



YYYYMMDD

Author / Department



Qualifying Event

- 1 If you have a Qualifying Event, you MUST submit the change in Employee Navigator within 30 days of Qualifying Event**



Qualifying event examples include, but are not limited to:

- Marriage, Divorce, Birth, Death, Spouse gains/loses coverage, Change in child's eligibility for benefits
- If you are not sure if you have a Qualifying Event, please email US_Benefits@shl-medical.com

The next slide provides instructions for how to submit changes via Employee Navigator

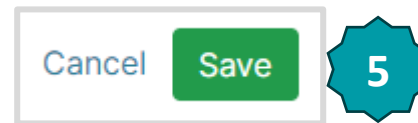
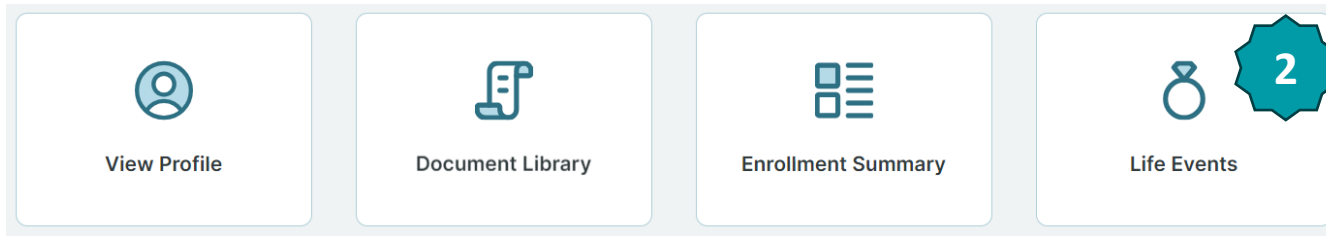
- 2 Within 30 days of the event, please send documentation of the change to US_Benefits@shl-medical.com**



Documentation examples include, but are not limited to:

- Marriage certificate, Divorce decree, Birth certificate, Statement from insurance company showing start date or end date of other coverage



How to Submit a Qualifying Event



1. Log in to Employee Navigator: employeenavigator.com/benefits 
2. Click on “Life Events”
3. Select the appropriate Life Event under Add Coverage or Drop Coverage
4. Read the directions carefully, Enter the date of the event, and select the plan changes needed that are relevant to the event. 
5. Scroll to the bottom and click “Save” to submit. 