

# Submitting an Employee Life Event (as of April 2022)

Step 1: Enter your User Net ID and Password at [www.ess.uconn.edu](http://www.ess.uconn.edu).

The screenshot shows the top navigation bar of the UConn Employee Self Service Portal. The header includes the UCONN logo and the text "UNIVERSITY OF CONNECTICUT". Below the header, the page title "UConn Employee Self Service Portal" is displayed. The main content area features a large blue banner with the text "Protect your financial information from fraud. Secure your login » with two-factor authentication". To the right of the banner, there are two columns of content. The first column, titled "My Employee Self-Service", lists several options: "Time Reporting & Approval", "Smart HR", "Updates to Personal Information", and "Online W-4, CT-W4, Direct Deposit". Below this list is a red button labeled "Core-CT Sign On". The second column, titled "Core-CT Availability", states "Core is available 4am to 8pm daily except non-payweek Thursdays when it is unavailable." and includes a blue button labeled "Core-CT Job Aids".

Step 2: Use the following path to access the Life Events selection page: Main Menu -> Self Service -> Benefits -> Life Events

The screenshot shows the Oracle HR system navigation menu. The "Main Menu" dropdown is open, displaying a search bar and a list of categories. The "Benefits" category is highlighted, and its sub-menu is also open, showing options like "Benefits Information", "Dependents and Beneficiaries", "Life Events", "Benefits Summary", "Document Upload", and "Benefits Enrollment". A red arrow points to the "Life Events" option in the sub-menu. The top navigation bar includes "Favorites", "Main Menu", "Search Menu", "Home", "Worklist", "Add to Favorites", and "Personalize Content | Layout".

**Step 3: Please read the important information on this page before proceeding. Select the applicable Life Event from the list below.**

Select Your Event

Read the following instructions:

1. The Life Events page provides you with online access to review information and make changes consistent with the change in your situation. The Life Event must be entered within 31 days of your qualifying event to use this page. Otherwise, you will need to contact your Agency Benefits Specialist.
2. If you and your spouse are both State of Connecticut employees and you have at least one eligible dependent, you must contact your Agency Benefits Specialist for assistance in enrolling in or changes to the Family Less Employed Spouse (FLES) health options. FLES elections cannot be processed through Self Service.
3. Before proceeding, please make sure the following documents are available. If you are adding dependents, you need to provide the long form birth certificate for children, adoption decree for adopted children and a marriage certificate for a spouse. If you are enrolling yourself and/or dependents due to a loss of coverage from another source, you need to provide proof of the loss of coverage such as a COBRA notice or employer letter including names and coverage lost. If you are dropping your spouse and step children due to a divorce/legal separation, you need to provide a copy of the divorce decree or documentation from the court. Social Security Numbers are requested for all dependents.
4. Please select the event from the list below. If your event is not listed, contact your Agency Benefits Specialist.

Employee

- Birth/Adoption (Add Children)
- Marriage (Add Spouse/Children)
- Divorce/Legal Separation (Drop Spouse/Children)
- Loss of Spouse/Dependent Coverage (Add Spouse/Children)
- Loss of Coverage (Add Self/Spouse/Children)



**Step 4: Enter the Life Event date (e.g., Birth, Marriage, Loss of coverage) and click on the highlighted OK button to continue or click on the highlighted Cancel button to restart the enrollment process.**

### Change Status Date

#### Change Status Date

The Life Event must be entered within 31 days of your qualifying event or you will not be able to change your benefit elections. The change will become effective the first of the month following the date of your qualifying event. This sentence will need to be changed in all of the life event pages.

Enter the actual date of your life event (Birth, Marriage or Divorce Date), then click on the OK button below.

Please note that clicking the OK button below will create a transaction on your employee record. If you do not wish to proceed with this transaction, please click the Cancel button below before leaving this page.

**Status Change Date**

\*Event Date  31



Step 5: Click on the highlighted Next button on the Welcome page to proceed.

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Home | Worklist | Add to Favorites

eBenefits Marriage

Life Events

Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment
- \* Document Upload
- Event Completion and Exit

Welcome to Life Events

Click on the Next button in the upper right corner to enroll your spouse and/or stepchild(ren) in your current coverage.

◀Previous Next▶ Cancel Continue

Help | Personalize

Step 6: If you choose to view benefit elections from a prior period, enter the date and click on the highlighted Go button. Click on the highlighted Next button to continue.

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Home | Worklist | Add to Favorites

eBenefits Marriage

Life Events

Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment
- \* Document Upload
- Event Completion and Exit

The information below reflects your current benefits as of today.  
To view your benefits as of another date, enter the date and select Go. Click on Next to continue.

10/05/2021 Go

**Benefits Summary**

Type of Benefit	Plan Description	Coverage or Participation
Medical	Anthem State BlueCare POE	Employee Only
Dental	Enhanced Dental	Employee Only
Prescription	Caremark Anthem Prescription	Employee Only
HEP/Non-HEP Standard Plan	Anthem POE HEP Plan	Employee Only
Life	Basic Group Life Insurance	\$38,000
Supplemental Life		Waived

◀Previous Next▶ Cancel Continue

**Step 7: You will have the option to add eligible dependents based on the Life Event by clicking on the highlighted Add a dependent or beneficiary button. Click on the highlighted Next button to continue if you are not adding a new dependent.**

Oracle eBenefits interface for a Marriage life event. The page title is "Marriage" and the main heading is "Add/Review Dependent/Beneficiary".

The left sidebar shows a navigation menu with the following items:

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary**
- Benefit Enrollment
- \* Document Upload
- Event Completion and Exit

The main content area contains the following text:

The list below includes current and historical dependents/beneficiaries. If you need to make changes to the people listed below, contact your Agency Benefits Specialist. To add a new dependent or beneficiary whose name does not appear below, select the 'Add a dependent or beneficiary' button.

Dependent Information		
Name	Relationship to Employee	Date of Birth
	Parent	09/19/1956

Navigation buttons at the top right include: <Previous, Next>, Cancel, and Continue. A red arrow points to the "Next" button.

An "Add a dependent or beneficiary" button is located at the bottom of the table, with a red arrow pointing to it.

**Step 8: Please complete all required fields that are designated by the arrows for each dependent you are enrolling in health coverage and click on the highlighted Save button. Click on the highlighted Edit button to update your dependent(s) information or click on the highlighted OK button to continue. Note: If the address for the new dependent is different than the employee address, remove the checkmark in the Same Address as Employee field.**

Favorites ▾ Main Menu ▾

ORACLE® Home | Worklist | Add to Favorites

eBenefits << Marriage <Previous Next Cancel Continue

Life Events Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary**
- Benefit Enrollment
- \* Document Upload
- Event Completion and Exit

### Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Oct 5, 2021.

#### Personal Information

\*First Name  ←

Middle Name

\*Last Name  ←

Name Prefix  🔍

Name Suffix  🔍

Date of Birth  📅 ←

\*Gender  ▾ ←

SSN  (Social Security Number)

\*Relationship to Employee  ▾ ←

#### Status Information

\*Marital Status  ▾ ← As of  📅

Disabled  ▾ As of  📅

#### Address and Telephone

Same Address as Employee ←

Country

Address

Same Phone as Employee

Phone

Edit ←

Save ←

Oracle eBenefits interface showing a successful save confirmation for a Marriage event. The left sidebar lists navigation options: Welcome, Benefit Summary, Dependent and Beneficiary (highlighted), Benefit Enrollment, Document Upload, and Event Completion and Exit. The main content area displays a 'Save Confirmation' message: 'The Save was successful. Click OK, to add another dependent or click the next button on the top right corner to proceed.' Navigation buttons at the top right include 'Previous', 'Next', 'Cancel', and 'Continue Later'. A red arrow points to the 'Next' button, and another red arrow points to the 'OK' button.

**Step 9: Click on the highlighted Next button to continue.**

Oracle eBenefits interface showing the 'Add/Review Dependent/Beneficiary' screen. The left sidebar is the same as in the previous screenshot. The main content area displays the title 'Add/Review Dependent/Beneficiary' and a message: 'The list below includes current and historical dependents/beneficiaries. If you need to make changes to the people listed below, contact your Agency Benefits Specialist. To add a new dependent or beneficiary whose name does not appear below, select the 'Add a dependent or beneficiary' button.' Below the message is a table titled 'Dependent Information' with columns for Name, Relationship to Employee, and Date of Birth. A red arrow points to the 'Next' button at the top right, and another red arrow points to the 'Add a dependent or beneficiary' button at the bottom.

Name	Relationship to Employee	Date of Birth
	Parent	09/19/1956
	Spouse	01/01/1960
	Stepchild	01/01/2010

**Step 10: Click on the highlighted Start my Enrollment button to begin your enrollment.**

The screenshot shows the Oracle eBenefits interface for a 'Marriage' event. The left sidebar contains a 'Life Events' menu with 'Benefit Enrollment' selected. The main content area is titled 'Benefit Enrollment' and contains the text: 'The health benefit options available to you are based on the Life Event information you entered. Click on the 'Start My Enrollment' push button to begin.' A yellow button labeled 'Start My Enrollment' is highlighted with a red arrow pointing to it from the right.

**Step 11: Click on the highlighted Select button next to the Event Description to continue.**

The screenshot shows the Oracle eBenefits interface for 'Benefits Enrollment'. The left sidebar is the same as in Step 10. The main content area is titled 'Benefits Enrollment' and contains the text: 'The Enrollment Summary will display which benefit options are open to edit. Click on the Select button to begin your enrollment. Note: Some events may be temporarily closed until you have completed enrollment for a prior event.' Below this is a table titled 'Open Benefit Events' with the following data:

Event Description	Event Date	Event Status	Job Title	
Family Status Change	10/05/2021	Open	IT Analyst 3	Select

A red arrow points to the 'Select' button in the last row of the table. Below the table, the text reads: 'After you click on the Select button, it will take a few seconds for your benefits enrollment information to load.'

**Step 12: The benefit options available to you will appear. Please read the important information at the top of the page. Click on the highlighted Edit button to add or remove dependents based on your Life Event. If you have a loss of coverage, click on the highlighted Edit button to enroll in coverage and add dependents, if applicable. The Current Costs per Pay Period and Costs Annually are displayed. If any cost changes occur, based on your election chosen, they will be reflected in the 'New' line.**

**Note: The Benefits Summary at the bottom of the page will reflect your 'Costs Per Pay Check' and 'Costs Annually'.**

The screenshot shows the Oracle eBenefits interface. At the top, there are navigation tabs for 'Favorites' and 'Main Menu', and a 'Home' link. The Oracle logo is on the left. The main content area is titled 'Marriage' and includes a 'Life Events' sidebar with a 'Legend' section. The sidebar lists several items: '\* Welcome' (checked), 'Benefit Summary', 'Dependent and Beneficiary' (checked), 'Benefit Enrollment' (highlighted), '\* Document Upload', and 'Event Completion and Exit'. The main content area has a 'Benefits Enrollment' section with a sub-section for 'Family Status Change'. Below this, a text block states: 'The Enrollment Summary will display which benefit options are open for Edit.' An information icon (i) is followed by a paragraph: 'Important: Your enrollment is not complete until you click on the Update Elections button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Care Management Solutions, Inc. at 877-687-1448.' A red arrow points to the 'Update Elections' button mentioned in the text. At the bottom, there is an 'Enrollment Summary' section.

**Medical**

Costs per Pay C

Current: Anthem State BlueCare POS:Empl Only

**Dental**

Costs per Pay C

Current: Basic Dental:Empl Only

**Life**

Costs per Pay C

Current: BasicGrpLf: Salary X 1

This table summarizes estimated costs for your new benefit changes

<b>Election Summary</b>		
Summarized estimates for new Benefit Elections	Costs per Pay Check	Costs Annually
Costs	65.50	1,703.00
Your Costs	65.50	1,703.00



Save and Continue

I Have No Changes



Select the **Save and Continue** button to send your final changes to your Agency Benefits Specialist

Select the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.



**Important:** Your enrollment is not complete until your submitted changes are approved by your Agency Benefits Specialist



**Step 13: After clicking on the highlighted Edit button, enroll or disenroll any dependents(s) by clicking or unclicking the box next to the dependent's name. If you have a loss of coverage, click on the Edit button to begin your enrollment. Click on the highlighted Update and Continue button to proceed or click on the highlighted Discard Changes button to restart your enrollment.**

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eBenefits 
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**Life Events** 
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Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- \* Document Upload
- Event Completion and Exit

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**Marriage**

**Benefits Enrollment**

**Medical**

**i Important!** Your current coverage is: Anthem State BlueCare POE with Employee Only coverage. You will continue with this coverage if you do not make a choice.

**Select an Option**

[Overview of all Plans](#)

Select one of the following plans:

Anthem State BlueCare POE

Coverage Level	Your Costs	Tax Class
Employee Only	\$48.87	Before-Tax
Employee + One Dependent	\$136.82	Before-Tax
Family	\$173.13	Before-Tax

Waive

**Enroll Your Dependents**

Check the Enroll box next to the name of the eligible dependent(s) you are enrolling. Uncheck the Enroll box next to the name of the dependent(s) you are removing.  
**Note:** If the eligible dependent(s) you wish to enroll do not appear in the list, click the 'Add/Review Dependents' button.

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>		Spouse
<input type="checkbox"/>		Stepchild

[Add/Review Dependents](#)

[Update and Continue](#) | [Discard Changes](#)

**Step 14: Review your changes or new enrollment based on your Life Event. Click on the highlighted Update Elections button to continue or click on the highlighted Discard Changes button to restart your enrollment.**

Oracle eBenefits interface showing the Marriage Benefits Enrollment process. The left sidebar lists the navigation menu with "Benefit Enrollment" selected. The main content area displays the "Medical" section with an important notice: "Important: Your enrollment is not complete until you click on the Update Elections button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Care Management Solutions, Inc. at 877-687-1448. Click on I Have No Changes button if you do not want to make any changes to your coverage. Click on the Save and Continue button to submit changes."

The "Your Choice" section indicates: "You have chosen Anthem State BlueCare POE with Family coverage." A red arrow points to this text.

The "Your Cost" section shows: "Your Cost \$173.13" with a red arrow pointing to the cost value.

The "Your Covered Dependents" section includes a table for "Dependent Details":

Name	Relationship
	Spouse
	Stepchild

The "Notes" section contains two buttons: "Update Elections" and "Discard Changes". Red arrows point to both buttons. Below the buttons, instructions state: "Select the Update Elections button to store your choices." and "Select the Discard Changes button to go back and change your choices."

Step 15: To make Dental changes, follow the same Edit process as the Medical example above.

Oracle eBenefits interface for a Marriage event. The left sidebar shows the navigation menu with 'Benefit Enrollment' selected. The main content area displays a warning about current coverage, a 'Select an Option' section, an 'Overview of all Plans' section with a table of plan options, a 'Dependent Details' table, and a 'Notes' section with 'Update Elections' and 'Discard Changes' buttons.

**Life Events**

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- \* Document Upload
- Event Completion and Exit

### Marriage

**Important!** Your current coverage is: Basic Dental with Employee Only coverage. You will continue with this coverage if you do not make a choice.

**Select an Option**

**Overview of all Plans**

Select one of the following plans:

Basic Dental

Coverage Level	Your Costs	Tax Class
Employee Only	\$0.00	Before-Tax
Employee + One Dependent	\$12.27	Before-Tax
Family	\$12.27	Before-Tax

Waive

**Dependent Details**

Name	Relationship
	Spouse
	Stepchild

**Notes**

**Update Elections** **Discard Changes**

Select the **Update Elections** button to store your choices.

Select the **Discard Changes** button to go back and change your choices.

**Step 16: Review your changes or new enrollment based on your Life Event. Click on the highlighted Update Elections button to continue or click on the highlighted Discard Changes button to restart your enrollment.**

Oracle eBenefits interface showing the Marriage life event enrollment process. The interface includes a navigation menu on the left, a main content area with instructions, and a summary section with buttons for 'Update Elections' and 'Discard Changes'.

**Navigation Menu:**

- Life Events
  - Welcome
  - Benefit Summary
  - Dependent and Beneficiary
  - Benefit Enrollment**
  - \* Document Upload
  - Event Completion and Exit

**Marriage Section:**

**Important:** Your enrollment is not complete until you click on the Update Elections button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Care Management Solutions, Inc. at 877-687-1448. Click on I Have No Changes button if you do not want to make any changes to your coverage. Click on the Save and Continue button to submit changes.

**Your Choice**  
You have chosen Enhanced Dental with Family coverage.

**Your Cost**  
Your Cost \$10.37

**Your Covered Dependents**

Dependent Details	
Name	Relationship
	Spouse
	Stepchild

**Notes**

**Update Elections** **Discard Changes**

Select the Update Elections button to store your choices.  
Select the Discard Changes button to go back and change your choices.

**Step 17: Click on the highlighted Save and Continue button to complete your enrollment or discard changes button to cancel your changes. If any cost changes occur, based on your election chosen, they will be reflected in the 'New' line. Note: The Benefits Summary at the bottom of the page will reflect your 'Costs Per Pay Check' and 'Costs Annually'.**

- eBenefits
- Life Events
- Legend
- \* Welcome
  - Benefit Summary
  - Dependent and Beneficiary
  - Benefit Enrollment
  - \* Document Upload
  - Event Completion and Exit

Benefits Enrollment

Family Status Change

The Enrollment Summary will display which benefit options are open for Edit.

**i** Important: Your enrollment is not complete until you click on the Update Elections button and then submit your changes for approval by your Agency Benefits Specialist. For questions regarding your enrollment in the Health Enhancement Program (HEP) or your current HEP Status, contact Care Management Solutions, Inc. at 877-687-1448. Click on I Have No Changes button if you do not want to make any changes to your coverage. Click on the Save and Continue button to submit changes.

Enrollment Summary

	Costs per Pay Check	Costs Annually	
<b>Medical</b>			<input type="button" value="E"/>
Current: Anthem State BlueCare POE:Empl Only	48.87	1,270.62	
New: <b>Anthem State BlueCare POE:Family</b>	173.13	4,501.38	
<b>Dental</b>			<input type="button" value="E"/>
Current: Enhanced Dental:Empl Only	0.00	0.00	
New: <b>Enhanced Dental:Family</b>	10.37	269.62	
<b>Life</b>			
Current: BasicGrpLf: Salary X 1	7.60	197.60	
New: BasicGrpLf: Salary X 1 : \$38,000	7.60	197.60	

Supplemental Life

Costs per Pay Check    Costs Annually

Current: Waive

New: Waive

This table summarizes estimated costs for your new benefit changes



**Election Summary**

Summarized estimates for new Benefit Elections	Costs per Pay Check	Costs Annually
Costs	191.10	4,968.60
Your Costs	191.10	4,968.60

Save and Continue



Select the **Save and Continue** button to send your final changes to your Agency Benefits Specialist

**i** Important: Your enrollment is not complete until your submitted changes are approved by your Agency Benefits Specialist



**Step 18: Read the important information on the Authorize Elections page. Click on the highlighted Submit button to authorize and submit your elections.**

**Click on the highlighted Cancel button to return to the prior Benefits Enrollment page to edit your enrollment.**

Oracle eBenefits interface showing the "Marriage" event page. The left sidebar lists navigation options: Welcome, Benefit Summary, Dependent and Beneficiary, **Benefit Enrollment**, Document Upload, and Event Completion and Exit. The main content area is titled "Marriage" and "Benefits Enrollment". It features a "Submit Benefit Choices" section with a date of 10/05/2021. Below this, there is a section titled "Authorize Elections" containing several paragraphs of text regarding plan membership, information authorization, and certification. At the bottom of the page, there are "Submit" and "Cancel" buttons. Red arrows point to the "Submit" and "Cancel" buttons, and another red arrow points to the text "Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change."

Once your enrollment is submitted and approved, you will not be able to make any benefit changes until the next annual Open Enrollment period or if you have a qualified status change.

**Authorize Elections**

I hereby apply for membership in the plan(s) above. I understand that if I am changing plans, my current coverage will be cancelled when my new coverage takes effect. I understand that the services will be available subject to the exclusions, limitations and conditions described by the health plan.

I authorize any physician, hospital, insurer, or other organization or person having records, data or information concerning health history or medical insurance, including those related to HIV/AIDS information or psychiatric, drug or alcohol abuse for me or my family member(s), to furnish such records, data or information as may be requested by the organization providing the benefits under the health plan or its underwriting department or representatives involved in collecting information for use in connection with verification or confirmation of claims for benefits under the health benefit plan. A photocopy of this authorization shall be considered as effective and valid as the original.

I certify that all information on this form is correct to the best of my knowledge and belief, and understand that providing false and/or incomplete information may result in rescission of coverage and/or nonpayment of claims for myself or my eligible dependent(s).

I understand that the rates in the Enrollment Statement are based upon my participation in the Health Enhancement Program (HEP). Employees who choose not to participate in HEP will be responsible for higher premium co-shares of an additional \$100.00 per month (\$46.16 biweekly), a \$350.00 per participant per year deductible (\$1,400 family maximum) and ineligible for reductions in co-pays for certain prescriptions and office visits.

I hereby authorize the State Comptroller to make deductions, if applicable, from my payroll check for the medical and/or dental insurance indicated above.

**Submit** **Cancel**

Select the **Submit** button to send your final choices to the Benefits Department.

**Step 19: The Submit Confirmation page will appear confirming your submission to your Agency Benefits Specialist for approval. Click on the highlighted Next button in the upper right-hand corner to complete your Life Event changes.**

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eBenefits 
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**Life Events** 
 

Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- \* Document Upload
- Event Completion and Exit

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**Marriage**

Benefits Enrollment

### Submit Confirmation

Your benefit changes have been submitted to your Agency Benefit Specialist.

You will receive a confirmation statement when approved by your Agency Benefit Specialist.

Click on the **Next** button in the upper right corner to complete your life event. The OK button below allows you to return to the Benefits Enrollment page

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**Enrollment Summary**

		Costs per Pay Check	Costs Annually
<b>Medical</b>			
New:	<b>Anthem State BlueCare POE:Family</b> ←	→ 173.13	4,501.38
<b>Dental</b>			
New:	<b>Enhanced Dental:Family</b> ←	→ 10.37	269.62
<b>Life</b>			
New:	BasicGrpLf. Salary X 1 : \$38,000	7.60	197.60
<b>Supplemental Life</b>			
New:	Waive		

### Election Summary

Summarized Estimates for new Benefit Elections	Costs per Pay Check	Costs Annually
Costs	191.10	4,968.60
Your Costs	191.10	4,968.60

OK

Click on the **Next** button in the upper right corner complete your life event. The OK button allows you to return to the Benefits Enrollment page



Important: Your enrollment is not complete until your submitted changes are approved by your Agency Benefits Specialist

**Step 20: Enter required documentation in the highlighted Proof Document Upload page (e.g., long form birth certificate, marriage certificate). Click on the highlighted Add Attachment button. If you will not be uploading required proof documentation, click Add Note.**

Document Upload

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eBenefits Marriage

Life Events Legend

- \* Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment
- \* Document Upload
- Event Completion and Exit

«Previous Next Cancel Continue

New Window | Help | Personalize

### Proof Document Upload

**Instructions**

Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click **Add Attachment**. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click **Add Note**.

Add Attachment Add Note

**Step 21: Enter a document name on the Subject line and then attach the supporting document (via the Choose File button or Browse button – as either may appear). Click on the highlighted Upload button.**

The screenshot shows the Oracle eBenefits interface for adding a new attachment. The main window is titled "Proof Document- New Attachment" and contains the following elements:

- Instructions:** Enter a description of the document in the Subject field, such as marriage certificate, and then click Add Attachment. You will then be prompted to select the document to upload by clicking Browse, Upload, and after the upload is complete, Save.
- Selection Criteria:**
  - Description: Proof Document
  - \*Subject: Marriage Certificate
  - Attachment: Add Attachment
- Buttons: Save, Upload, Cancel
- Navigation: Previous, Next, Cancel, New Window, Help, Personal

A "File Attachment" dialog box is open over the main window. It contains a "Browse..." button and "Upload" and "Cancel" buttons. Red arrows indicate the following steps:

- Click on the "Subject" field in the main window.
- Click on the "Browse..." button in the "File Attachment" dialog box.
- Click on the "Upload" button in the "File Attachment" dialog box.

**Step 22: Click on the highlighted Save button once your document(s) has been uploaded.**

Legend

- ✔ \* Welcome
- Benefit Summary
- ✔ Dependent and Beneficiary
- ✔ Benefit Enrollment
- 🟡 \* Document Upload
- Event Completion and Exit

### Proof Document- New Attachment

**Instructions**

Enter a description of the document in the Subject field, such as marriage certificate, and then click Add Attachment. You will then be prompted to select the document to upload by clicking Browse, Upload, and after the upload is complete, Save.

**Selection Criteria**

Description Proof Document

\*Subject  ←

Attachment  ←

←

Go To [Proof Document Upload](#)

**Step 23: Click on the highlighted Next button to complete the document upload process.**

Favorites Main Menu Document Upload

ORACLE Home Worklist Add to Favorites

eBenefits Marriage

Life Events Legend

- ✔ \* Welcome
- Benefit Summary
- ✔ Dependent and Beneficiary
- ✔ Benefit Enrollment
- ✔ \* Document Upload
- Event Completion and Exit

### Proof Document Upload

**Instructions**

Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click **Add Attachment**. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click **Add Note**.

**Attachments** Personalize Find First 1-2 of 2 Last

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	10/08/2021 2:09PM		Proof Document	Marriage Certificate	Submitted
<input type="checkbox"/>	2	10/08/2021 2:09PM		Proof Document	Birth Certificate	Submitted

Select All Deselect All

**Step 24: Click on the highlighted Complete button to finalize your Life Event changes. You will be returned to the Life Events page which confirms that your enrollment has been submitted to your Agency Benefits Specialist.**

Oracle eBenefits interface showing the 'Marriage' event completion screen. The page title is 'Marriage'. The main content area displays the heading 'Event Completion and Exit' and the message: 'You have completed your life event. Contact your Agency Benefits Specialist regarding other changes that may be applicable to your life event. Click Complete to exit the event.' A 'Complete' button is highlighted with a red arrow pointing to it from the right. The left sidebar shows a navigation menu with 'Event Completion and Exit' selected. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign Out'. The top right corner contains navigation buttons: 'Previous', 'Next', 'Cancel', and 'Continue Later'.