University _of_ Idaho
Benefit Services

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

Follow the instructions below or see the how-to video on the Benefits website.

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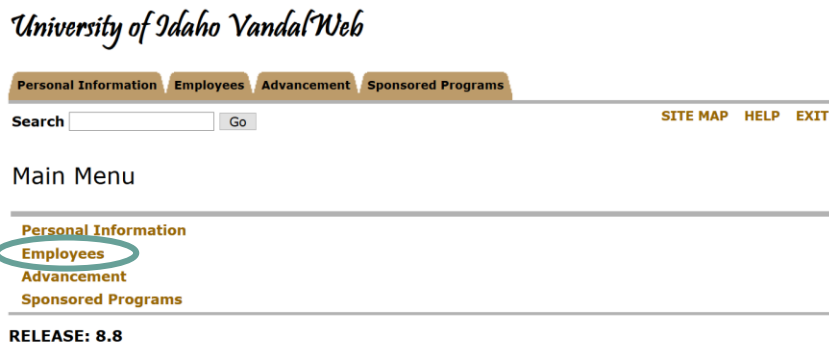
*Exceptions apply. Contact U of I Benefit Services for more information: benefits@uidaho.edu or 1-208-885-3697.

1. **Sign in to VandalWeb**
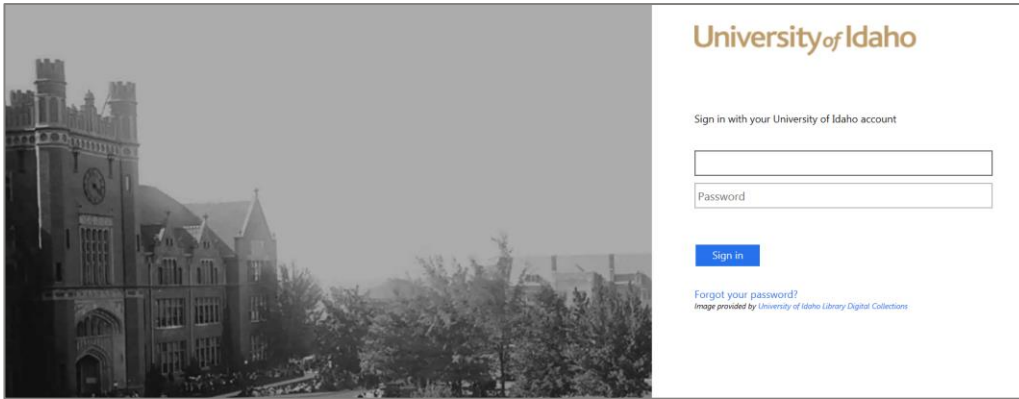
2. **Select *Employees***

3. **Select *myBenefits***

4. 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**

5. Select *Enroll/Make Changes*

	View My Elections
Vision	Enroll/Make Changes
	View Required Documents
	Compare plans
View all...	**Quick actions**

6. 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 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
You gain/lose access to other coverage	30 days of the event date
Termination of Qualified Other Eligible Adult	30 days of the event date
Any Time Change	
Beneficiary designation	n/a
Change dependent information	n/a
Change HSA contribution	n/a

7. Upload required documents

Click *View/Upload Required Documents* on the homepage of VandalWeb. 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.

View/Upload
Required
Documents
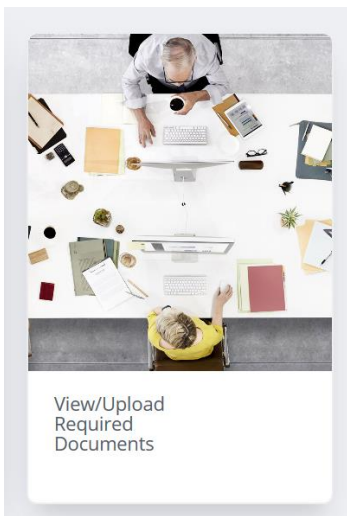
8. Select *Upload Required Documents*
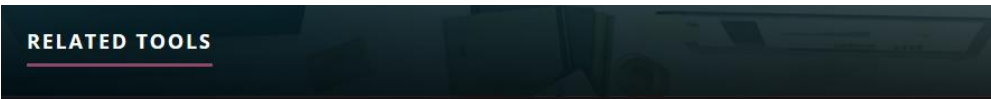
RESOURCES

View Required Documents   Upload Required Documents

9. 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.