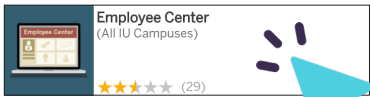


When a qualifying life event occurs, you have **30 calendar days** from the date of the event to make corresponding changes to your benefit elections. If you miss the deadline, your next opportunity to request a change is when another qualifying life event occurs, or during the annual Open Enrollment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

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



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

- 3 Select the **Benefit Details** 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** and should correspond to the date on any supporting documentation you are required to provide (e.g. for a birth, the date of birth).

- 6 Upload any 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 Update/verify your payroll direct deposit and tax withholding information.

- 8 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.

- 9 When finished, click **Submit** to complete your Life Event.

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