

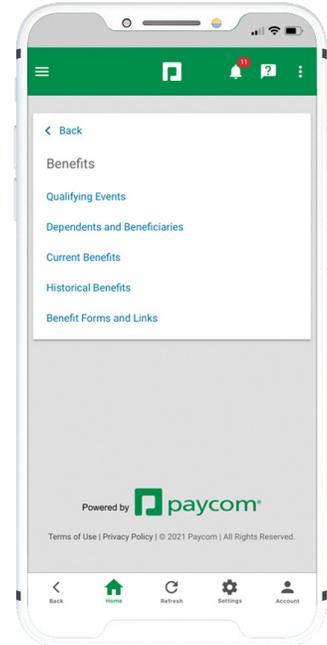
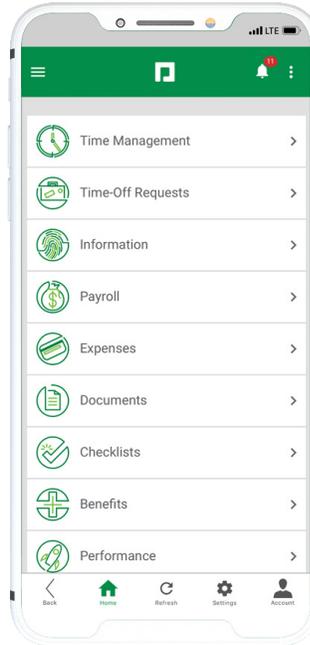
# Show Me How

to Add a Qualifying Event

## BENEFITS ADMINISTRATION

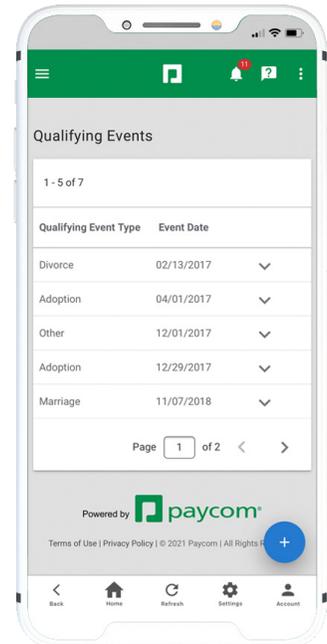
### STEP 1

Log into Employee Self-Service® and tap Benefits > Qualifying Events.



### STEP 2

Tap the "+" icon.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

# Show Me How

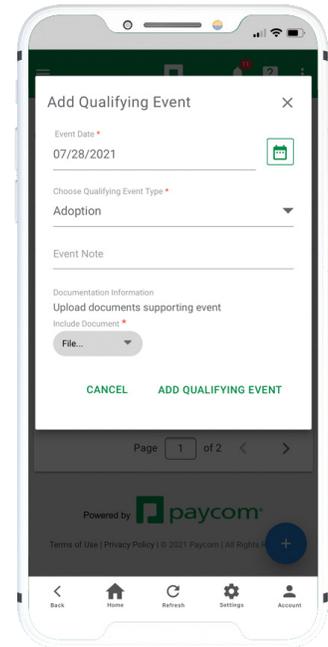
to Add a Qualifying Event

## BENEFITS ADMINISTRATION

### STEP 3

Add the date, type and any additional notes or documents. When finished, tap "Add Qualifying Event."

*Your employer will review your qualifying event and approve it or follow up for more information.*



## EMPLOYEES

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