



QUALIFYING LIFE EVENT?  
*Here is What You Need to Know*

If you have experienced a Qualifying Life Event such as a Birth, Marriage or Divorce and need to make benefit election changes, ***complete these steps within 30 days of the event***:

1. Call DirectPath to confirm if you are eligible to make changes to your benefits
2. Log into My.ADP.com to *Report a Life Event* after the event has occurred
3. ***Add or Remove the dependent*** impacted by the life event if applicable
4. ***Complete the Life Event enrollment in MyADP.com***
5. ***Confirm Elections.***
6. Submit supporting documentation to ADP for verification.



**NEED ASSISTANCE?  
CALL DIRECTPATH.**

**866-253-2273**

**Directpathhealth.com**



# REPORTING A QUALIFYING LIFE EVENT

If you experience a Qualifying Life Events (QLE) and wish to update your insurance, first contact DirectPath (866-253-2273) to confirm you are eligible to make a change to your benefit elections. Upon confirmation, log in to My.ADP.com and make the appropriate change to your benefits. **You will be required to provide supporting documentation for the change.** The QLE and supporting documentation must be completed and submitted within **30 days of the date** of the QLE. Once your event has been entered, you will receive a notice from ADP Dependent Verification Services.

## STEPS TO REPORTING A QLE:

1. Log into www.MyADP.com
2. Select Benefits
3. Report a Qualifying Change
4. Declare an Event
5. Select the reason of the QLE on the left side and enter the effective date of the change. (For your own coverage, this date must be one day after your current health coverage ends. For the birth of a child, this date must be their date of birth).
6. If adding a dependent, add dependent(s) then Review Benefits
7. Choose the plans you need to make changes to by clicking the Change button
8. From the list of available dependents, add or remove the check box next to their name
9. Choose Continue with Selected Plan
10. Then Save and Continue or Save and Return
11. Back on the home page in My.ADP.com, choose Complete Enrollment
12. Confirm enrollment
13. Agree to conditions
14. You will see a confirmation number for your update. If you do not see the confirmation number, the transaction is not complete.

This process will trigger a mailing to your home address on file requesting proof of your dependent(s). You will be required to provide the necessary documentation in order for your elections to be approved.



## QUALIFYING LIFE EVENTS INCLUDE:

- Marriage
- Divorce
- Legal Separation
- Death of Spouse
- Change in your or your spouse's work status that affects benefits eligibility
- Termination or commencement of your spouse's employment
- A dependent child becoming eligible or ineligible for coverage
- Birth, adoption, placement for adoption, or death of a dependent child
- Becoming eligible and enrolling in Medicare, Medicaid, or CHIP (the Children's Health Insurance Program available through the federal government)
  - must be reported within 60 days

**NOTE:** If you are adding a dependent to your coverage, you are required to provide supporting documentation as proof of dependent. You will receive notifications from ADP Dependent Verification Service requesting such information. If not provided within the time frame noted in the letter the dependent will not be added to coverage.