

# Mid-Year Benefit Changes

## IRS-Qualifying Life Event Change Instructions

Updated 8/2/2021



When you experience an IRS-qualifying life event, 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 existing benefit elections must stay in place for the remainder of the year, unless you experience another life event. Your next opportunity to change your benefit elections will be during the annual Open Enrollment period, with an effective date of January 1.

1. Search for and select **Employee Center** from [one.iu.edu](https://one.iu.edu).
2. Complete two-step login using your IU username ID/passphrase and Duo.
3. Select the **Benefit Details** tile.
4. Select the **Life Events** tile.
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. Read the information on the Welcome screen. To progress through the Life Event process, click the yellow **Next** button in the upper right-hand corner of the screen.
8. Click the **Confirm** button to confirm the date of the event. Click the **OK** button once submission is confirmed, then click the **Next** button to proceed to the next step.
9. Upload an electronic copy of any required supporting documentation verifying the event by clicking the **Add Attachment** button. On the next screen, click the **Add Attachment** button to select the file from your device. Once you have successfully uploaded your documentation, click **Save** then **Next** to proceed to the next step. 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](mailto:askHR@iu.edu) or (812) 856-1234 for instructions on how to proceed.
10. Verify your personal information and payroll direct deposit and tax withholding information, and make updates if needed. Click **Next** to proceed to the next step.
11. Click the **Start My Enrollment** button to begin making benefit enrollment changes.
12. Under the 'Benefit Plans' heading, select each benefit plan one at a time to review your current enrollment and beneficiaries (if applicable), and make any allowed changes.
13. Once you have made all of your changes, review your elections by selecting the **Enrollment Preview Statement** button at the top of the screen under 'Enrollment Summary'. Click the X in the upper right-hand corner of the screen to exit the preview.
14. When you are finished making changes, click the green **Submit Enrollment** button.
15. A confirmation message will appear on the screen once your elections have been submitted successfully. Additionally, an e-mail confirming your submission will be sent to your IU email address within one business day. If you do not receive an email, your changes were not submitted properly.
16. To review your submission at any time, log in to the Employee Center, select the **Benefit Details** tile, then the **Benefits Statement** tile.

