

Life Events or Mid-Year Status Changes are situations or events that may require employees to make changes to benefit elections [Access bswift](#).

1. Navigate to **My Benefits > Life Events**.
2. Select the appropriate Life Event or select **other life events** to view a list of all available life event options. Contact the HR department if the applicable life event is not listed.
3. Enter the **Effective Date** of the Life Event.
4. Select **Add Dependent** if the Life Event includes adding a dependent.

Enter your new dependent's information:

Name	Relationship	Date of Birth
------	--------------	---------------

Add at least one dependent to continue

 + Add Dependent

5. Enter all required Dependent Demographic fields marked with an asterisk (*).
6. Select **Save**.
7. Select the dependent to remove from coverage if the Life Event includes removing a dependent.

Update	Name	SSN	Relationship	Date of Birth	Age
	Demo TEST19	000-00-0019	Employee	4/28/1947	71
<input type="checkbox"/>	Test Spouse	123-45-7788	Spouse	1/1/1975	43

8. Select **Continue**.
9. Select **I agree that the above information is accurate**.
10. Select **Save and Start Life Event Enrollment**.

Birth

Life Event: **Birth**

Date of Event: **12/01/2018**

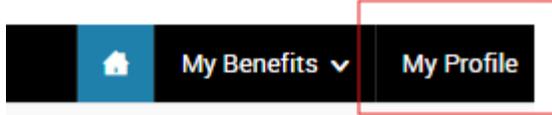
Added to Family: **Test Child**

agree that the above information is accurate.

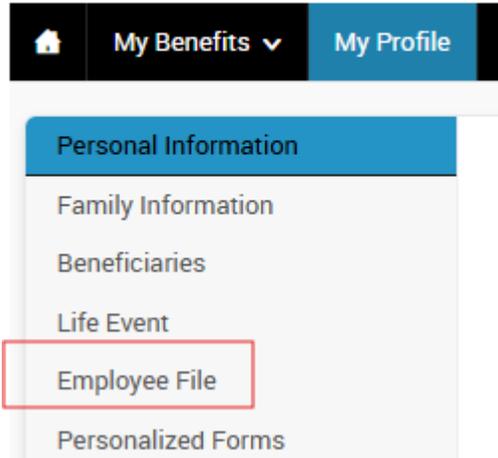
Save and Start Life Event Enrollment

Cancel

11. [Complete the enrollment](#).
12. Go back to main page of Bswift



13. Select My Profile



- 14. Select Employee file
- 15. Upload supporting documentation for life event.
- 16. Wait for approval

Contact the Human Resources (HR) department for any additional assistance.