

University of Idaho

Benefit Services

Qualified Life Event - Self-Service Tip Sheet

Qualifying Life Events

If you experience a qualifying life event, you have a limited amount of time to make changes to your current benefit elections.

Examples of qualified life events include:

- Change in spouse's or dependent's coverage
 - loss of other coverage
 - gain of other coverage
- Change in family status that results in an increase or decrease in the number of eligible family members
 - marriage, divorce, annulment, legal separation
 - birth, adoption, acquiring foster child or stepchild, issuance of court order requiring employee to provide coverage for child
 - death of spouse or dependent

If one of these or other qualified events occur, please log into the myBenefits portal (through VandalWeb) and select the appropriate life event. Follow the steps to complete and finalize the event. **Please make sure you upload any proof that may be required.**

Life events are time sensitive - **please act quickly**. For the birth or adoption of a child, you have **60 days** from the date of the event to complete and finalize the change. **For all other qualified life events, you have 30 days from the date of the event.**

Detailed instructions are on the following pages...

Log into VandalWeb

User Login



Enter your University of Idaho **NetID** and **password**.

Need assistance with your NetID? You may change your password by visiting the **Account Management** page. Once logged in select the "Change Passwords" menu item.

VandalWeb will be out of service starting at 5:30PM each Friday evening for regular maintenance activities. Outage length will vary depending on the specific activities.

NetID:

Password:

Login

Select Employees

◀ Personal Information **Employees** Advancement Payroll Deduction Gifts Sponsored Programs

Select Benefits

Home > Employee Main Menu

Personal Information **Employees** Advancement Payroll Deduction Gifts Sponsored Programs

Benefits	Payroll	Electronic Personnel Action Form (EPAF)	Employee Information
Financial Tasks	UI Administrative Tasks	Finance Query for Non-Banner Users	Purchasing Service Contract Users

Select myBenefits

Home > Employee Main Menu > Benefits

Personal Information **Employees** Advancement Payroll Deduction Gifts Sponsored Programs

Benefits	Payroll	Electronic Personnel Action Form (EPAF)	Employee Information
■ myBenefits	■ AFLAC Online Enrollment	■ Review Your Aflac Benefits	
Financial Tasks	UI Administrative Tasks	Finance Query for Non-Banner Users	Purchasing Service Contract Users

Select myBenefits again

Personal Information **Employees** Advancement | Payroll Deduction Gifts | Sponsored Programs

Home > Remote passthrough from VandalWeb

Click here to be directed to the University of Idaho myBenefits website:

[myBenefits](#)

Use the myBenefits website to enroll in or make changes to your University of Idaho Health and Welfare benefits.

Login using your VandalWeb credentials



University of Idaho

Sign in with your University of Idaho account

Password

Sign in

[Forgot your password?](#)

Image provided by University of Idaho Library Digital Collections

Click on the Quick Actions tab

Home

MY BENEFITS

ANNUAL VALUE OF MY BENEFITS

PER PAY EMPLOYER COST

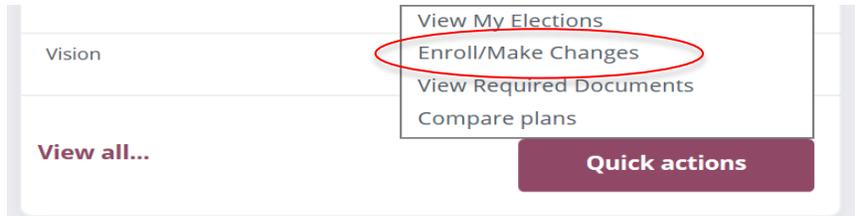
YOUR TOTAL PER PAY DEDUCTIONS

Benefits	Coverage Options	Coverage Details
Medical/Rx		Employee Only
Medical After Tax		No OEA dependents
Dental		Employee Only
Dental After Tax		No OEA dependents
Vision	VSP Network Plan	Employee Only

[View all...](#)

Quick actions

Select Enroll/Make Changes



Select the applicable Life Event

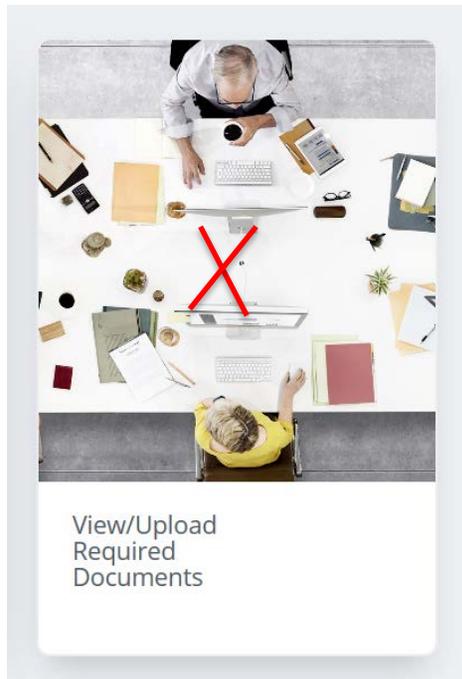
Enroll / Change Tool

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...
Life Event	
Birth/Adoption/Placement for Adoption	60 days of the event date
Dependent Change in Employment	30 days of the event date
Dependent Gains Other Coverage	30 days of the event date
Divorce/Annulment/Legal Separation	30 days of the event date
Dependent Loses Other Coverage	30 days of the event date
Death of Spouse	30 days of the event date
Death of Child	30 days of the event date
You or a dependent becomes eligible for or loses Medicaid	30 days of the event date
Marriage	30 days of the event date
Termination of Qualified Other Eligible Adult	30 days of the event date

Upload the required documents by clicking on the View/Upload Required Documents box.



Select Upload Required Documents

RELATED TOOLS

RESOURCES

[View Required Documents](#)

[Upload Required Documents](#)

Complete the steps to upload the required documentation

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.