of those enrollments, plan name and end date.

8 Continue to Summary & Submit Enrollment

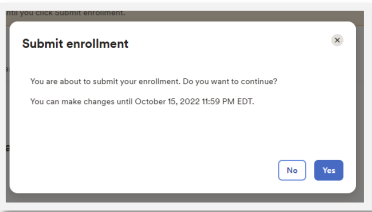
Next

Submit enrollment

Once you cycle through all eligible benefits using the enrollment wizard, select “NEXT”. Review the summary page listing your benefit selections. If everything is correct, select “SUBMIT ENROLLMENT”. Then choose “Yes” to submit enrollment You will receive a confirmation email.

IMPORTANT! If you fail to click “SUBMIT ENROLLMENT” and then select “YES”, your enrollments will NOT be routed for processing!

After you click SUBMIT ENROLLMENTS, you have up until the last day of open enrollment to make changes. You can unenroll from a benefit, add/change dependents, etc. For ANY CHANGE, you will need to again complete Steps 4a thru 4f for that benefit, review the SUMMARY PAGE and click SUBMIT ENROLLMENTS and Yes for a second time. Clicking “Submit Enrollments” will trigger an updated confirmation email.



If ADP says action required:



- Go back to select benefits.
- Select view all plans for the benefit that has an issue.
- Fix the issue that was listed on the previous screen. Once fixed, hit confirm details and confirm to submit.
- You will need to resubmit after fixing the issue to make your enrollments go through. See step 8



Still have questions? Email HR@apolloretail.com