

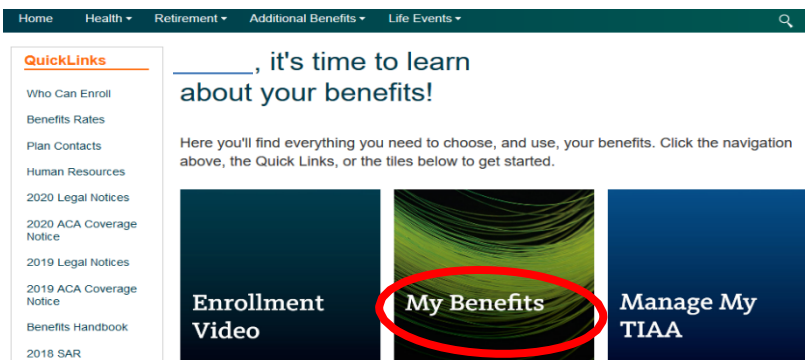
# Qualified Life Events

## How to Update Your Benefits Online

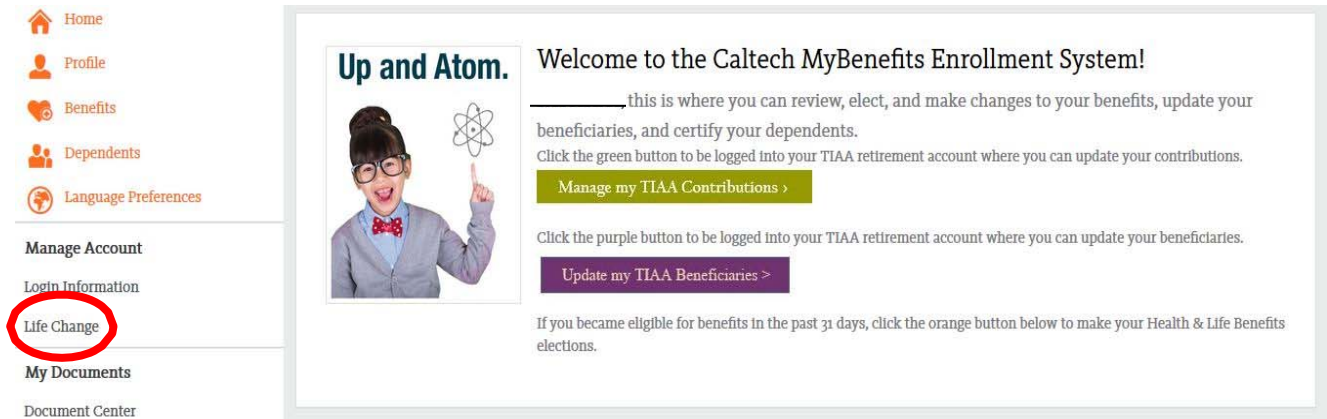
**Step 1:** Go to [mybenefits.caltech.edu](https://mybenefits.caltech.edu)

**Step 2:** Log in with your Caltech credentials. (Same as the Username and Password for access.caltech.edu)

**Step 3:** Once logged in, click “My Benefits.”



**Step 4:** On the next page, click “Life Change.”



**IMPORTANT:** For all life changes, you only have **31 days** from the event date to make changes to your benefits. After 31 days has passed, you will not be able to make any changes until Open Enrollment or until you have another qualified life event.

### Step 5: Select the reason for change and the date of the life event.

\*If you are losing other coverage enter the last day you are covered by the other insurance.  
(For example: If losing coverage on 8/1, enter 7/31 in MyBenefits.)

\*If you are gaining other coverage enter the date before your coverage starts.  
(For example: If your new coverage starts on 10/1, enter 9/30 in MyBenefits.)

## Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change \*

--- please select ---

[Life event not listed?](#)

Enter the date of this life event \*

Next

Cancel

**IMPORTANT:** If you are adding a dependent to your coverage, please provide the dependent's SSN. If you do not have the dependent's SSN, such as for a newborn baby, please provide it to the HR office once received from the Social Security Administration Office.

**Step 6:** You will see a list of all your benefits. Click "Edit coverage" under each benefit you want to update.

## Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.

Current Benefits

Open Enrollment Benefits

[Compare to your current benefits](#)



Baby Doe  
child

Manage Baby's coverage.

Medical  Dental  Vision

You may want to update these benefits



Update your Medical coverage  
2020 Kaiser California HMO Plan

\$69.50  
twice per month

Offered By:

Kaiser

Effective Date:

01/01/2017

Persons Covered:

Michael

Baby Doe

Add

**You are required to have a marriage certificate on file for this event. Please provide the county and state of marriage.**

[Edit coverage](#)

[Compare to your current plan](#)

[Show Plan Details](#)

**Step 7:** Follow the prompts to make the appropriate updates.

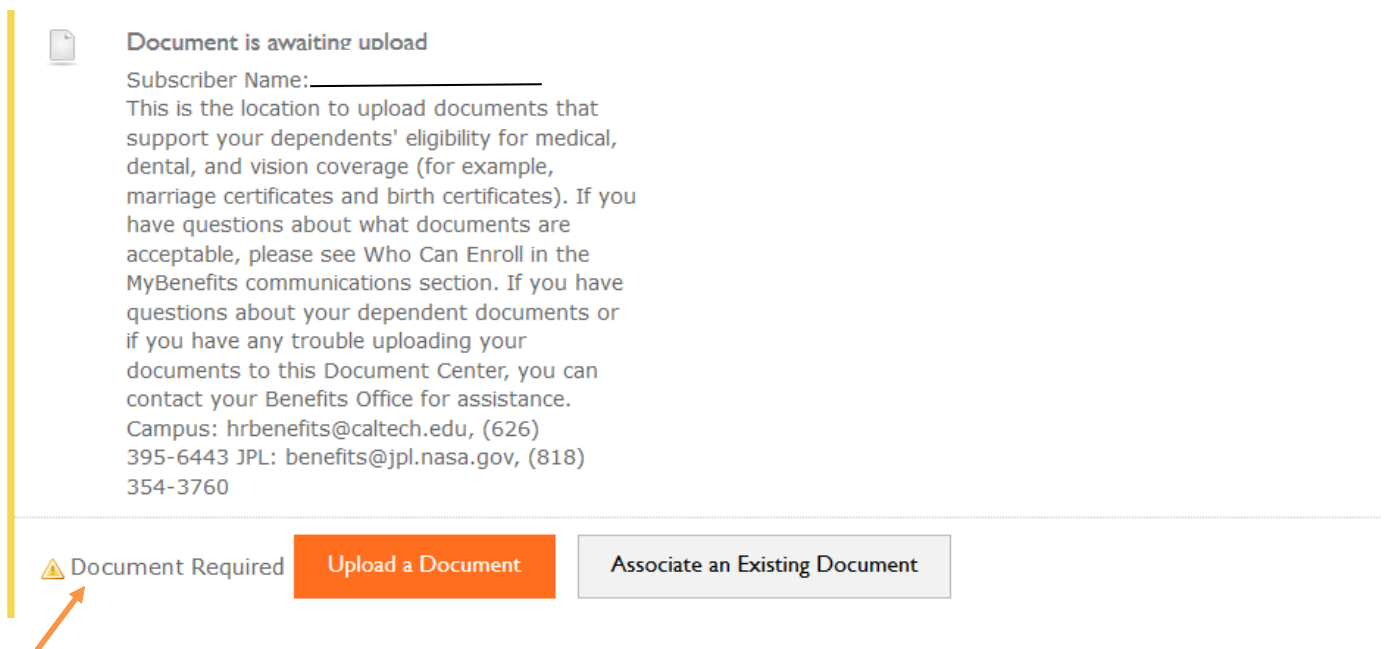
**Don't forget to click "Save changes" at the bottom of the page when you are done.**


**Step 8:** Once you have edited all necessary benefits, click the green "Save Changes" button at the bottom of the screen.

On the pop up screen which outlines the documents you updated, click the green "Continue" button.

### How to upload a New Document:

1. Click on the orange "Upload a Document" or "+Add Document" button.
2. Browse for a file by clicking on the orange "Choose File" button -or- Associate an Existing Document.




 **Document is awaiting upload**

Subscriber Name: \_\_\_\_\_

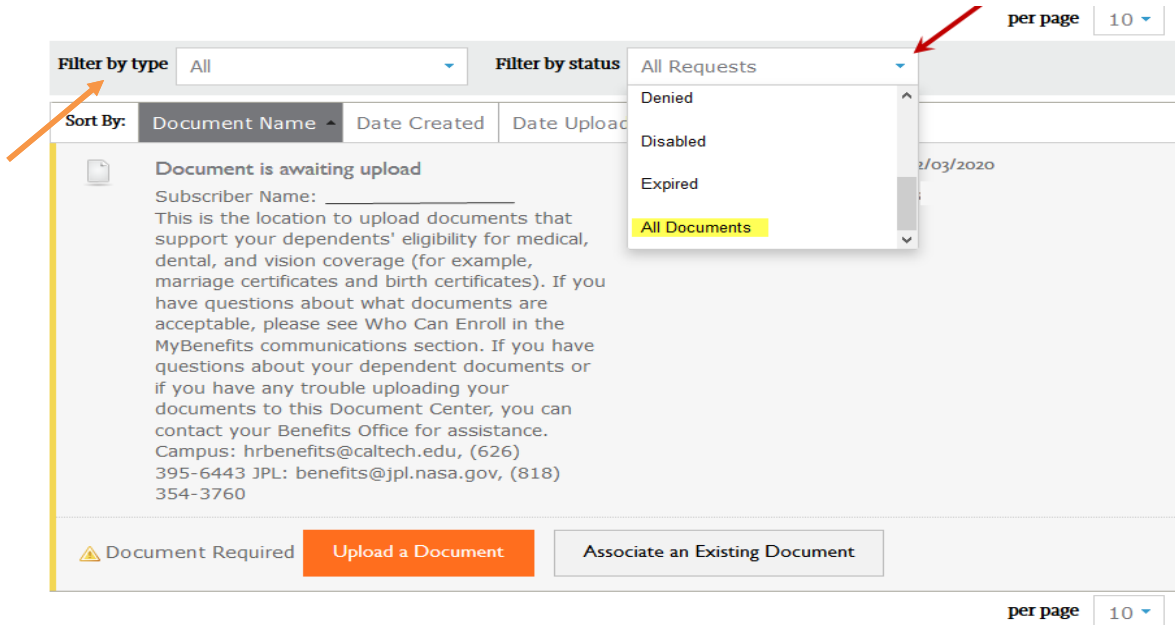
This is the location to upload documents that support your dependents' eligibility for medical, dental, and vision coverage (for example, marriage certificates and birth certificates). If you have questions about what documents are acceptable, please see Who Can Enroll in the MyBenefits communications section. If you have questions about your dependent documents or if you have any trouble uploading your documents to this Document Center, you can contact your Benefits Office for assistance.

Campus: [hrbenefits@caltech.edu](mailto:hrbenefits@caltech.edu), (626) 395-6443  
JPL: [benefits@jpl.nasa.gov](mailto:benefits@jpl.nasa.gov), (818) 354-3760

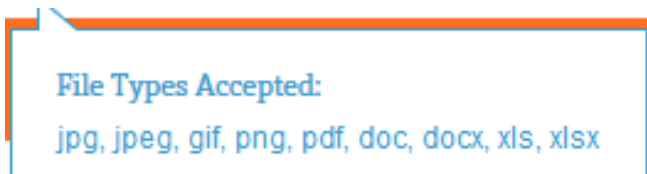
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 Document Required   **Upload a Document**   Associate an Existing Document

If you do not see the document that you uploaded in the preview area. Please refer to example below:



Click the (Filter by status) area and select “All Documents” from the drop down menu. This should display all uploaded documentation. If you do not see the document make sure the file was created in one of the following accepted formats. Before attempting to upload the document once more.



\*Once all documents have been uploaded click the green “Save” button located in the left hand corner of the screen.

# List of Qualified Life Events and Required Documents

Below is a list of the most common Qualified Life Events (QLE) where you can change your benefits mid-year:

- Getting Married
- Starting a Domestic Partnership
- Birth of a Child
- Child Turning Age 26
- Loss of Other Coverage
- Gain Other Coverage
- Divorced
- Ending a Domestic Partnership

You will need to provide documentation to support the QLE. Documentation can in multiple forms depending on the QLE. Examples of documentation are:

- Marriage Certificate
- Hospital birth announcements for newborns
- Losing or Gaining Coverage:
  - ❖ Letter from a Human Resources department outlining insurance enrollment or enrollment system screenshot.
  - ❖ The document must state what coverage is affected (medical/dental/vision), the date, and the name of the person experiencing the QLE.
- Divorce Decree

If you are unsure if you are experiencing a QLE, please contact the Benefits Team at 626-395-6443 or [hrbenefits@caltech.edu](mailto:hrbenefits@caltech.edu). A full list of life events can be viewed at [www.benefits.caltech.edu/spd](http://www.benefits.caltech.edu/spd).

**IMPORTANT:** For all life changes, you only have **31 days** from the event date to make changes to your benefits. After 31 days has passed, you will not be able to make any changes until Open Enrollment or until you have another qualified life event.

# Acceptable Dependent Eligibility Documents

	<b>Acceptable Dependent Eligibility Documents</b>
<b><u>Dependent Spouse</u></b>	<p>Documentation Required</p> <p>Documentation must support the current spousal relationship and include the date of marriage. Submit one of the following documents:</p> <ul style="list-style-type: none"><li>• Copy of presently valid legal or religious marriage certificate, which must include the date of marriage. (If you can't submit a certified copy within 31 days, you can temporarily submit copy of the marriage license signed by the officiant.)</li></ul>
<b>Registered Domestic Partner</b>	<p>Documentation must support the current relationship and include the date of registration. Submit the following document:</p> <ul style="list-style-type: none"><li>• Copy of presently valid state-issued civil union registration.</li></ul>
<b>Dependent Child</b>	<p>Documentation must support the parental relationship and provide the child's date of birth. Submit any one (or a combination) of the following documents:</p> <ul style="list-style-type: none"><li>• Copy of the State of California Certificate of Registration of Domestic Partnership</li><li>• Copy of the child's legal or hospital birth certificate naming you, your spouse or your domestic partner as the child's parent. Hospital certificate will only be accepted if child was born within the last 31 days.</li><li>• Copy of a final court order (divorce decree/custody agreement) naming you, your spouse or your domestic partner as the child's parent. All documents must include the following information: names of the child and parent, official signature and/or court seal/stamp.</li><li>• Copy of legal adoption papers issued by the courts naming you, your spouse or your domestic partner as the adoptive parent. All documents must include the following information: names of the child and parent, official signature and/or court seal/stamp.</li><li>• Copy of legal guardianship papers issued by the courts naming you, your spouse or your domestic partner as the child's guardian. All documents must include the following information: names of the child and guardian, official signature and/or court seal/stamp.</li><li>• Copy of an order naming you, your spouse or your domestic partner as the child's foster parent. All documents must include the following information: names of the child and foster parent, official signature and/or court seal/stamp.</li><li>• Copy of a Qualified Medical Child Support Order (QMCSO) showing you're required to provide medical coverage for the child. Documentation must state your current employer's name and include the names of the child and parent.</li></ul>

**If you are an employee providing documentation for a child of your spouse or domestic partner, documentation must also include the required documentation listed for the spouse or registered domestic partner.**