When a qualifying life event occurs, you have 30 calendar days from the date of the event to make corresponding changes to your benefit elections. If you miss the deadline, your next opportunity to request a change is when another qualifying life event occurs, or during the annual Open Enrollment period with an effective date of January 1.

1. **Search for and Select the “Employee Center” in One.IU.**

2. **Login through CAS using your IU network ID and password.**

3. **Select the “Benefits” tab, then “Life Events” from the left-hand navigation.**

4. **Select the type of event from the list.**

5. **Enter the “As Of” date at the bottom of the screen then click “Start Life Event.”**
   
   This is the actual date of the event. For example, the date of birth or date of marriage.

6. **If applicable, upload the required documentation verifying the event.**
   
   Do not begin the online process without electronic copies of your documentation as you will be unable to complete online enrollment without a submission. If you do not have the correct documents available in electronic format, contact IU Human Resources at askHR@iu.edu or (812) 856-1234 as soon as possible for instructions on how to proceed. Enrollment elections and all required documentation must be submitted within 30 days of the event.

7. **Make all benefit changes related to the event.**
   
   Information on which changes you are allowed to make is available at hr.iu.edu/bcc/index.html.

8. **When finished, click “Submit” to complete your Life Event.**

9. **A confirmation e-mail will be set to your IU email address once your elections have been submitted.**

**QUESTIONS?** Contact IU Human Resources at (812) 856-1234 or askHR@iu.edu