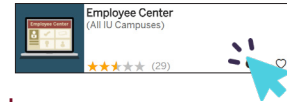


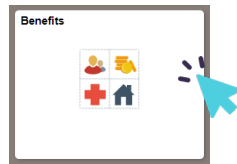
When a qualifying life event occurs, you have **30 calendar days** from the date of the event to make corresponding changes to your benefit elections. If you miss the deadline, your next opportunity to request a change is when another qualifying life event occurs, or during the annual Open Enrollment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

1 Search for and select **Employee Center** from one.iu.edu.



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

3 Select the **Benefits** tile.



4 Click the button to **Start Life Event**.



5 Select the correct radio button for the type of event you experienced.

6 Enter the “As Of” date at the bottom of the screen then click **Start Life Event**.

This is the **actual date of the event** and should correspond to the date on any supporting documentation you are required to provide. Future dates or dates more than 30 days in the past will not be accepted.

7 Click the **Confirm** button to confirm the date of the event.

8 Upload any required supporting documentation verifying the event.

You will be unable to complete online enrollment without electronic copies of your documentation. If you do not have your documentation available in the correct format, contact IU Human Resources at askHR@iu.edu or (812) 856-1234 for instructions on how to proceed.

9 Update/verify your payroll direct deposit and tax withholding information.

10 Click the **Start My Enrollment** button.

11 Click the yellow **Select** button next to your job title.

12 Click the blue **Edit** button next to each plan you wish to make changes to.

13 When finished, click **Proceed** at the bottom of the screen.

14 Review your changes and click the gray **Continue** button at the bottom of the screen.

15 Review the authorization then click **Submit**.

16 A confirmation e-mail will be set to your IU email address once your elections have been submitted. If you do not receive a confirmation, your changes were not submitted properly.