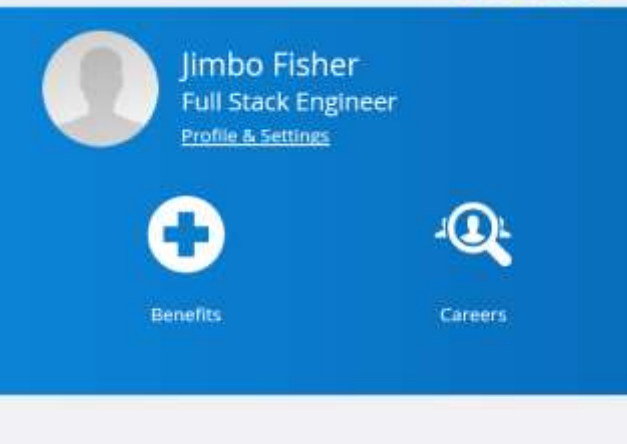
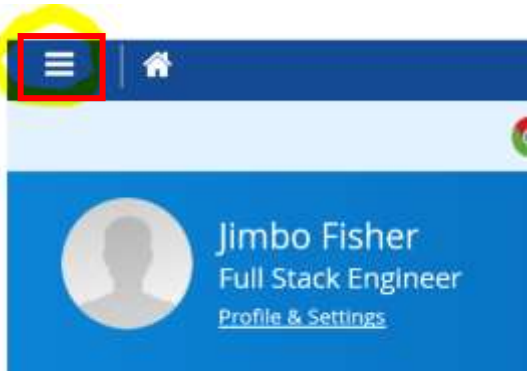
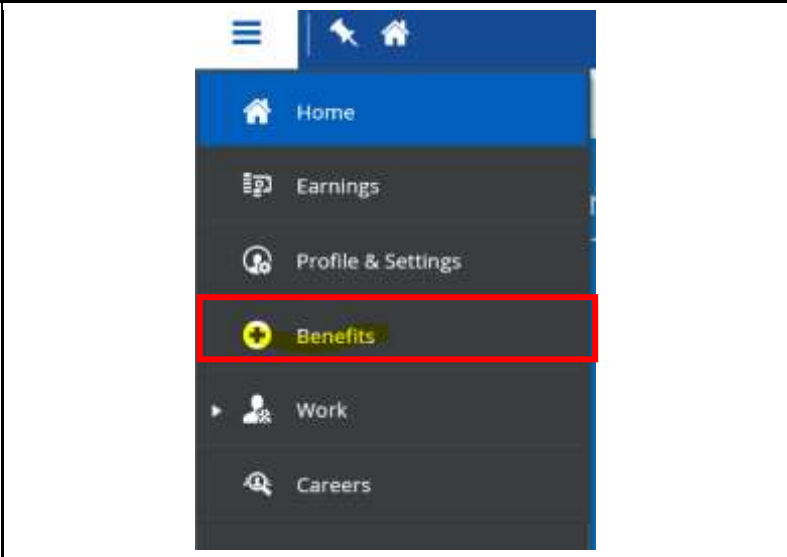




How to	Submit a Life Event
<p>Submitting a life event</p> <p>We often have life events such as a marriage, birth of a child, a dependent becoming ineligible for coverage, and many more.</p> <p>To update your information in Dayforce you will use the Life Event Declaration form.</p>	
<p>Open the Life Event Declaration form</p> <p>Click the Menu button.</p>	

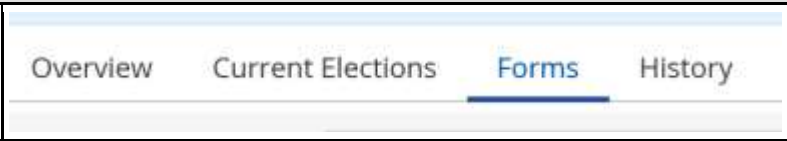
How to **Submit a Life Event**

Click the **Benefits** menu.

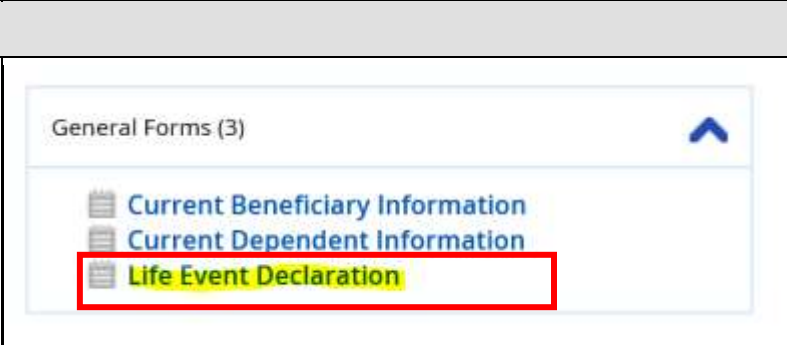


Click the Forms tab.

Click the **Forms** tab.



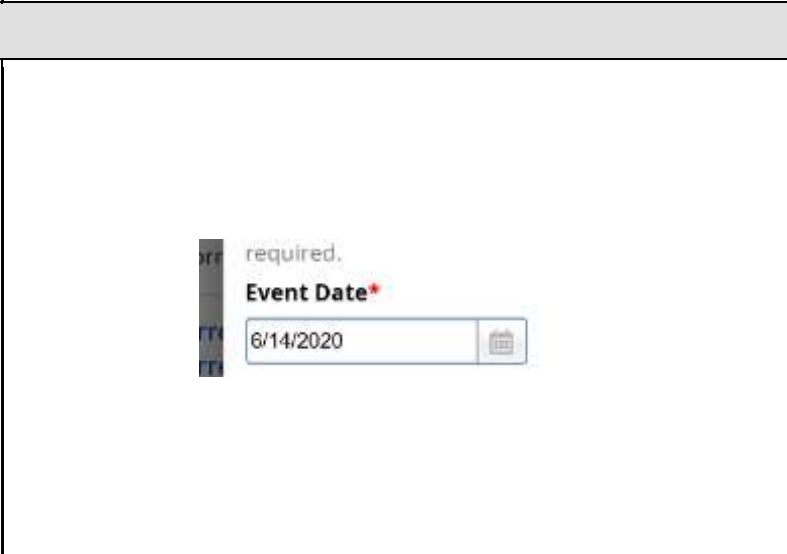
Click the **Life Event Declaration link**.

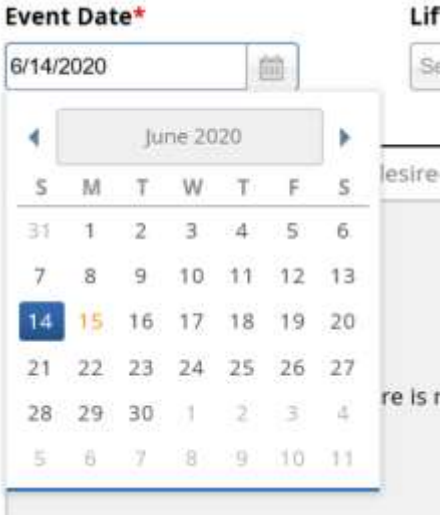

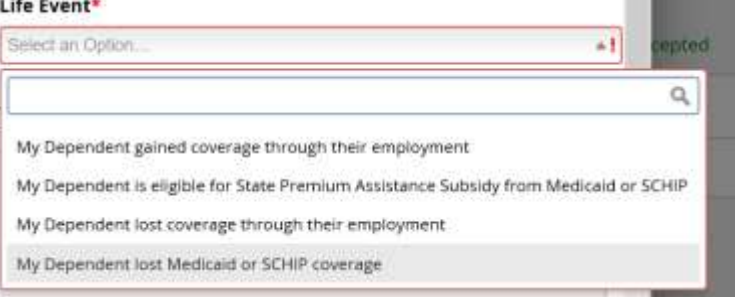


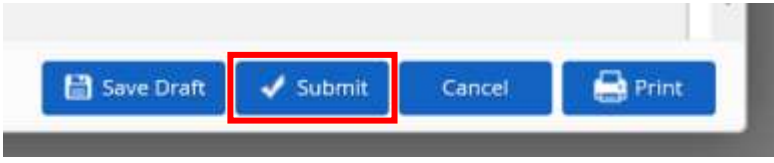
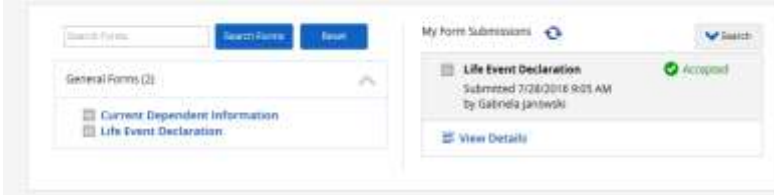
Select the date and event

This is the Life Event Declaration form. First select the Event Date and then the Life Event. Comments are optional.

Click the **Calendar** button.



How to	Submit a Life Event
Click the correct date.	 <p>The screenshot shows a date selection interface. At the top, there is a text input field containing '6/14/2020' and a calendar icon. Below this is a calendar for June 2020. The days of the week are listed as S, M, T, W, T, F, S. The dates are arranged in a grid. The date 14 is highlighted in blue, indicating it is the selected date. Other dates are in grey or white. The calendar is partially overlaid by other UI elements.</p>
Click the Life Event list.	 <p>The screenshot shows a dropdown menu titled 'Life Event*'. The menu is open, showing a list of options. The first option is 'Select an Option...' with a downward arrow and an exclamation mark icon. The rest of the options are not visible in this view.</p>
Click the correct life event from the list.	 <p>The screenshot shows the same dropdown menu as in the previous row, but now the list of options is visible. The options are: <ul style="list-style-type: none"> My Dependent gained coverage through their employment My Dependent is eligible for State Premium Assistance Subsidy from Medicaid or SCHIP My Dependent lost coverage through their employment My Dependent lost Medicaid or SCHIP coverage The dropdown menu has a search icon in the top right corner.</p>
Add any supporting documentation. For example, a birth certificate or marriage license.	<p style="text-align: center;"><u>Supporting Documents</u></p> <p style="text-align: center;">Please attach additional details if desired.</p>

How to	Submit a Life Event
<p>Click Submit.</p>	
<p>You have successfully submitted a life event!</p> <p>Your life event form is now complete and will be reviewed and approved by the Ben E Keith Benefit Team.</p> <p>They will notify you if there is any additional information required to complete your change.</p>	
<p>You may need to update your benefit elections</p> <p>Certain life events will trigger a new enrollment. This will allow you to update your benefit elections.</p> <p>You can access your new benefit enrollment by accessing Benefits from the Dayforce menu.</p>	