

## RSL Life Status Changes

Event Category	Qualifying Event	Enrollment Window	Benefits Offered	Date Benefits Start	Dates Benefits End	Cobra offered
Newly Eligible	New Hire	31 days after the benefits eligibility date	All	1 <sup>st</sup> of the month following benefit eligibility date	N/A	No
Add or Remove Dependents	Birth, Adoption, or Legal Guardianship	Up to 31 days following life event date	All	Life Event Date	N/A	No
	Marriage	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following Life Event Date	N/A	No
	Divorce or Legal Separation	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following Life Event Date	Benefits end the last day of the month following life event date.	Yes
	Court Ordered Dependent	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following Life Event Date	N/A	No
	Death of Dependent	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following Life Event Date	Life Event Date (billing continues to end of the month)	No
	Dependent Overage (Dependent ages out of coverage)	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following the Life Event Date. Life Event date is date of birth	Last day of the month in which dependent turns 26	Yes
	Dependent Gain of Other Coverage	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following the Life Event Date	Benefits end the last day of the month	No

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					following life event date.	
	Dependent Loss of Other Coverage	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following the Life Event Date	N/A	No
	Loss of Other Coverage (Medicaid or CHIP)	Up to 31 days following life event date	All	1 <sup>st</sup> of the month following Life Event Date	N/A	No
<b>Dependent/Beneficiary Information Change</b>	Dependent/Beneficiary Information Change	N/A	None	N/A	N/A	No

**INSTRUCTIONS:**

- 1) Log into [www.benedetails.com](http://www.benedetails.com), enter the portal number **96802** and click continue.
- 2) Enter your **University ID (your 9 digit UIN)** and your **Password** according to the instructions and click '**Sign In**'.
- 3) Click '**Create**' to set up a unique username and password and set up three (3) security questions. You will login with your own username and password moving forward.
- 4) Click on '**Quick Links**' for '**Life Status Changes**' for information.
- 5) Once you have reviewed the options, click on "**Enroll**".
- 6) Click on '**Enroll Now**' button
- 7) Click on the appropriate **Life Event** option. You will see different options depending on which Life Event you choose.
- 8) Click '**Continue**' to move through each benefit to make applicable selections.
- 9) Review '**Pre-Confirmation**' screen to ensure all benefit information and elections are correct. You may '**Edit**' on the Pre-Confirmation screen. If all elections are correct, press the last '**Continue**' to confirm your elections.
- 10) **Print and/or save** a PDF of your confirmation page for your records when completed.

**IMPORTANT:** If you do not click "Continue" on the Pre-Confirmation page, then your elections will not be submitted and **your life event changes will not be made!**