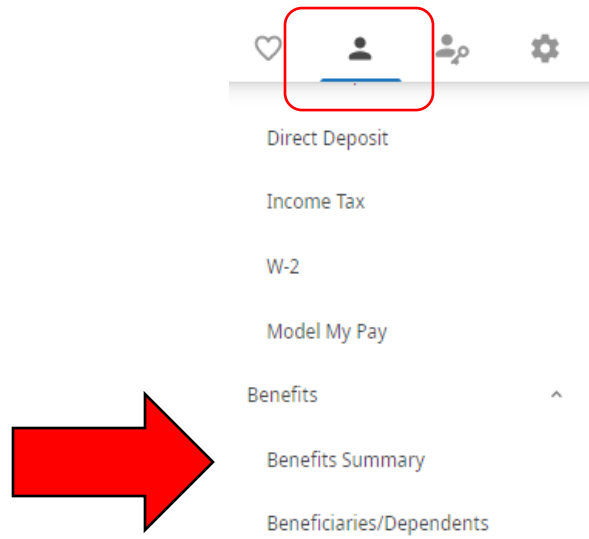


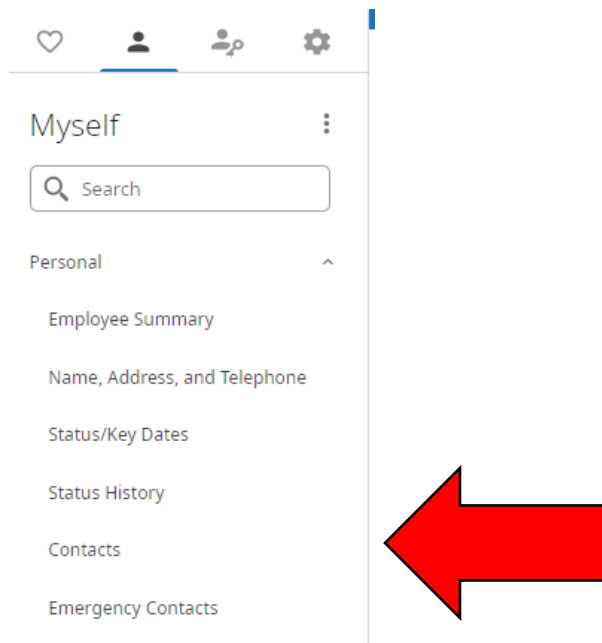
LIFE EVENT – ANSON HR INSTRUCTIONS

When you experience a Life Event (marriage, divorce, birth, adoption, loss of insurance), you may enroll in Anson's benefits. However, ***you need to do this within 30 days of the event.***

Prior to beginning, we recommend you review your [Benefit Summary page](#) so that you know the benefits in which you are currently enrolled (most importantly, if you have Voluntary Life Insurance, you will need to re-enter your current limit. It does not pull through to your Life Event enrollment.)

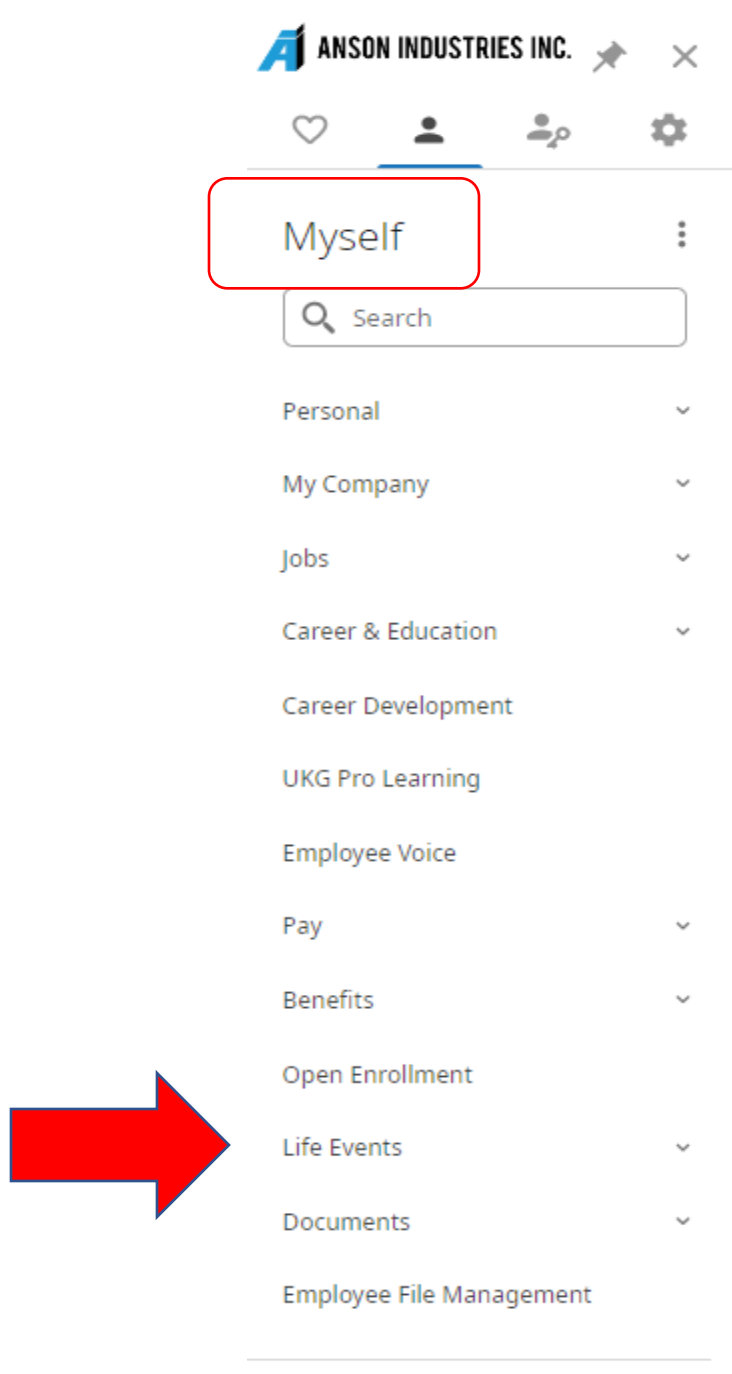


At this time, it is also important to be sure that anyone being added to your insurance is included in your Contact section and marked as "Dependent" or "Beneficiary". Go to the following Section to complete:



LIFE EVENT – ANSON HR INSTRUCTIONS

To enter your choices, go to Myself/Life Events:



LIFE EVENT – ANSON HR INSTRUCTIONS

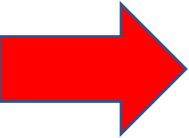
This will bring you to the following screen:

Life Events

print help

About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete. Begin by selecting an event that most closely describes your circumstances.



Description	Message	Status
I have a qualifying event - Office	** Please note, you may be required to provide proof of your event to Human Resources. You can use this Life Event to make changes to your coverage and/or covered dependents throughout the year due to certain qualifying life events. Common examples include: birth or adoption, marriage or divorce, gaining or losing other coverage, change of employment status, etc. <i>If you already have health insurance with us, you cannot change plans for a qualifying event.</i> If you are unsure whether your situation qualifies, please contact Anne Higginson at 708-547-4812. Click on this link to find important benefit information, summaries and certificates to help with your decision in the Anson Resources folder.	In Progress

When you click on the link, you will be asked the date and reason for your Life Event (**Anson HR does not allow future dates**). For each benefit plan, you must either “elect” or “waive” coverage. If you elect a tier including your dependents, you will need to choose those dependents by benefit plan. At the end, you will be shown a summary of your choices. **Please review and click the “submit” button.** Please note some important items below:

- ✓ During a Life Event, you cannot switch to a different medical plan, if already enrolled. However, **you can add or delete various benefits**, as desired.
- ✓ If your Life Event will happen in the future, **please call or email Anne Higginson** with your actual date.
- ✓ **When entering contacts, dependents and beneficiaries**, you must have their information ready in order to complete your elections; i.e. date of birth, social security number, address and phone number, if different from yours. ***If you do not add a beneficiary at this time, you must contact Anne Higginson to enter one.***
- ✓ Anson offers Company Paid Life Insurance and Long-Term Disability **at no cost to you**. **You have to elect the coverage in the Life Event process.** You must also designate a primary beneficiary at this time. We recommend that you include a contingent, or secondary, beneficiary in case something happens to your primary beneficiary. You can have multiple beneficiaries, however both Primary and Contingent Beneficiaries need **to add up to 100%**.
- ✓ If you have a Voluntary Life Insurance policy in place, **you must re-enter the limit carried**, so you must know your limit ahead of time.

If you experience any difficulties, ***please call Anne Higginson at 708-547-4812 for assistance.***