



How to Create a Life Event Overview

The purpose of this Job Aid is to walk through the different life events that an employee can submit through the Employee Self-Service portal (ESS).

Birth, adoption, marriage, and divorce are currently the only life events employees will be able to initiate changes for through ESS. The Agency BA reviews the documentation once received and reverses enrollment if the event is not supported. All other life events will need to be initiated by the Agency BA when the employee requests changes and provides documentation.

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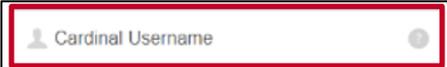
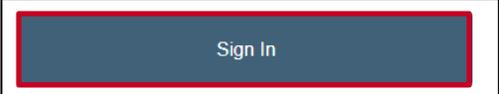
Divorce Life Event.....60



Revision History

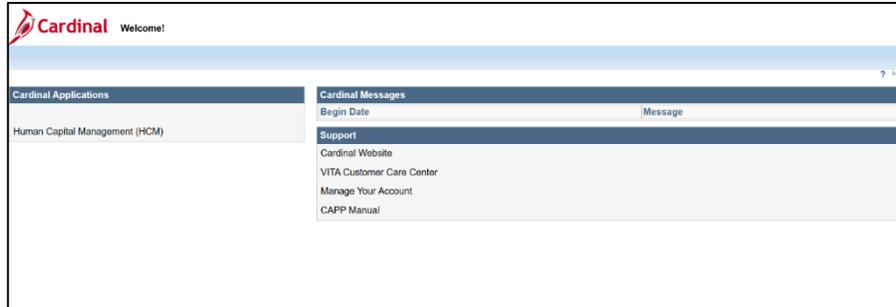
Revision Date	Summary of Changes
9/4/2024	Baseline

Initiating ESS Life Events

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .
<p>The Cardinal Homepage displays.</p> <div style="display: flex; align-items: center;">  <div data-bbox="998 632 1260 1100" style="width: 65%; border: 1px solid black; padding: 5px;">  <p>Notice and Warning</p> <p><small>This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</small></p> <div style="margin-top: 10px;"> <input type="text" value="Cardinal Username"/> </div> <div style="margin-top: 5px;"> <input type="password" value="Password"/> </div> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Sign In"/> </div> <div style="margin-top: 10px; font-size: small;"> Forgot Username Forgot Password User Registration Sign-on Help </div> </div> </div>	
2.	Enter the Employee Username and Password in the Cardinal Username and Password field. <div style="margin-top: 10px;">   </div>
3.	Click the Sign In button. <div style="margin-top: 10px;">  </div>

Step	Action
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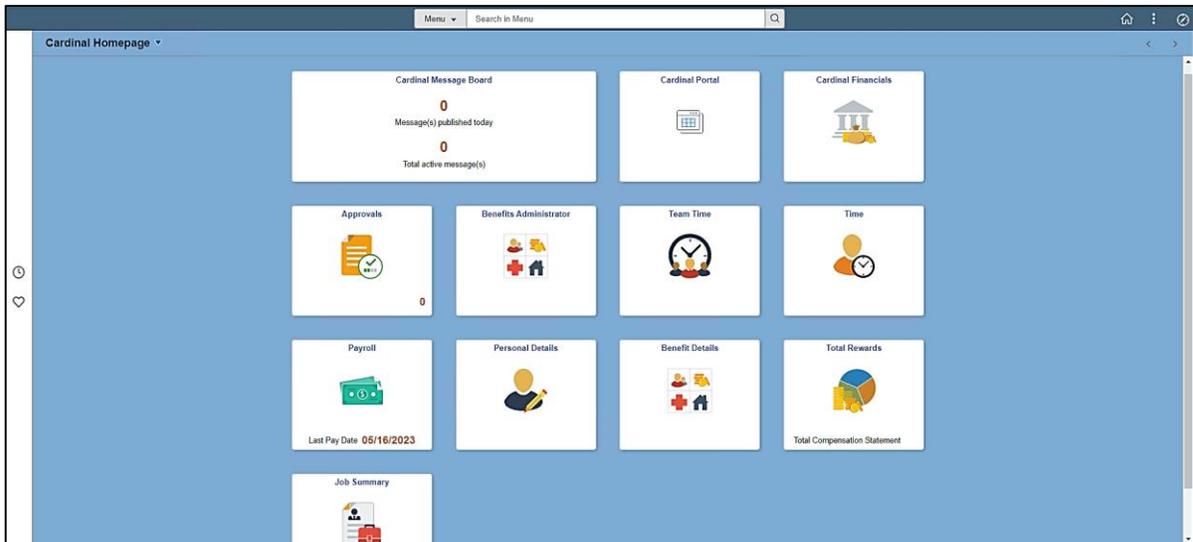
The **Portal Welcome** page displays.



4. Click the **Human Capital Management** link.

Human Capital Management (HCM)

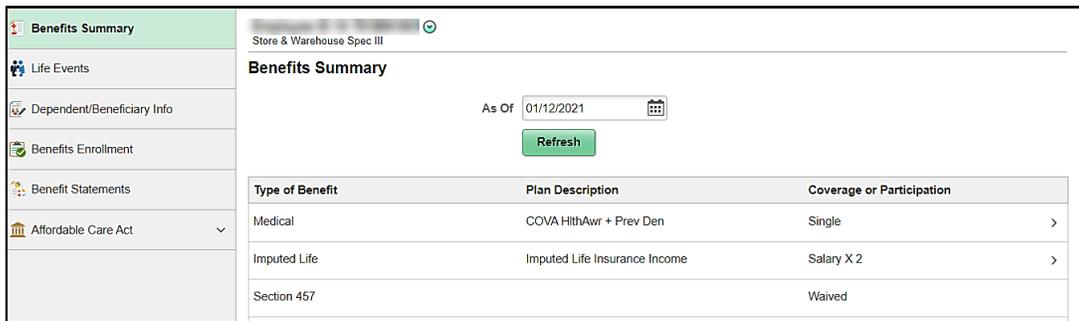
The **Cardinal Homepage** displays.



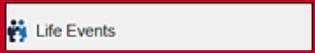
The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	<p>Click the Benefit Details tile.</p> 

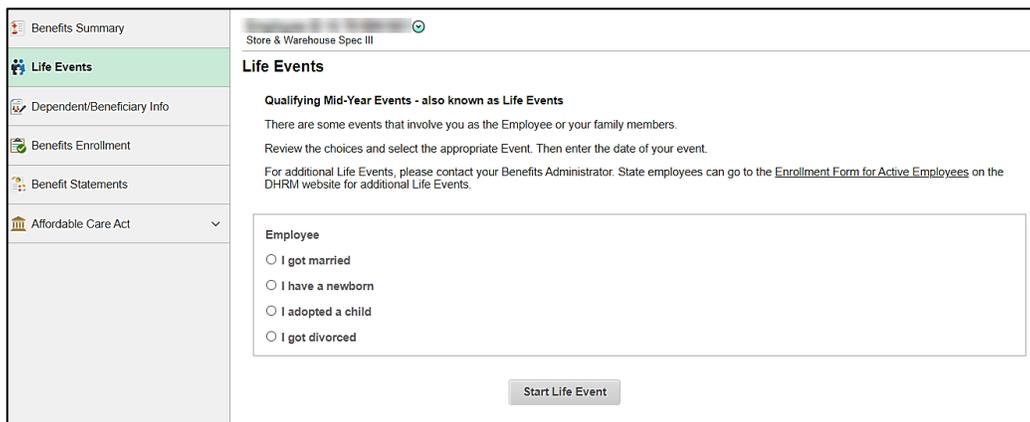
The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.



Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA HithAwr + Prev Den	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
Section 457		Waived

6.	<p>Click the Life Events tab on the left side of the page.</p> 
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The **Life Events** tab displays.



Qualifying Mid-Year Events - also known as Life Events

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate Event. Then enter the date of your event.

For additional Life Events, please contact your Benefits Administrator. State employees can go to the [Enrollment Form for Active Employees](#) on the DHRM website for additional Life Events.

Employee

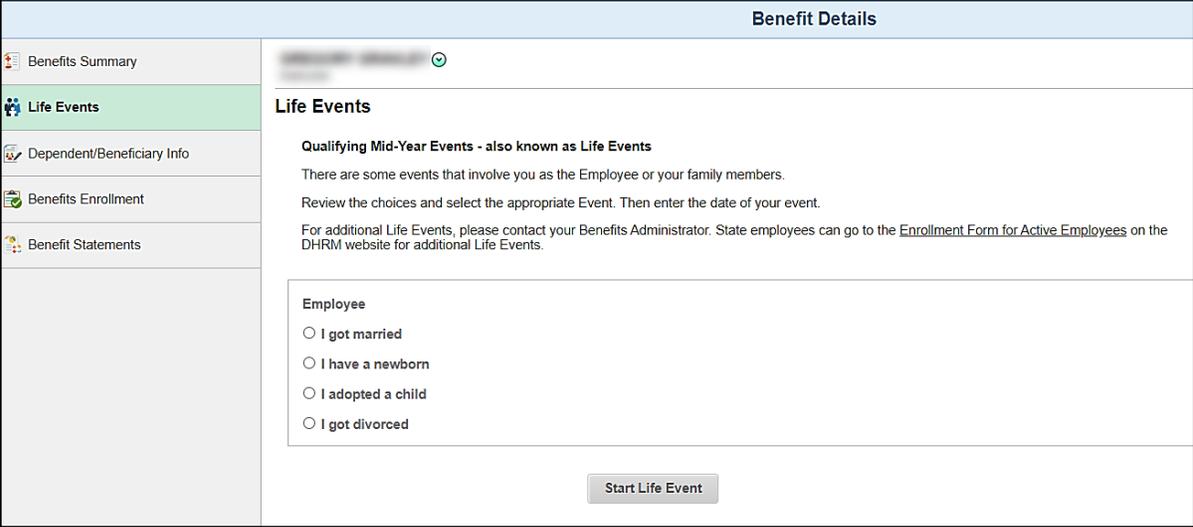
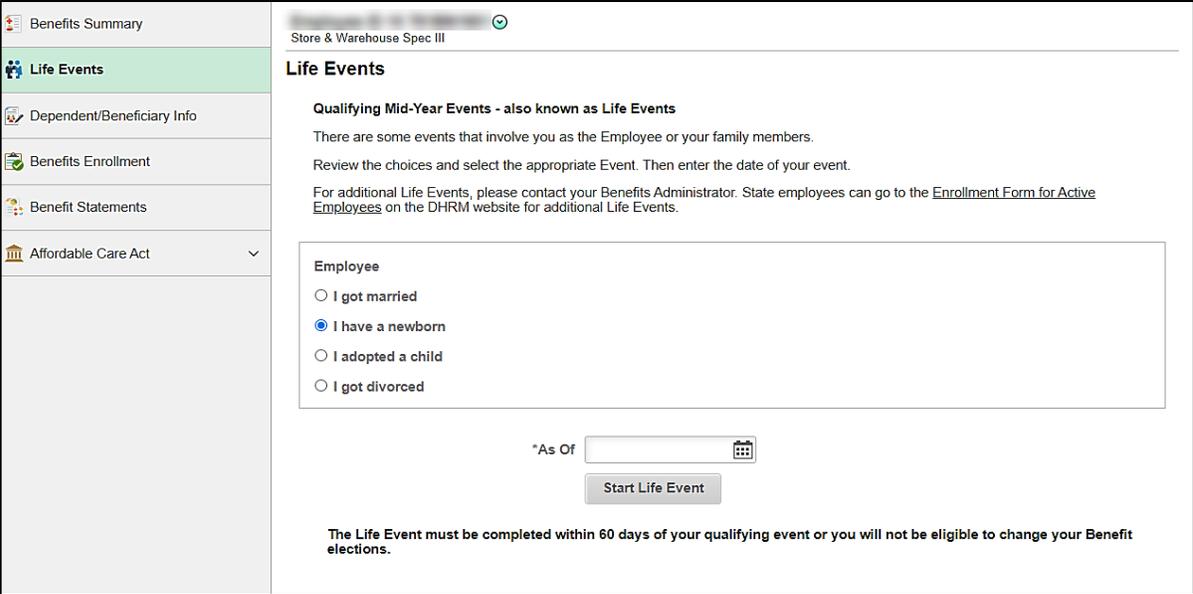
- I got married
- I have a newborn
- I adopted a child
- I got divorced

[Start Life Event](#)

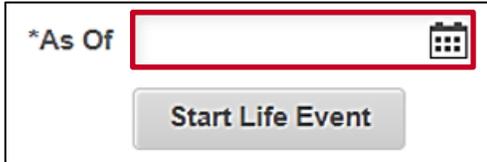


The remaining sections of this Job Aid begin at the **Life Events** tab (displayed above). Refer to the applicable section of this Job Aid based on the type of Life Event to continue.

Birth Life Event

Step	Action
	<p>The Life Events page displays.</p> 
1.	<p>Click the I have a newborn radio button option.</p> 
	<p>The As Of Calendar icon displays.</p> 

Step	Action
2.	Select the child's date of birth using the As Of Calendar icon or by entering into the text field.



*As Of 

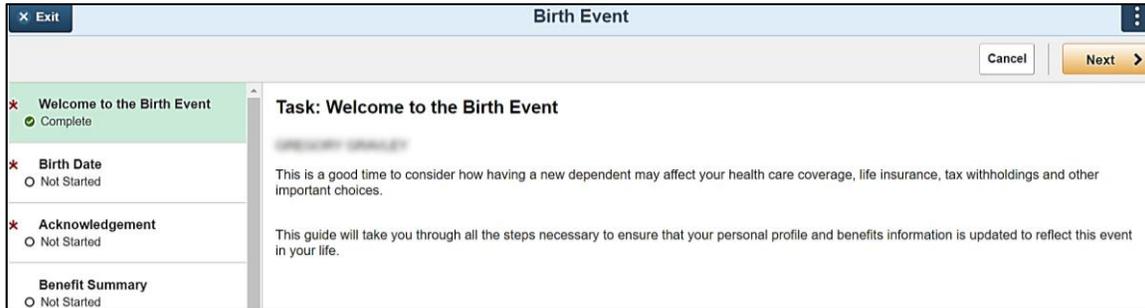
Start Life Event

3.	Click the Start Life Event button.
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Start Life Event

The **Birth Event** page displays.



Birth Event

Cancel Next >

- * Welcome to the Birth Event Complete
- * Birth Date Not Started
- * Acknowledgement Not Started
- Benefit Summary Not Started

Task: Welcome to the Birth Event

This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.

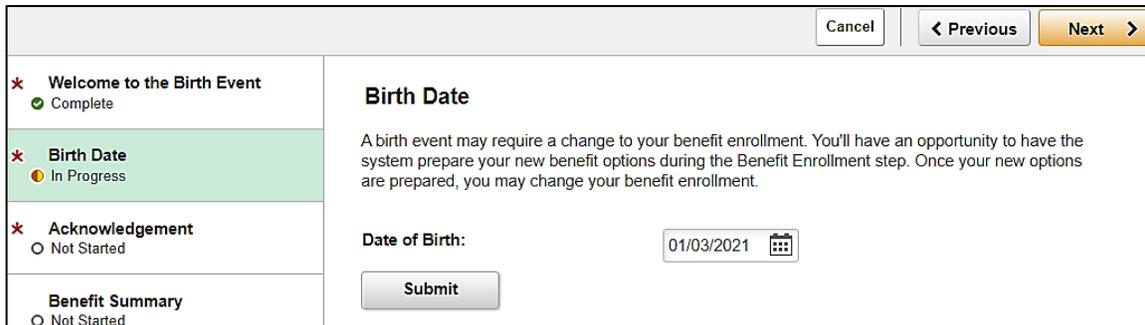
This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.

4.	Read through the Welcome to the Birth Event information and then click the Next button.
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Next >

The **Birth Date** page displays.



Cancel < Previous Next >

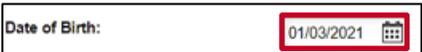
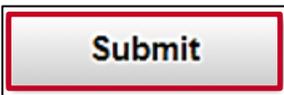
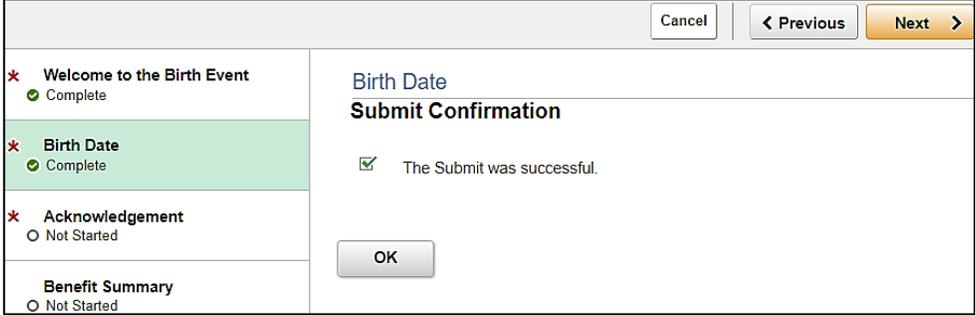
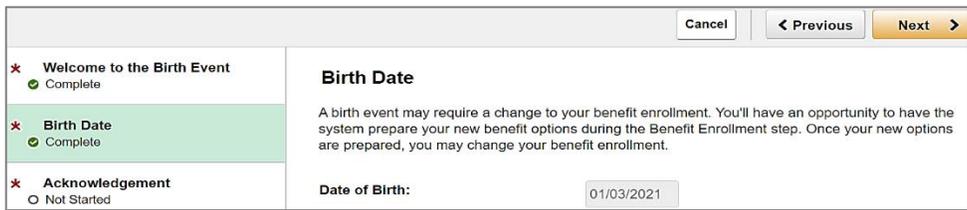
- * Welcome to the Birth Event Complete
- * Birth Date In Progress
- * Acknowledgement Not Started
- Benefit Summary Not Started

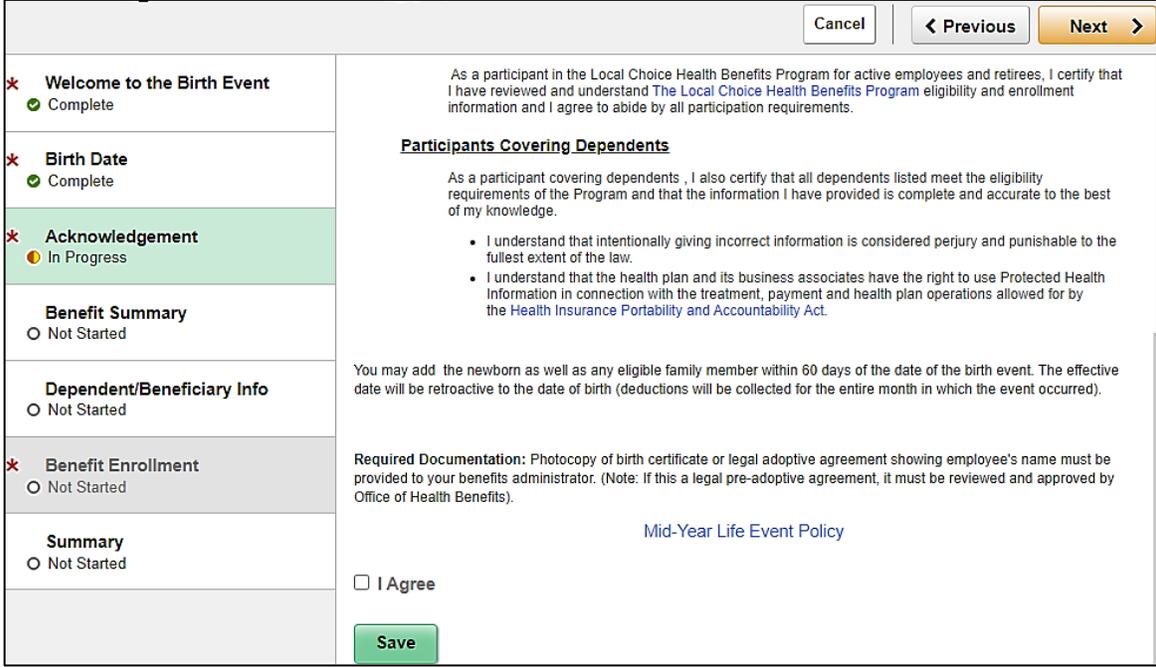
Birth Date

A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date of Birth: 

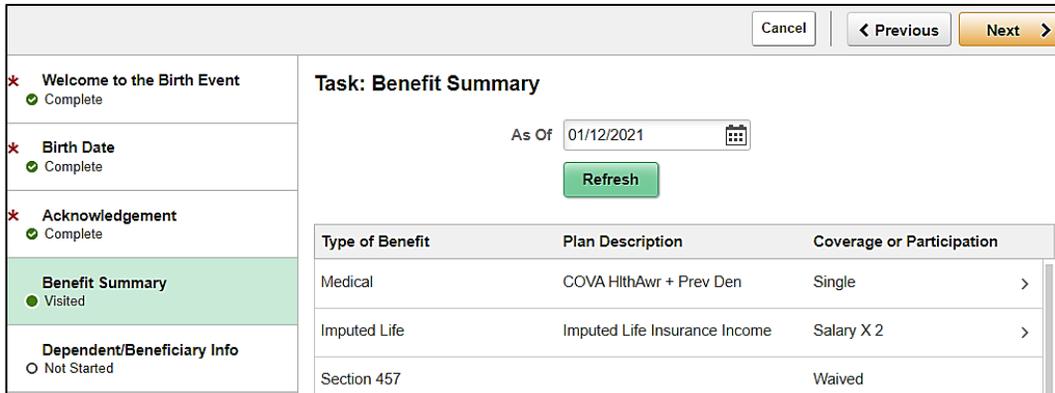
Submit

Step	Action
5.	<p>The Date of Birth field will default to the As Of date previously selected on the Birth Events page. Validate this is the child's accurate date of birth, and if required, update using the Date of Birth Calendar icon.</p> 
6.	<p>Click the Submit button.</p> 
<p>The Submit Confirmation page displays.</p> 	
7.	<p>Click the OK button.</p> 
<p>The Birth Date page redisplay.</p> 	
8.	<p>Click the Next button.</p> 

Step	Action
	<p>The Acknowledgement page displays.</p> 
9.	<p>Read through the Health Plan Acknowledgement information (scroll up and/or down, as required) and then select the I Agree checkbox option.</p> 
10.	<p>Click the Save button.</p> 
11.	<p>Click the Next button.</p> 

Step	Action
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The **Benefit Summary** page displays.

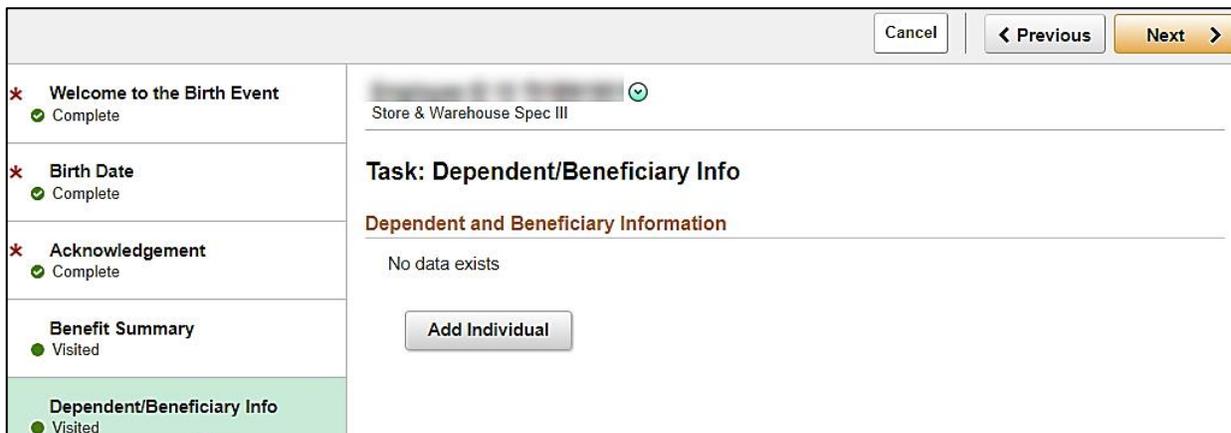


Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA HlthAwr + Prev Den	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
Section 457		Waived

12. Click the **Next** button.

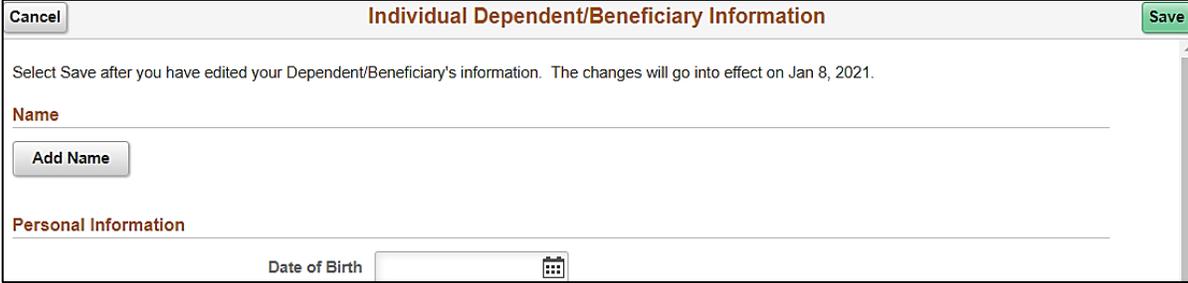
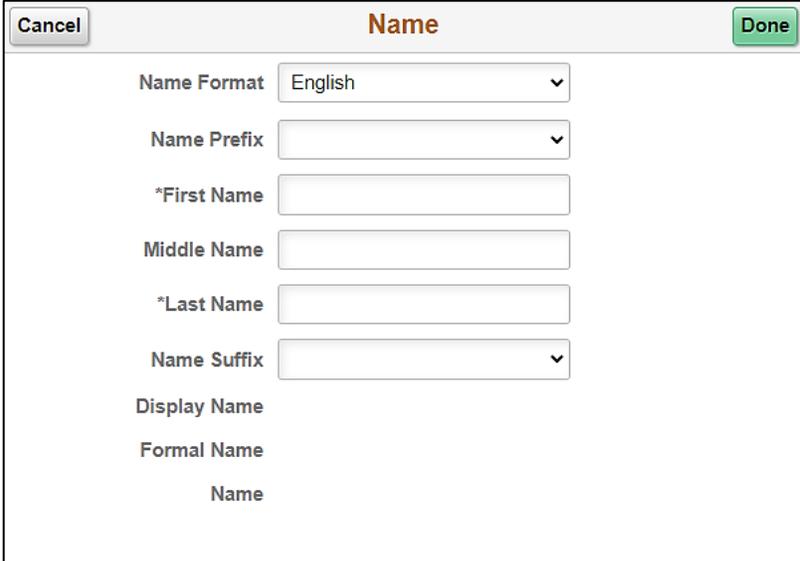
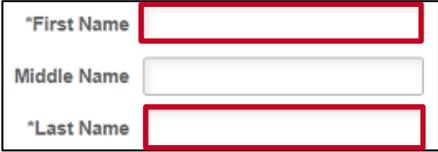


The **Dependent/Beneficiary Info** page displays.



13. Click the **Add Individual** button to submit the personal information for the child being added.



Step	Action
	<p>The Individual Dependent/Beneficiary Information page displays.</p> 
14.	<p>Click the Add Name button.</p> 
	<p>The Name page displays in a pop-up window.</p> 
15.	<p>Enter the child's first and last name in the corresponding fields.</p> 
	<p>Optionally add the child's name prefix, middle name, or name suffix, as applicable.</p>

Step	Action
16.	Click the Done button.



The **Individual Dependent/Beneficiary Information** page returns.

Cancel
Individual Dependent/Beneficiary Information
Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Jan 8, 2021.

Name

Personal Information

Date of Birth

*Gender

*Relationship to Employee

*Marital Status

*Student

*Disabled

*Smoker

As of

As of

As of

As of

Address

Address	Address Type	Same as mine
1901 Brandywine St Richmond, VA 23220	Home	Same as mine

National ID

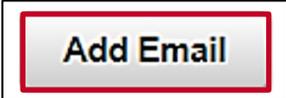
No data exists

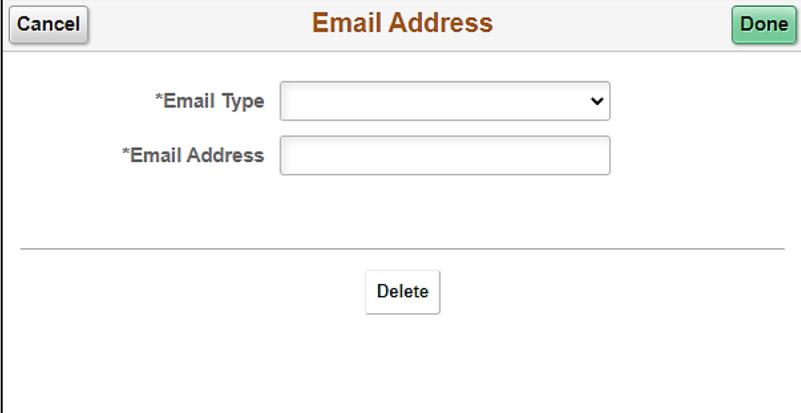
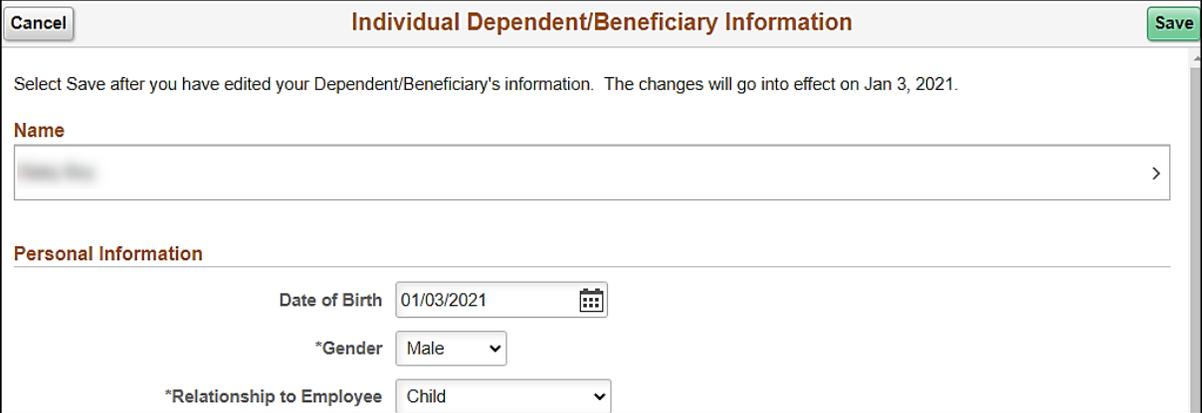
17.	<p>Within the Personal Information section, complete the Date of Birth, Gender, and Relationship to Employee fields.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Date of Birth <input type="text" value=""/></p> <p>*Gender <input type="text" value=""/></p> <p>*Relationship to Employee <input type="text" value=""/></p> </div>
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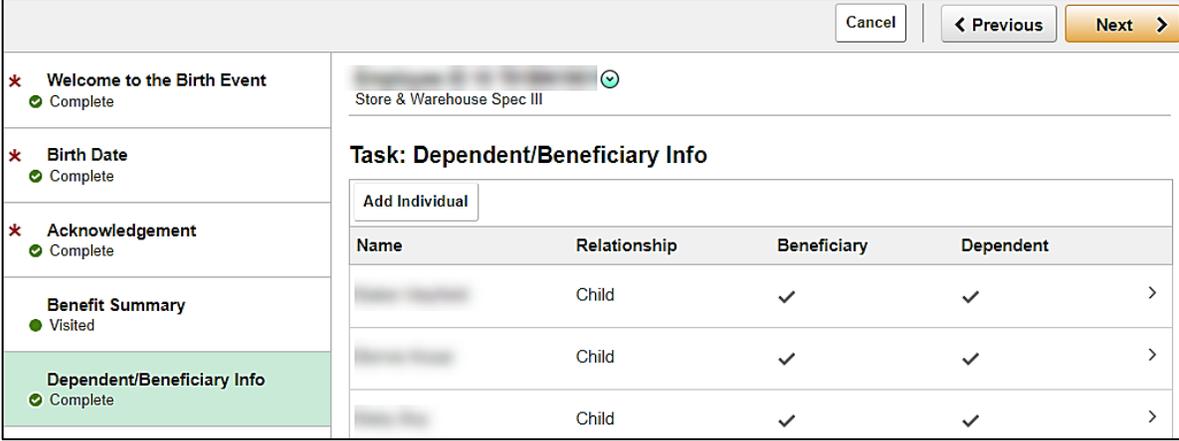
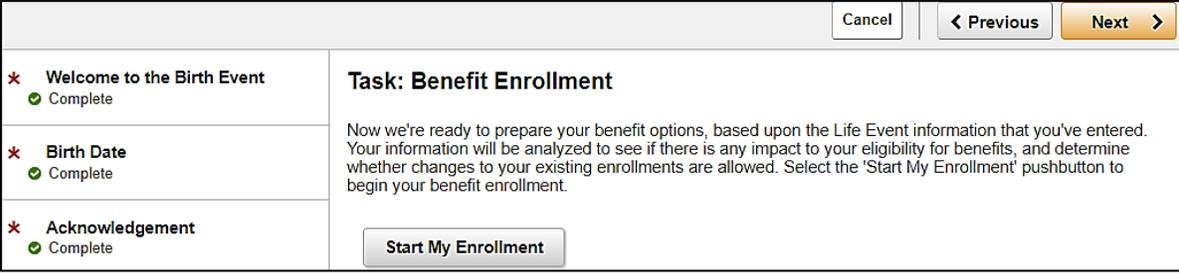


18.	Click the Add National ID button.
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Step	Action								
	If the child has not received a National ID Number at the time of enrollment, skip to step 21 and update when the information becomes available.								
<p>The National ID page displays in a pop-up window.</p> <div data-bbox="548 489 1086 779" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel National ID Done </div> <div style="padding: 5px 0 0 20px;"> <p>*Country <input type="text"/></p> <p>*National ID Type <input type="text"/></p> <p>*National ID <input type="text"/></p> <p>Primary <input checked="" type="checkbox"/> Yes</p> </div> </div>									
19.	Complete the Country , National ID Type , and National ID fields for the child. <div data-bbox="293 867 937 1062" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p>*Country <input type="text"/></p> <p>*National ID Type <input type="text"/></p> <p>*National ID <input type="text"/></p> </div>								
20.	Click the Done button. <div data-bbox="293 1148 456 1247" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #e0f0e0; padding: 5px 10px; border-radius: 3px;">Done</p> </div>								
<p>The Individual Dependent/Beneficiary Information page returns.</p> <div data-bbox="253 1333 1386 1631" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <p>National ID</p> <p><input style="border: none; background: none; padding: 2px 5px; margin-right: 5px;" type="button" value="+"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 25%;">Country</th> <th style="width: 30%;">National ID Type</th> <th style="width: 20%;">National ID</th> <th style="width: 25%;">Primary</th> </tr> </thead> <tbody> <tr> <td>United States</td> <td>Social Security Number</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> </div> <div style="padding-top: 10px;"> <p>Phone</p> <p>No data exists</p> <p><input style="border: none; background: none; padding: 2px 5px;" type="button" value="Add Phone"/></p> </div> </div>		Country	National ID Type	National ID	Primary	United States	Social Security Number	[REDACTED]	✓
Country	National ID Type	National ID	Primary						
United States	Social Security Number	[REDACTED]	✓						
21.	Click the Add Phone button. <div data-bbox="293 1719 570 1812" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #e0e0e0; padding: 5px 10px; border-radius: 3px;">Add Phone</p> </div>								

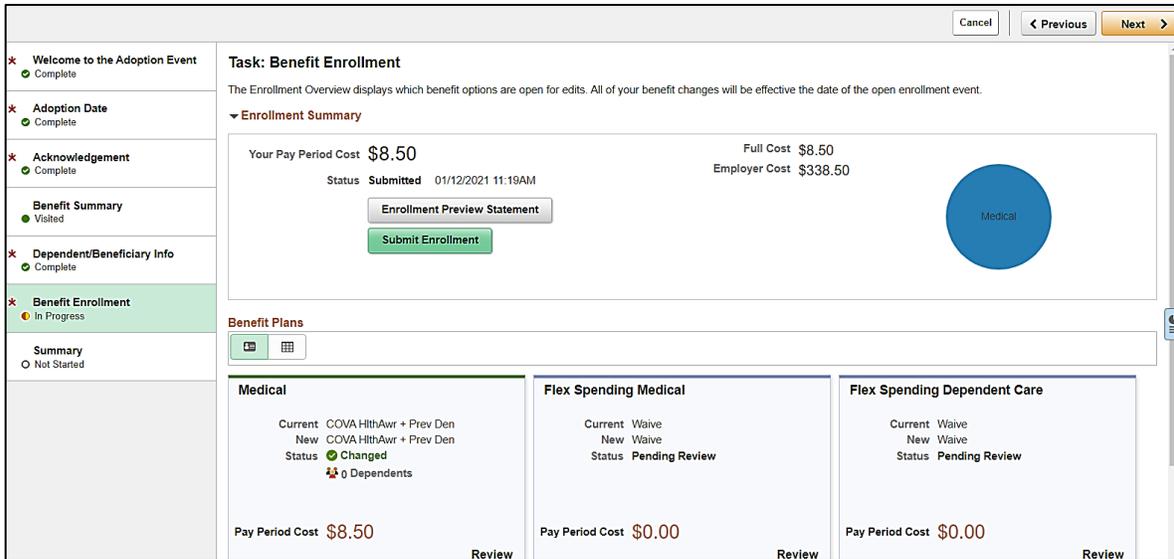
Step	Action
	<p>The Phone Number page displays in a pop-up window.</p> 
22.	<p>Select “Yes” for the Same as mine field.</p> 
23.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
24.	<p>Click the Add Email button.</p> 

Step	Action
	<p>The Email Address page displays in a pop-up window.</p> 
25.	<p>Select the Email Type from the Email Type drop-down menu and enter the applicable Email Address in the Email Address field.</p> 
26.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
27.	<p>Click the Save button.</p> 

Step	Action
	<p>The Dependent/Beneficiary Info page returns.</p> 
28.	<p>Review the information to ensure your child was added and then click the Next button.</p> 
	<p>The Benefit Enrollment page displays.</p> 
	<p>After an employee submits the personal information for their Dependent, the Benefits Administrator will contact the employee directly for any additional information or documentation needed to complete the Birth Event (i.e. Birth Certificate).</p>
29.	<p>Click the Start My Enrollment button.</p> 

Step	Action
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The **Benefit Enrollment** page refreshes.



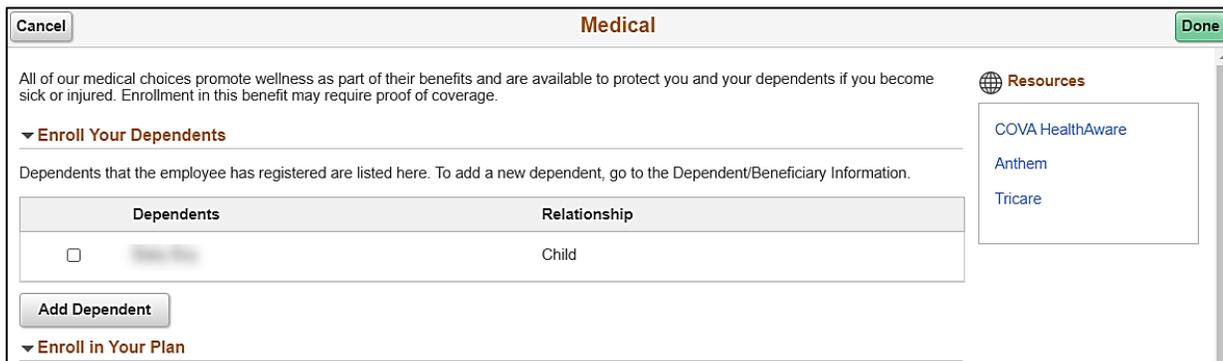
30.

Click the **Medical** tile.




The **Medical** tile enables employees to change their medical coverage from “Single” to any applicable coverage that includes a dependent.

The **Medical** page displays.



Step	Action				
31.	Within the Enroll Your Dependents section, select the checkbox option for the child being added. <table border="1" data-bbox="292 409 1307 514"> <thead> <tr> <th>Dependents</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Child</td> </tr> </tbody> </table>	Dependents	Relationship	<input type="checkbox"/>	Child
Dependents	Relationship				
<input type="checkbox"/>	Child				

32.	Click the Add Dependent button. <table border="1" data-bbox="292 598 592 682"> <tr> <td>Add Dependent</td> </tr> </table>	Add Dependent
Add Dependent		

The **Dependent and Beneficiary Information** page displays.

Dependent and Beneficiary Information			
<input type="button" value="Add Individual"/>			
Name	Relationship	Beneficiary	Dependent
	Child	✓	✓

33.	Click the X (Close) button to close the page. <table border="1" data-bbox="292 1155 1323 1197"> <tr> <td style="text-align: center;">Dependent and Beneficiary Information</td> <td style="text-align: right;"><input type="button" value="X"/></td> </tr> </table>	Dependent and Beneficiary Information	<input type="button" value="X"/>
Dependent and Beneficiary Information	<input type="button" value="X"/>		

The **Medical** page returns with the checkbox next to the newly enrolled Dependent selected.

Medical				
All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.				Resources COVA HealthAware Anthem Tricare
Enroll Your Dependents				
Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.				
Dependents	Relationship			
<input checked="" type="checkbox"/>	Child			
<input type="button" value="Add Dependent"/>				
Enroll in Your Plan				
The Employee + Child(ren) cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.				
Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
<input type="button" value="Select"/> Waive				\$0.00
<input checked="" type="checkbox"/> COVA HlthAwr + Prev Den <input type="button" value="i"/>	\$29.00		\$614.50	\$29.00
<input type="button" value="Select"/> COVA HlthAwr + Exp Den&Vis <input type="button" value="i"/>	\$68.00		\$614.50	\$68.00

Step	Action
34.	Click the Done button in the upper right-hand corner of the page.



The updated **Benefit Enrollment** page returns.

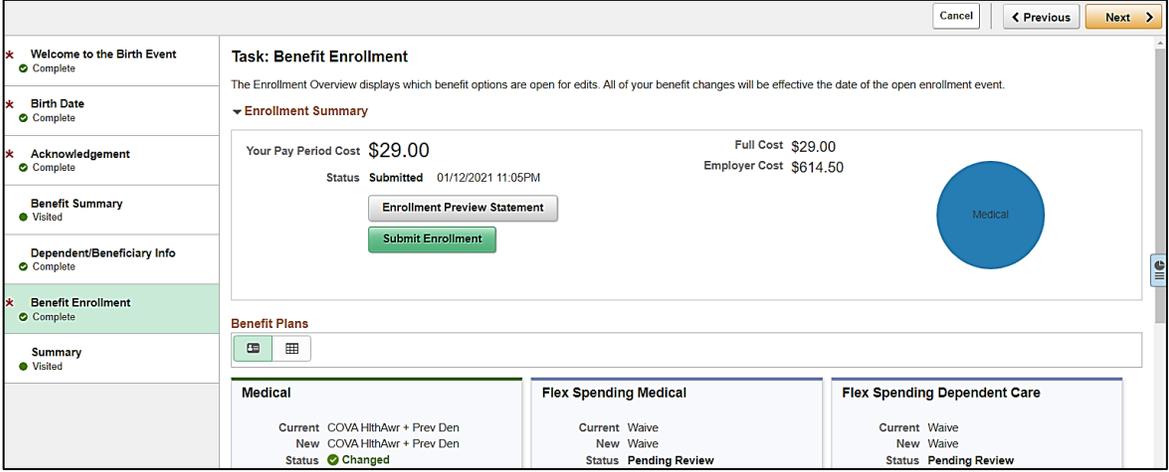
35.	Click the Submit Enrollment button.
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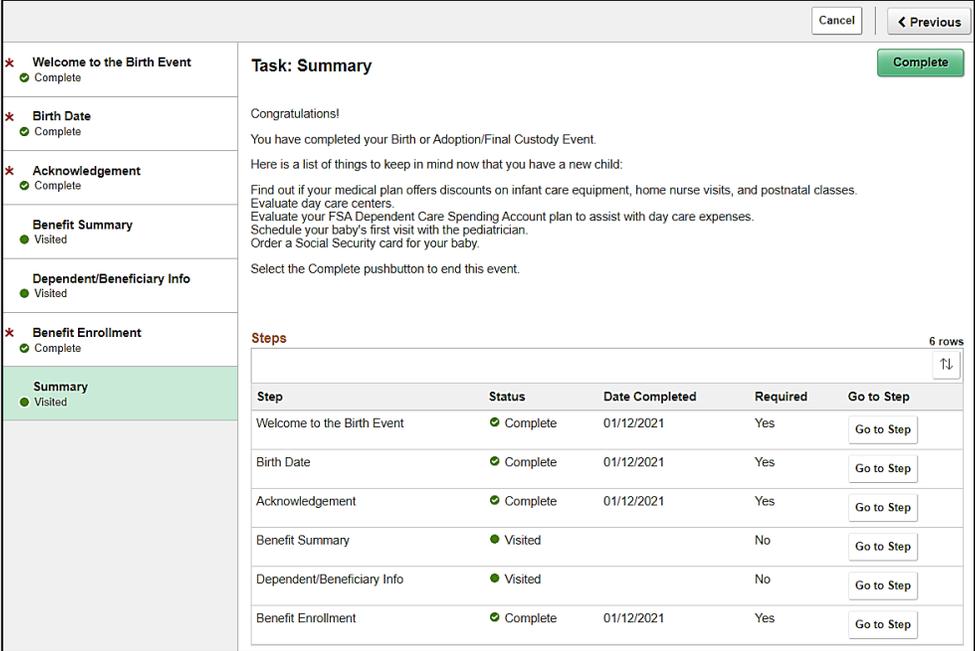


The **Benefits Alerts** page displays in a pop-up window.

36.	Click the Done button.
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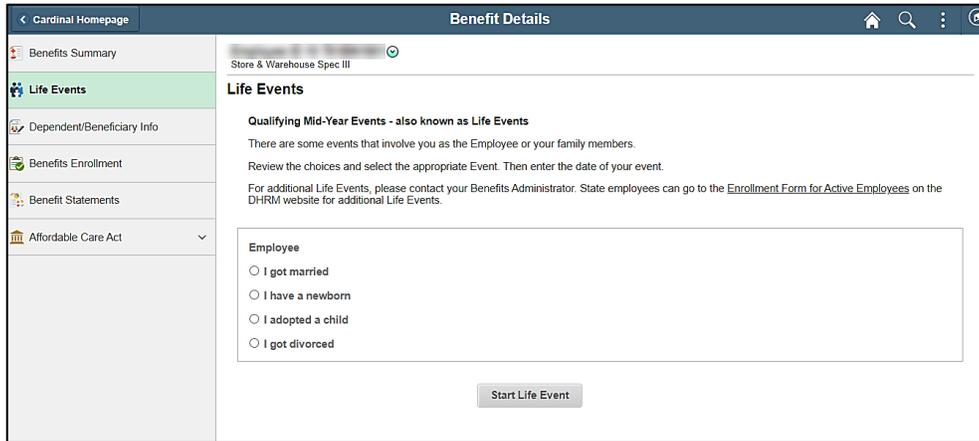
Step	Action
	<p>The Benefit Enrollment page returns.</p> 
	<p>To update Flex Spending deductions, click on the Flexible Spending Medical Tile and update the Annual Pledge Amount. For further information on updating the benefit enrollment information, see the Job Aid titled BN361 Enrollment Steps for an Employee. This Job Aid is located on the Cardinal website in Job Aids under Training.</p>
37.	<p>Click the Next button.</p> 

Step	Action																																			
	<p>The Summary page displays.</p>  <table border="1" data-bbox="581 724 1295 1018"> <thead> <tr> <th>Step</th> <th>Status</th> <th>Date Completed</th> <th>Required</th> <th>Go to Step</th> </tr> </thead> <tbody> <tr> <td>Welcome to the Birth Event</td> <td>Complete</td> <td>01/12/2021</td> <td>Yes</td> <td>Go to Step</td> </tr> <tr> <td>Birth Date</td> <td>Complete</td> <td>01/12/2021</td> <td>Yes</td> <td>Go to Step</td> </tr> <tr> <td>Acknowledgement</td> <td>Complete</td> <td>01/12/2021</td> <td>Yes</td> <td>Go to Step</td> </tr> <tr> <td>Benefit Summary</td> <td>Visited</td> <td></td> <td>No</td> <td>Go to Step</td> </tr> <tr> <td>Dependent/Beneficiary Info</td> <td>Visited</td> <td></td> <td>No</td> <td>Go to Step</td> </tr> <tr> <td>Benefit Enrollment</td> <td>Complete</td> <td>01/12/2021</td> <td>Yes</td> <td>Go to Step</td> </tr> </tbody> </table>	Step	Status	Date Completed	Required	Go to Step	Welcome to the Birth Event	Complete	01/12/2021	Yes	Go to Step	Birth Date	Complete	01/12/2021	Yes	Go to Step	Acknowledgement	Complete	01/12/2021	Yes	Go to Step	Benefit Summary	Visited		No	Go to Step	Dependent/Beneficiary Info	Visited		No	Go to Step	Benefit Enrollment	Complete	01/12/2021	Yes	Go to Step
Step	Status	Date Completed	Required	Go to Step																																
Welcome to the Birth Event	Complete	01/12/2021	Yes	Go to Step																																
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Acknowledgement	Complete	01/12/2021	Yes	Go to Step																																
Benefit Summary	Visited		No	Go to Step																																
Dependent/Beneficiary Info	Visited		No	Go to Step																																
Benefit Enrollment	Complete	01/12/2021	Yes	Go to Step																																
38.	<p>Review the summary information for accuracy and then click the Complete button.</p> 																																			
	<p>The Birth Event is complete, and the information has been submitted to the Benefit Administrator for further action.</p>																																			

Adoption Life Event

Step	Action
1.	Navigate to the Life Events tab on the Benefit Details page, as described in the Initiating ESS Life Events section of this Job Aid.

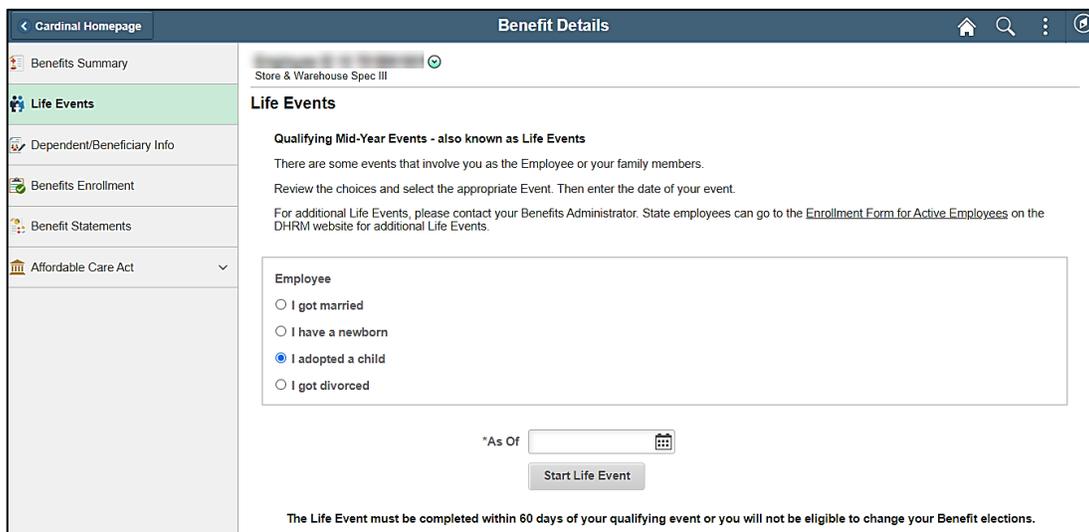
The **Life Events** page displays.



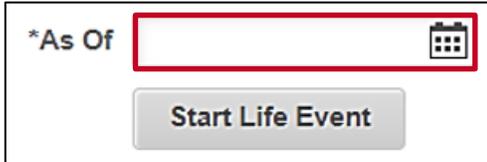
2. Click the **I adopted a child** radio button option.



The **As Of** Calendar icon displays.



Step	Action
3.	Select the adoption date of the child using the As Of Calendar icon or by entering into the text field.



*As Of 

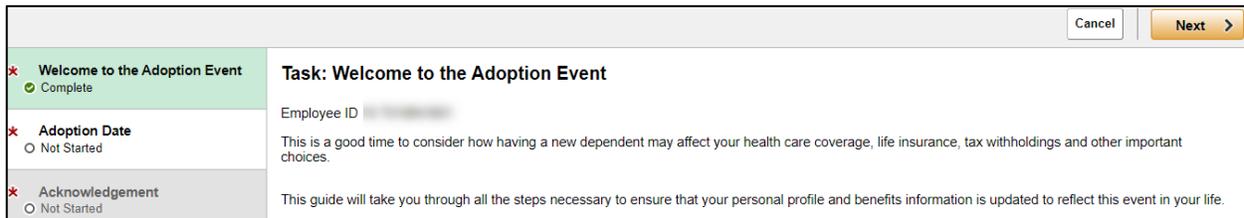
Start Life Event

4.	Click the Start Life Event button.
----	---



Start Life Event

The **Adoption Event** page displays.



Cancel **Next >**

Welcome to the Adoption Event
 Complete

Adoption Date
 Not Started

Acknowledgement
 Not Started

Task: Welcome to the Adoption Event

Employee ID [REDACTED]

This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.

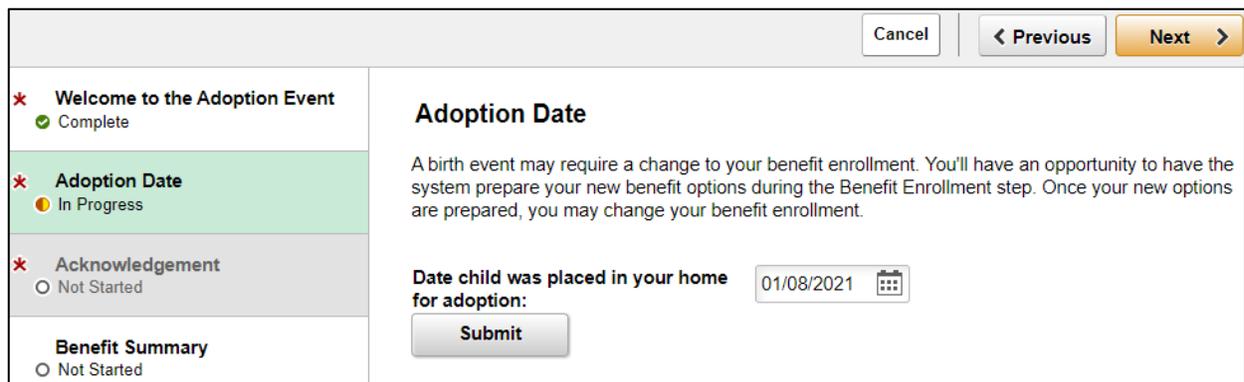
This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.

5.	Read through the Welcome to the Adoption Event information and then click the Next button.
----	--



Next >

The **Adoption Date** page displays.



Cancel **< Previous** **Next >**

Welcome to the Adoption Event
 Complete

Adoption Date
 In Progress

Acknowledgement
 Not Started

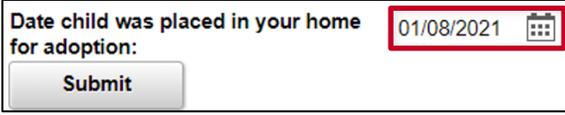
Benefit Summary
 Not Started

Adoption Date

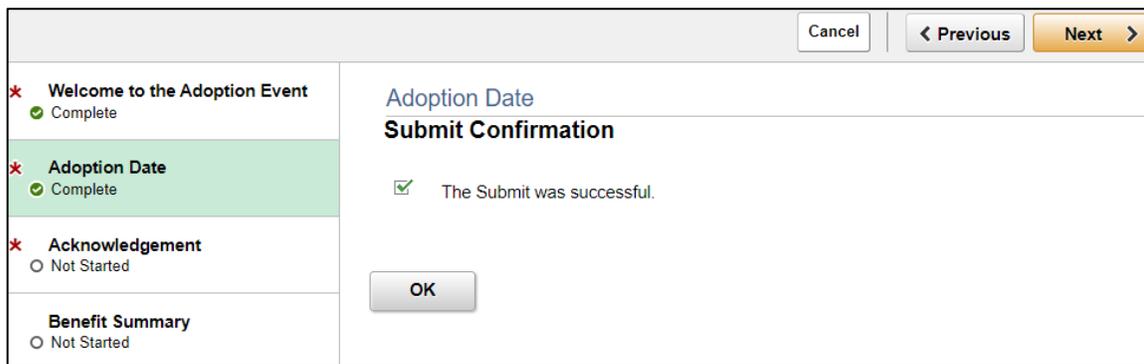
A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date child was placed in your home for adoption: 

Submit

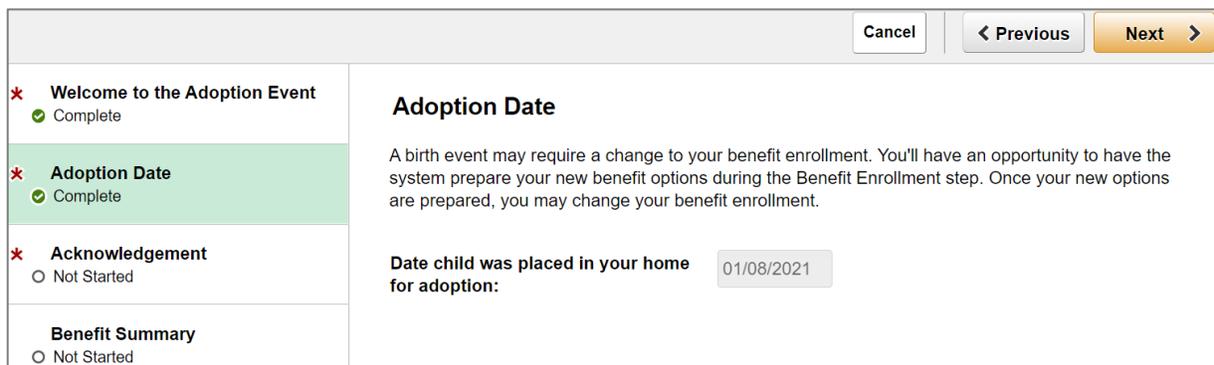
Step	Action
6.	<p>The date defaults to the As Of Date selected on the Life Events tab. Update as required.</p> 
7.	<p>Click the Submit button.</p> 

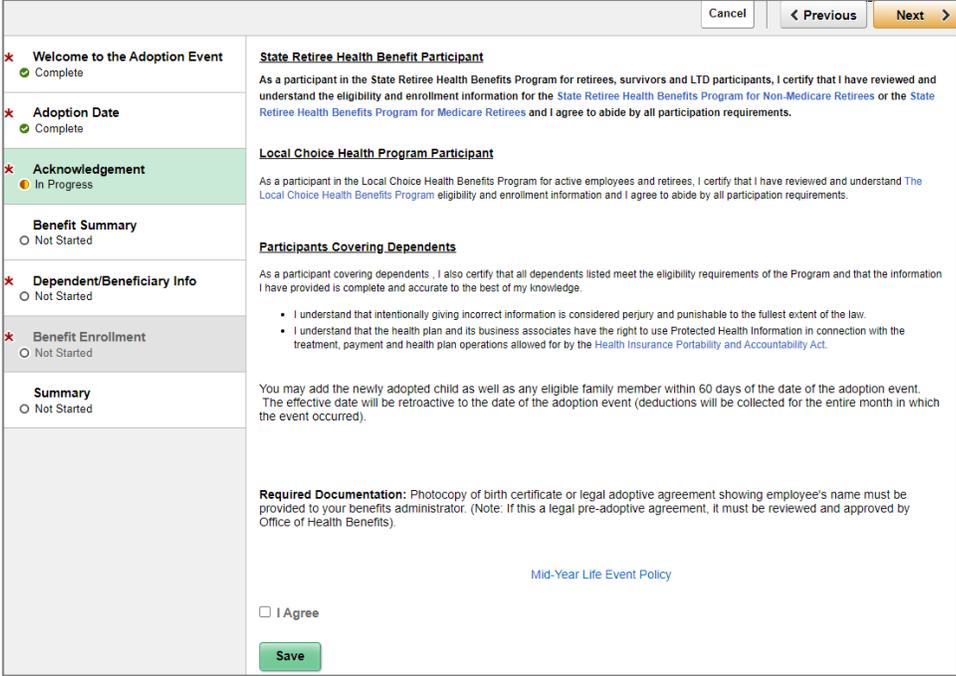
The **Submit Confirmation** page displays.



8.	<p>Click the OK button.</p> 
----	--

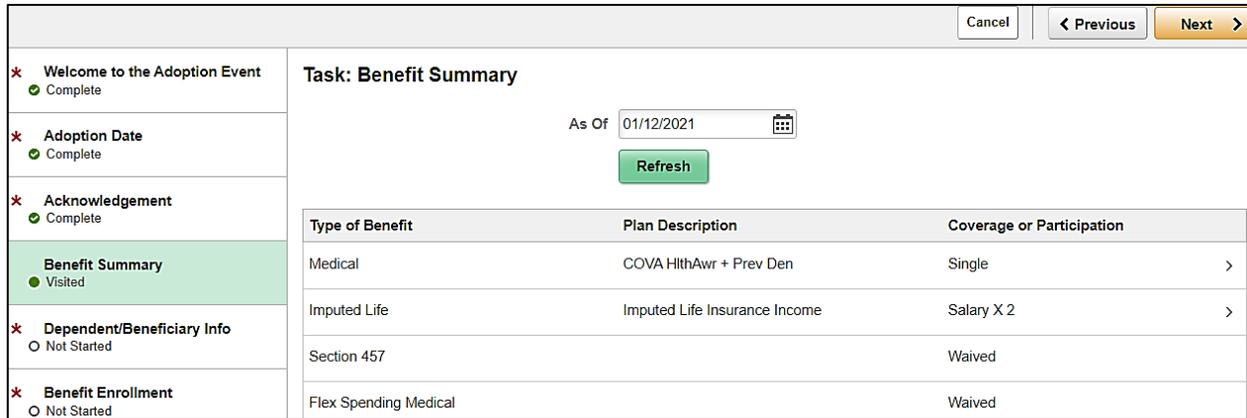
The **Adoption Date** page returns.



Step	Action
9.	Click the Next button. 
<p>The Acknowledgement page displays.</p> 	
10.	Read through the Health Plan Acknowledgement information and then select the I Agree checkbox option. 
11.	Click the Save button. 
12.	Click the Next button. 

Step	Action
------	--------

The **Benefit Summary** page displays.

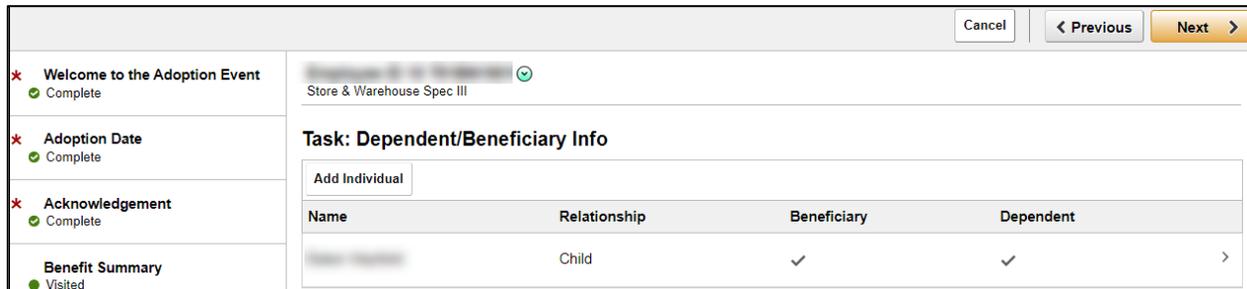


Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA HlthAwr + Prev Den	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
Section 457		Waived
Flex Spending Medical		Waived

13. Review the current enrollments and then click the **Next** button.



The **Dependent/Beneficiary Info** page displays.

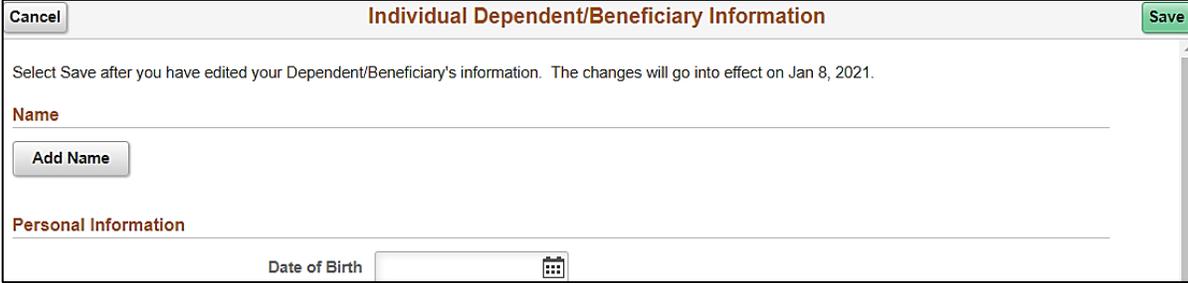
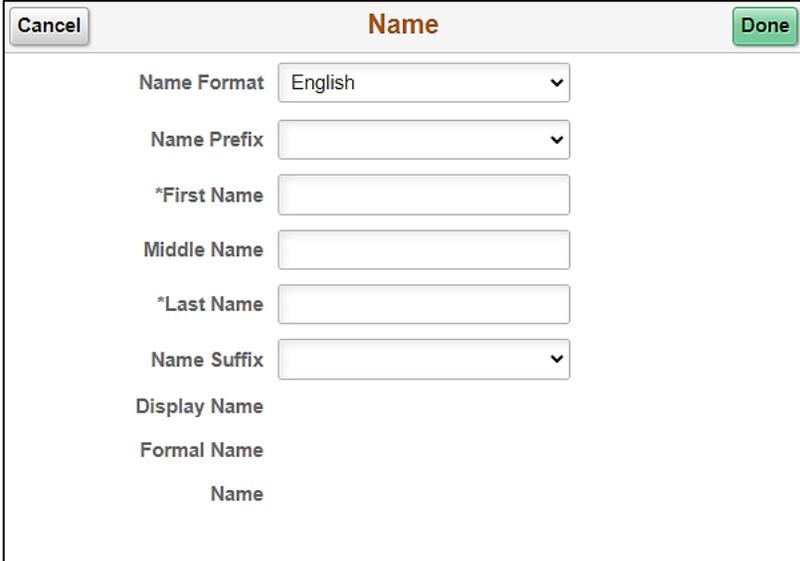
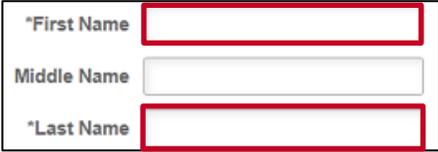


Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓ >

14. Click the **Add Individual** button to submit the personal information for the child being added.

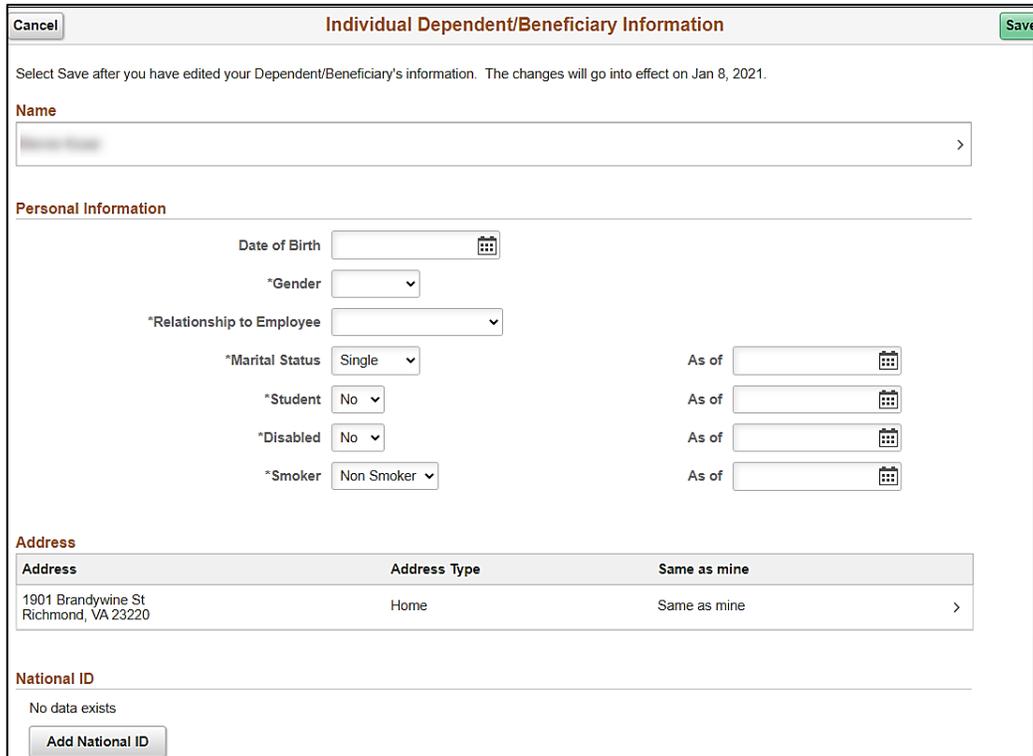


The employee's current dependent(s)' information is initially displayed on this page.

Step	Action
	<p>The Individual Dependent/Beneficiary Information page displays.</p> 
15.	<p>Click the Add Name button.</p> 
	<p>The Name page displays in a pop-up window.</p> 
16.	<p>Enter the child's first and last name in the corresponding fields.</p> 
	<p>Optionally add the child's name prefix, middle name, or name suffix, as applicable.</p>

Step	Action
17.	Click the Done button. 

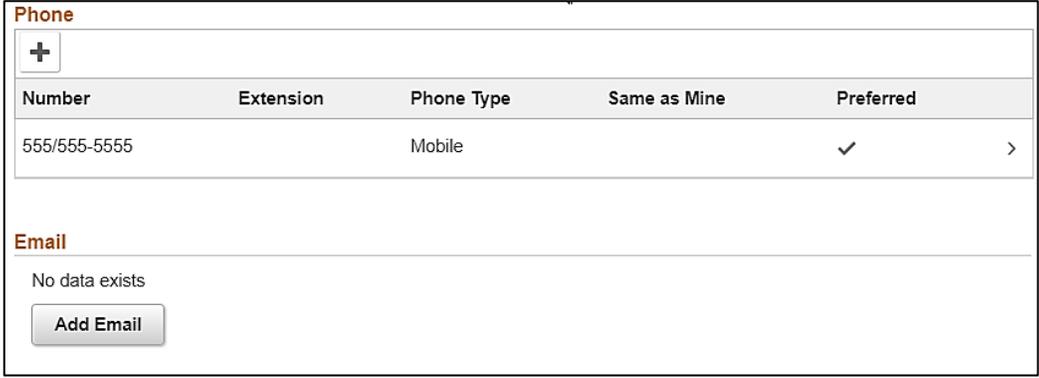
The **Individual Dependent/Beneficiary Information** page returns.

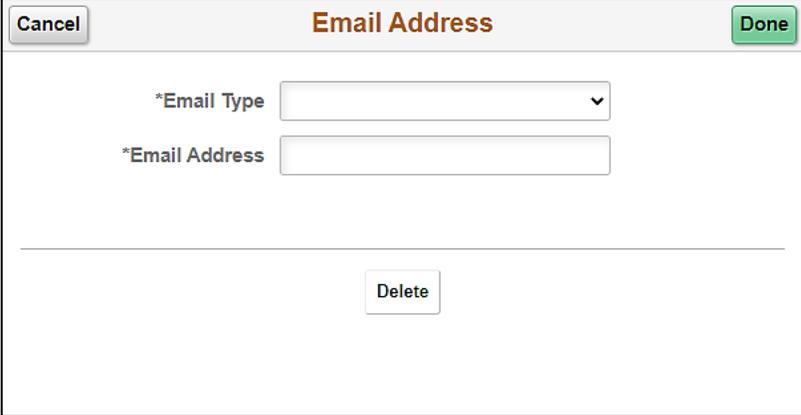
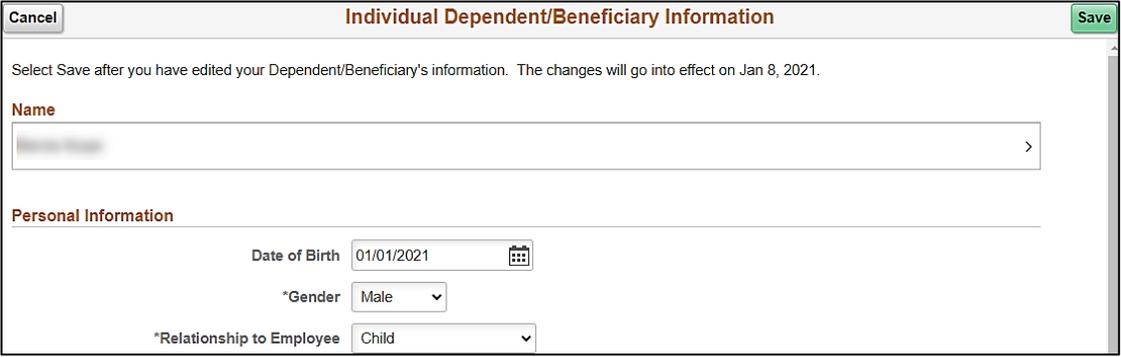


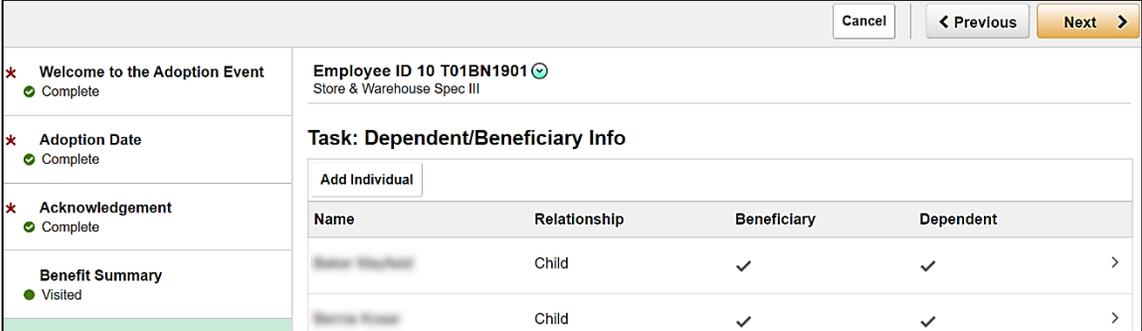
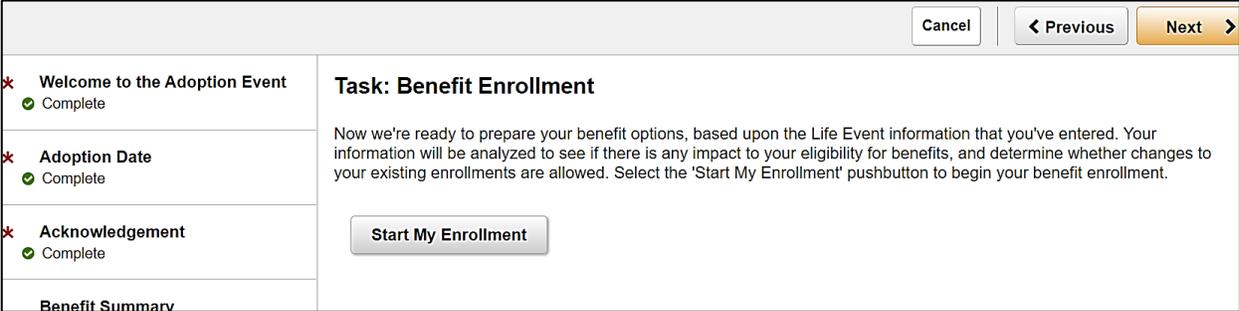
18.	Within the Personal Information section, complete the Date of Birth , Gender , and Relationship to Employee fields. 
-----	--

19.	Click the Add National ID button. 
-----	---

Step	Action										
	If the child has not received a National ID Number at the time of enrollment, skip to step 21 and update when the information becomes available.										
<p>The National ID page displays in a pop-up window.</p> <div data-bbox="548 489 1088 779" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel National ID Done </div> <div style="padding: 5px 0 5px 20px;"> <p>*Country <input type="text"/></p> <p>*National ID Type <input type="text"/></p> <p>*National ID <input type="text"/></p> <p>Primary <input checked="" type="checkbox"/> Yes</p> </div> </div>											
20.	Complete the Country , National ID Type , and National ID fields for the child. <div data-bbox="292 865 938 1062" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p>*Country <input style="border: 2px solid red;" type="text"/></p> <p>*National ID Type <input style="border: 2px solid red;" type="text"/></p> <p>*National ID <input style="border: 2px solid red;" type="text"/></p> </div>										
21.	Click the Done button. <div data-bbox="292 1148 456 1247" style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #c8e6c9; display: inline-block; padding: 5px 15px; border-radius: 3px;">Done</p> </div>										
<p>The Individual Dependent/Beneficiary Information page returns.</p> <div data-bbox="253 1333 1386 1631" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <p>National ID</p> <p>+</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Country</th> <th>National ID Type</th> <th>National ID</th> <th>Primary</th> <th></th> </tr> </thead> <tbody> <tr> <td>United States</td> <td>Social Security Number</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">✓</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div> <div style="padding-top: 10px;"> <p>Phone</p> <p>No data exists</p> <p>Add Phone</p> </div> </div>		Country	National ID Type	National ID	Primary		United States	Social Security Number	[REDACTED]	✓	>
Country	National ID Type	National ID	Primary								
United States	Social Security Number	[REDACTED]	✓	>							
22.	Click the Add Phone button. <div data-bbox="292 1717 568 1812" style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #e0e0e0; display: inline-block; padding: 5px 15px; border-radius: 3px;">Add Phone</p> </div>										

Step	Action
	<p>The Phone Number page displays in a pop-up window.</p> 
23.	<p>Select “Yes” for the Same as mine field.</p> 
24.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
25.	<p>Click the Add Email button.</p> 

Step	Action
	<p>The Email Address page displays in a pop-up window.</p> 
26.	<p>Select the Email Type from the Email Type drop-down menu and enter the applicable Email Address in the Email Address field.</p> 
27.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
28.	<p>Click the Save button.</p> 

Step	Action
	<p>The Dependent/Beneficiary Info page returns.</p> 
29.	<p>Review the information to ensure your child was added and then click the Next button.</p> 
	<p>The Benefit Enrollment page displays.</p> 
	<p>After an employee submits the personal information for their Dependent, the Benefits Administrator will contact the employee directly for any additional information or documentation needed to complete the Birth Event (i.e. Birth Certificate).</p>
30.	<p>Click the Start My Enrollment button.</p> 

Step	Action
------	--------

The **Benefit Enrollment** page refreshes.

31.

Click the **Medical** tile.



The **Medical** tile enables employees to change their medical coverage from “Single” to any applicable coverage that includes a dependent.

The **Medical** page displays.

Step	Action																				
32.	Within the Enroll Your Dependents section, select the checkbox option for the child being added. <table border="1" data-bbox="292 411 1372 535"> <thead> <tr> <th data-bbox="292 411 885 443">Dependents</th> <th data-bbox="885 411 1372 443">Relationship</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 443 885 485"><input checked="" type="checkbox"/></td> <td data-bbox="885 443 1372 485">Child</td> </tr> <tr> <td data-bbox="292 485 885 527"><input type="checkbox"/></td> <td data-bbox="885 485 1372 527">Child</td> </tr> </tbody> </table>	Dependents	Relationship	<input checked="" type="checkbox"/>	Child	<input type="checkbox"/>	Child														
Dependents	Relationship																				
<input checked="" type="checkbox"/>	Child																				
<input type="checkbox"/>	Child																				
33.	Click the Add Dependent button. <div data-bbox="292 625 597 701" style="border: 2px solid red; padding: 5px; display: inline-block;"> Add Dependent </div>																				
The Dependent and Beneficiary Information page displays. <table border="1" data-bbox="376 789 1256 1119"> <thead> <tr> <th colspan="4" data-bbox="376 789 1256 848" style="text-align: center;">Dependent and Beneficiary Information ×</th> </tr> <tr> <td colspan="4" data-bbox="376 848 1256 907" style="text-align: left;">Add Individual</td> </tr> <tr> <th data-bbox="376 907 560 953">Name</th> <th data-bbox="560 907 803 953">Relationship</th> <th data-bbox="803 907 998 953">Beneficiary</th> <th data-bbox="998 907 1256 953">Dependent</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 953 560 1024">[Redacted]</td> <td data-bbox="560 953 803 1024">Child</td> <td data-bbox="803 953 998 1024" style="text-align: center;">✓</td> <td data-bbox="998 953 1256 1024" style="text-align: center;">✓ ></td> </tr> <tr> <td data-bbox="376 1024 560 1096">[Redacted]</td> <td data-bbox="560 1024 803 1096">Child</td> <td data-bbox="803 1024 998 1096" style="text-align: center;">✓</td> <td data-bbox="998 1024 1256 1096" style="text-align: center;">✓ ></td> </tr> </tbody> </table>		Dependent and Beneficiary Information ×				Add Individual				Name	Relationship	Beneficiary	Dependent	[Redacted]	Child	✓	✓ >	[Redacted]	Child	✓	✓ >
Dependent and Beneficiary Information ×																					
Add Individual																					
Name	Relationship	Beneficiary	Dependent																		
[Redacted]	Child	✓	✓ >																		
[Redacted]	Child	✓	✓ >																		
34.	Click the X (Close) button to close the page. <div data-bbox="292 1205 1328 1243" style="border: 1px solid gray; padding: 5px; display: inline-block;"> Dependent and Beneficiary Information × </div>																				

Step	Action
------	--------

The **Medical** page returns with the checkbox next to the newly enrolled Dependent selected.

Cancel
Medical
Done

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

▼ Enroll Your Dependents

Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.

	Dependents	Relationship
<input type="checkbox"/>	[Redacted]	Child
<input checked="" type="checkbox"/>	[Redacted]	Child

Add Dependent

▼ Enroll in Your Plan

The Employee + Child(ren) cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
Select	Waive				\$0.00
Select	COVA HlthAwr + Prev Den ?	\$29.00		\$614.50	\$29.00
Select	COVA HlthAwr + Exp Den&Vis ?	\$68.00		\$614.50	\$68.00
Select	COVA HlthAwr + Exp Den ?	\$57.50		\$614.50	\$57.50
Select	COVA High Ded Plan + PrevDen ?			\$543.00	\$0.00
<input checked="" type="checkbox"/>	COVA High Ded Plan + Exp Den ?	\$29.50		\$543.00	\$29.50

Resources

- [COVA HealthAware](#)
- [Anthem](#)
- [Tricare](#)

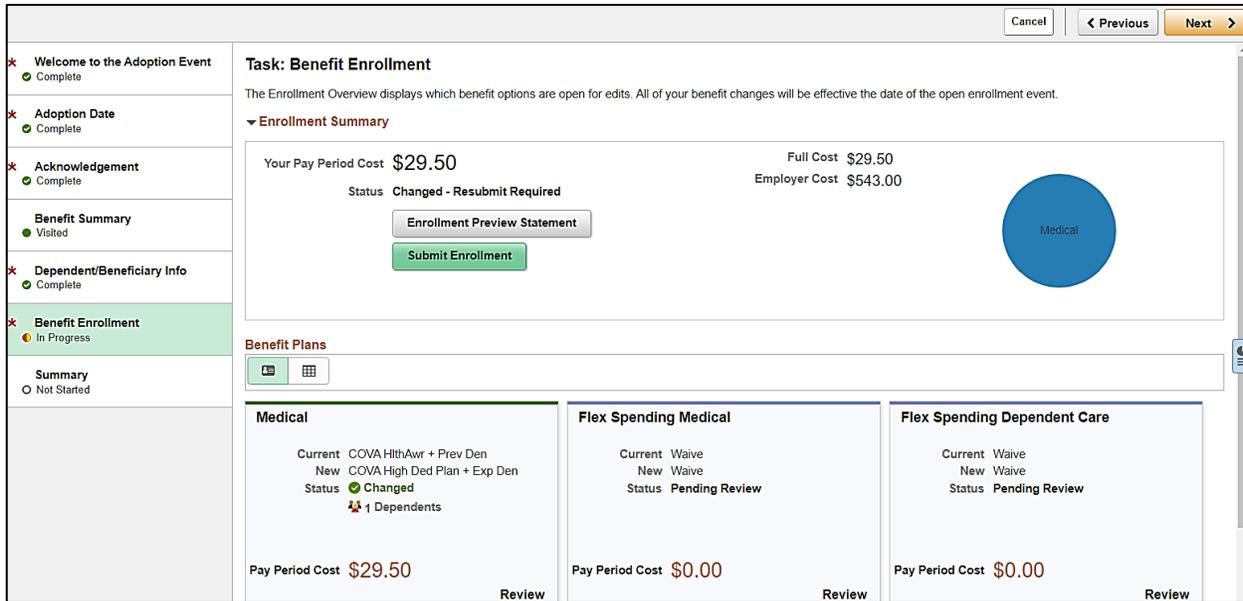
35.

Click the **Done** button in the upper right-hand corner of the page.



Step	Action
------	--------

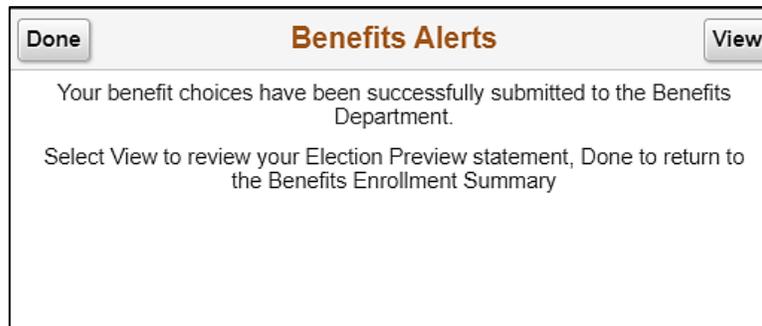
The updated **Benefit Enrollment** page returns.



36. Click the **Submit Enrollment** button.



The **Benefits Alerts** page displays in a pop-up window.

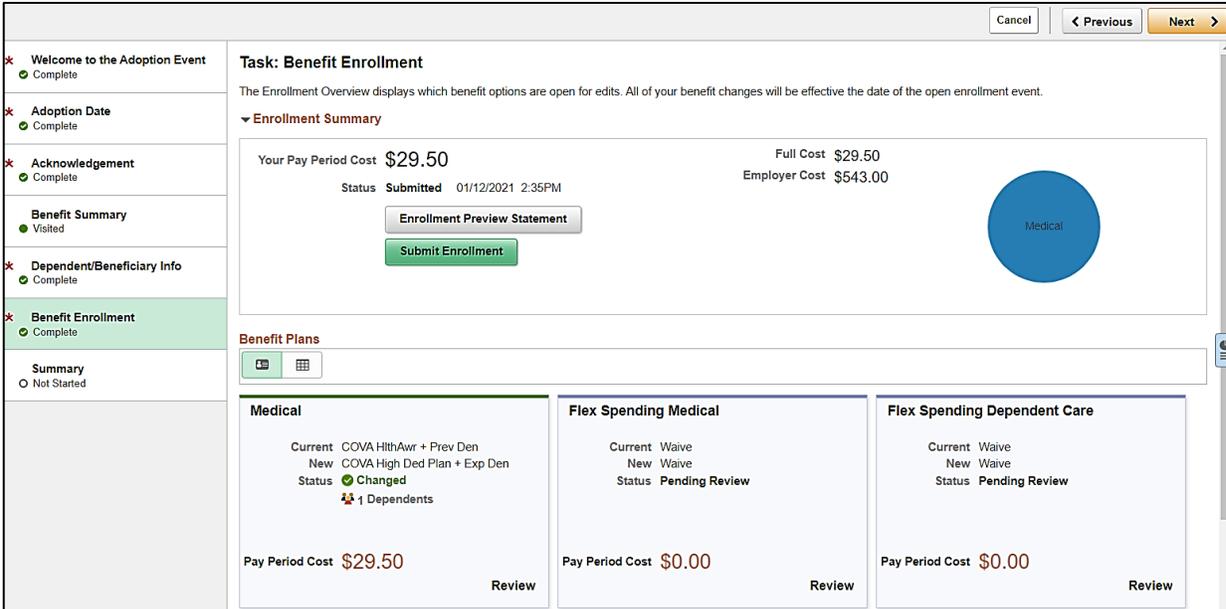


37. Click the **Done** button.



Step	Action
------	--------

The **Benefit Enrollment** page returns.



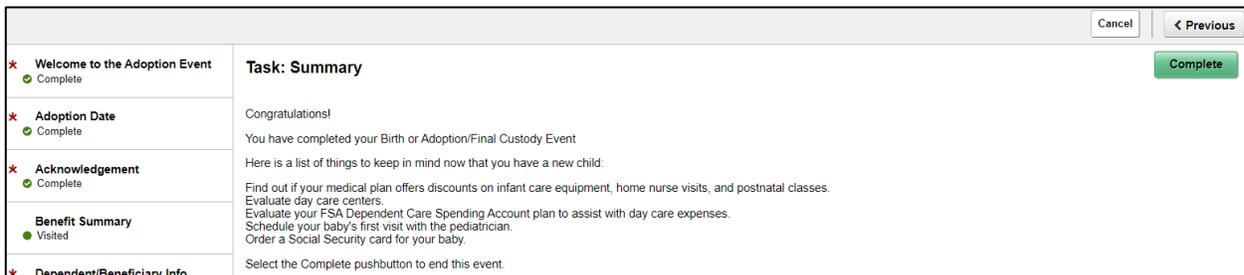

To update Flex Spending deductions, click on the **Flexible Spending Medical Tile** and update the Annual Pledge Amount. For further information on updating the benefit enrollment information, see the Job Aid titled **BN361 Enrollment Steps for an Employee**. This Job Aid is located on the Cardinal website in **Job Aids** under **Training**.

38.

Click the **Next** button.



The **Summary** page displays.



39.

Review the summary information for accuracy and then click the **Complete** button.

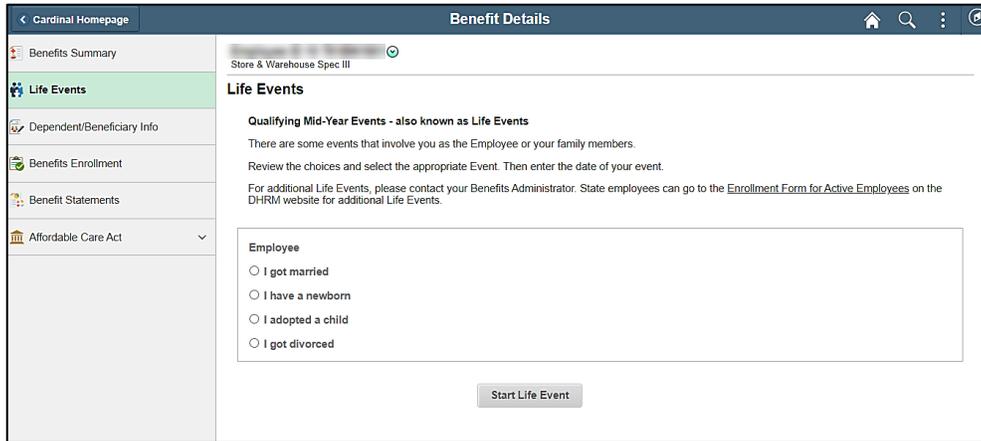


Step	Action
	The Adoption Event is complete, and the information has been submitted to the Benefits Administrator for further action.

Marital Life Event

Step	Action
1.	Navigate to the Life Events tab on the Benefit Details page, as described in the Initiating ESS Life Events section of this Job Aid.

The **Life Events** page displays.

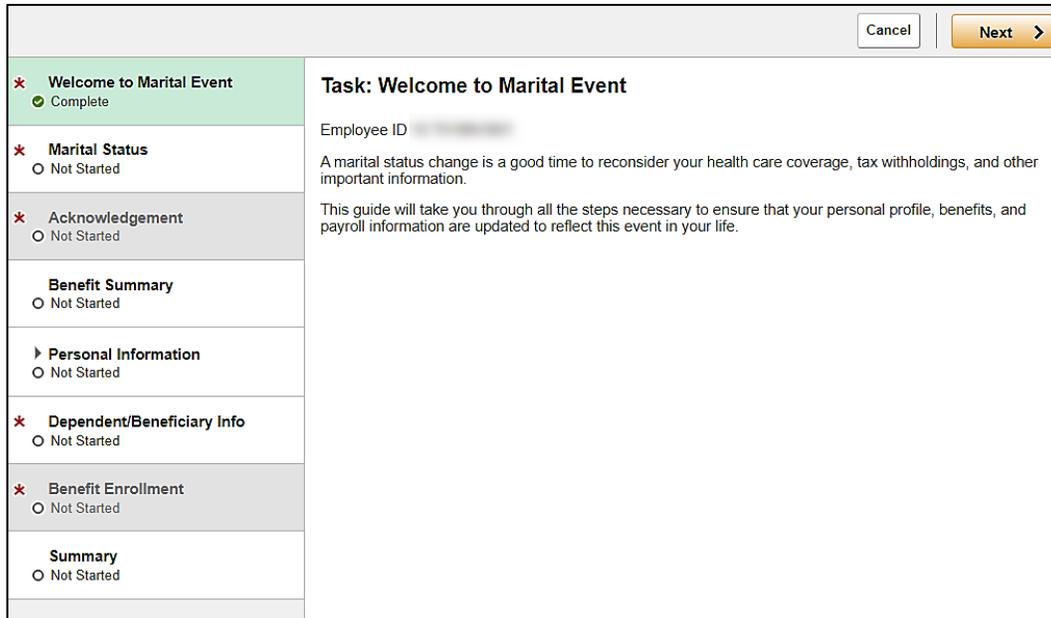


2.	Click the I got married radio button option. 
----	--

3.	Click the Start Life Event button. 
----	--

Step	Action
------	--------

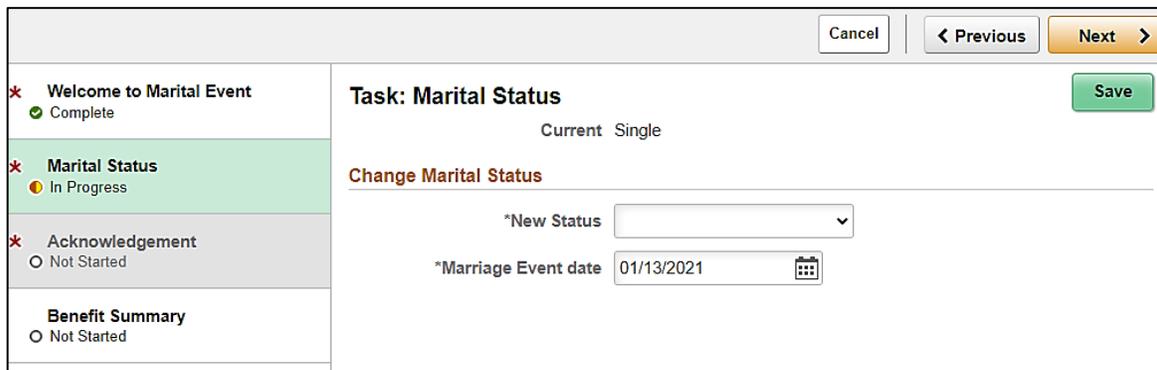
The **Marital Event** page displays.



4. Read through the **Welcome to Marital Event** information and then click the **Next** button.



The **Marital Status** page displays.

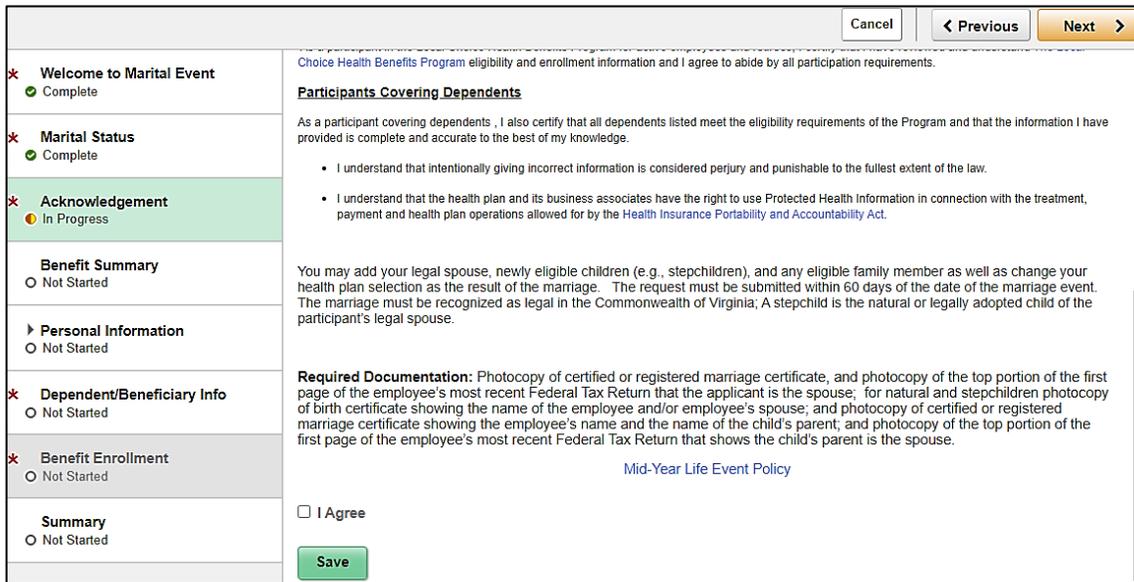


5. Select "Married" using the **New Status** field drop-down menu.



Step	Action
6.	Enter/select the appropriate marriage date using the Marriage Event Date Calendar icon. 
7.	Click the Save button. 
8.	Click the Next button. 

The **Acknowledgement** page displays.



Choice Health Benefits Program eligibility and enrollment information and I agree to abide by all participation requirements.

Participants Covering Dependents

As a participant covering dependents, I also certify that all dependents listed meet the eligibility requirements of the Program and that the information I have provided is complete and accurate to the best of my knowledge.

- I understand that intentionally giving incorrect information is considered perjury and punishable to the fullest extent of the law.
- I understand that the health plan and its business associates have the right to use Protected Health Information in connection with the treatment, payment and health plan operations allowed for by the [Health Insurance Portability and Accountability Act](#).

You may add your legal spouse, newly eligible children (e.g., stepchildren), and any eligible family member as well as change your health plan selection as the result of the marriage. The request must be submitted within 60 days of the date of the marriage event. The marriage must be recognized as legal in the Commonwealth of Virginia; A stepchild is the natural or legally adopted child of the participant's legal spouse.

Required Documentation: Photocopy of certified or registered marriage certificate, and photocopy of the top portion of the first page of the employee's most recent Federal Tax Return that the applicant is the spouse; for natural and stepchildren photocopy of birth certificate showing the name of the employee and/or employee's spouse; and photocopy of certified or registered marriage certificate showing the employee's name and the name of the child's parent; and photocopy of the top portion of the first page of the employee's most recent Federal Tax Return that shows the child's parent is the spouse.

[Mid-Year Life Event Policy](#)

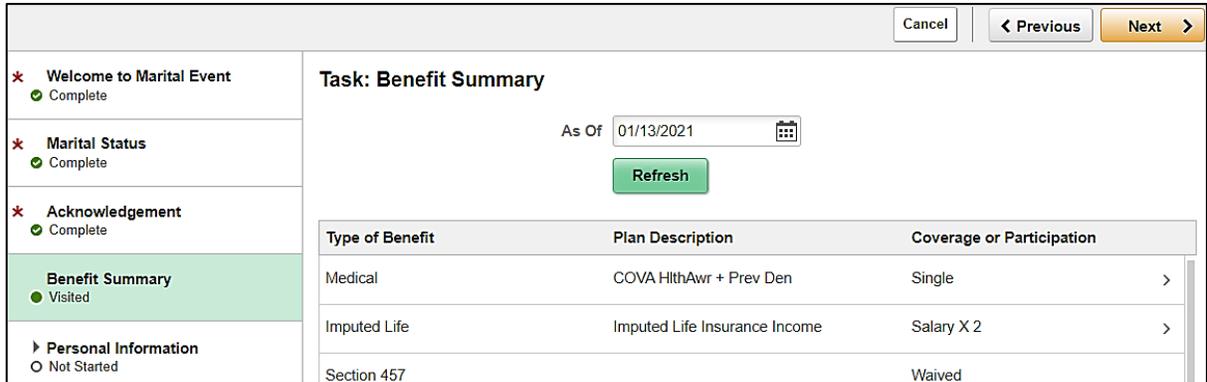
I Agree

Save

9.	Read through the Health Plan Acknowledgement information (scroll up/down as required) and then select the I Agree checkbox. 
10.	Click the Save button. 

Step	Action
11.	Click the Next button. 

The **Benefit Summary** page displays.



The screenshot shows the 'Benefit Summary' page. On the left is a navigation menu with items: 'Welcome to Marital Event' (Complete), 'Marital Status' (Complete), 'Acknowledgement' (Complete), 'Benefit Summary' (Visited), and 'Personal Information' (Not Started). The main content area is titled 'Task: Benefit Summary' and includes an 'As Of' date field set to '01/13/2021' with a 'Refresh' button. Below this is a table of benefit enrollments:

Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA HlthAwr + Prev Den	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
Section 457		Waived

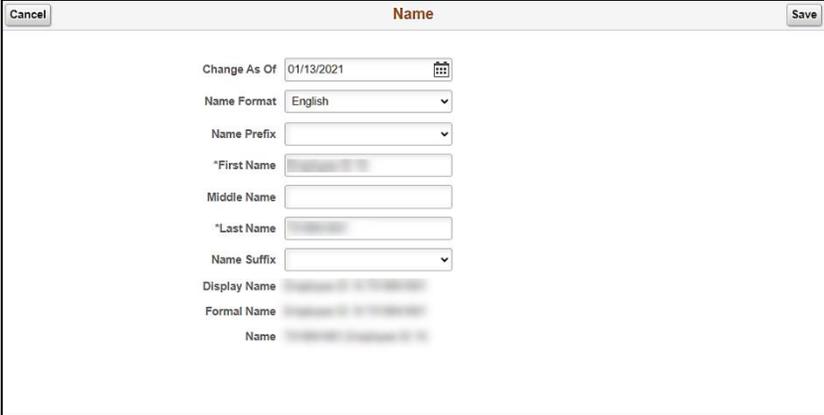
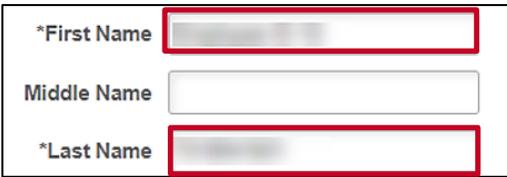
12.	Review the current enrollments and then click the Next button. 
-----	--

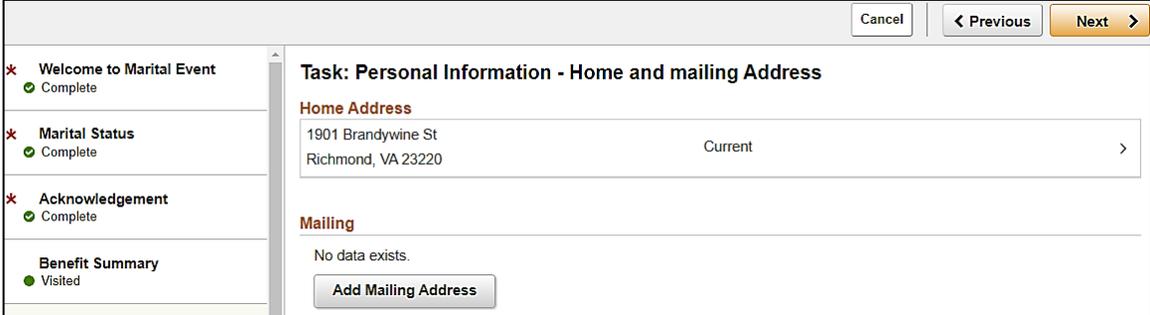
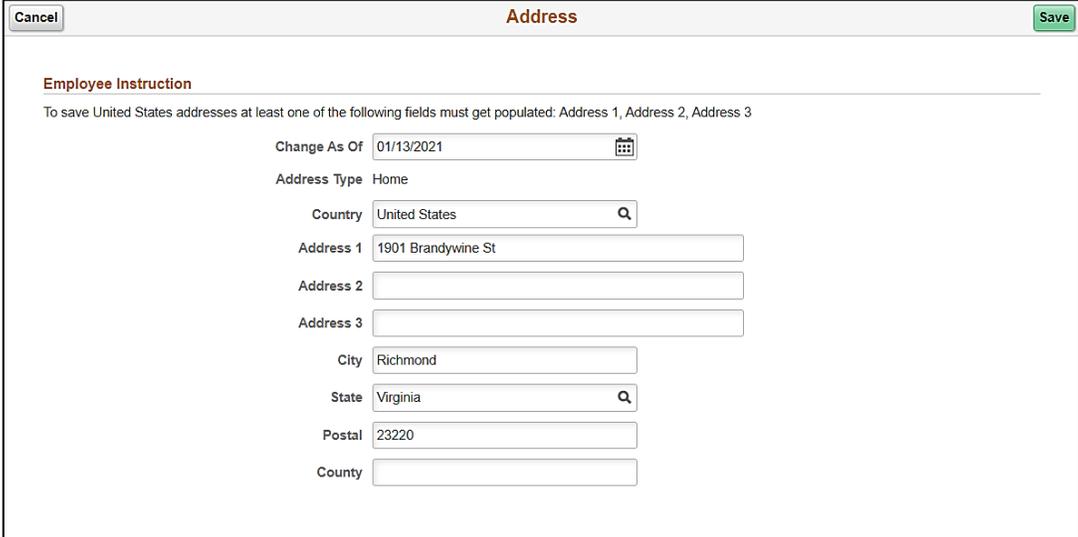
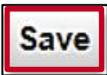
The **Personal Information – Name** page displays.

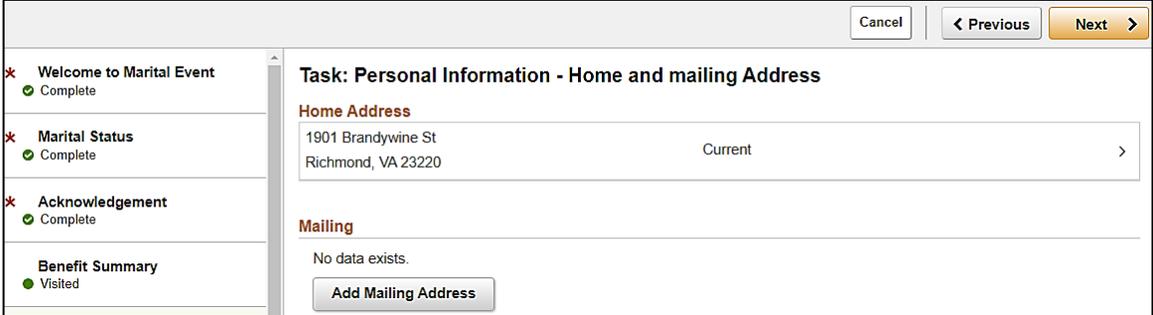
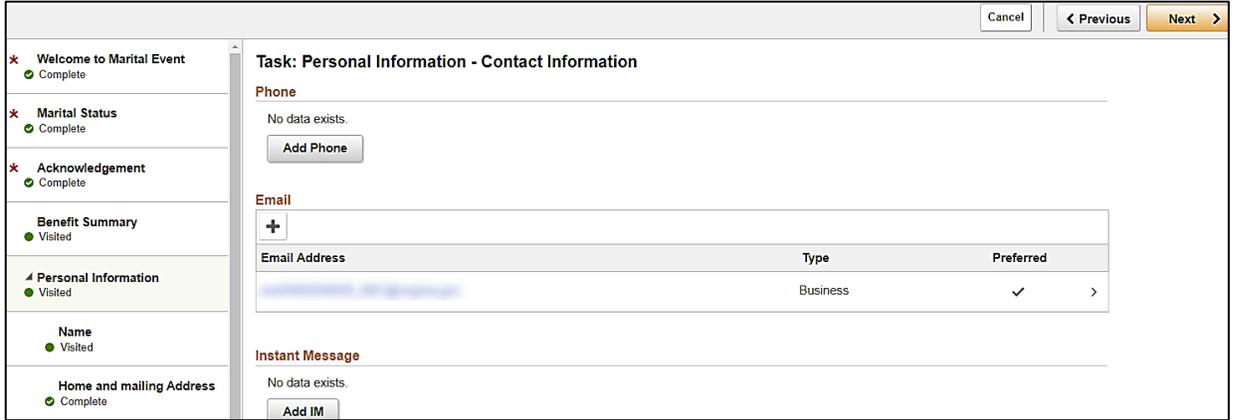
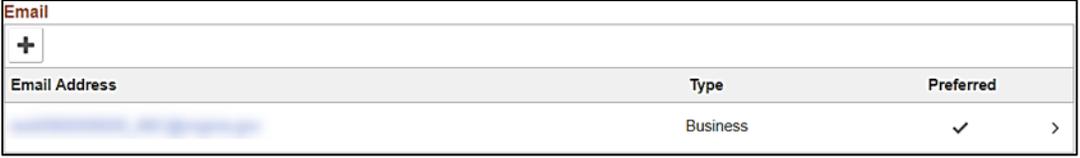


The screenshot shows the 'Personal Information - Name' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Task: Personal Information - Name' and displays a list of current names. The first entry is 'Employee ID [redacted] Current >'.

13.	Your current name displays. If the marriage resulted in a name change for you, click the Expand icon (>) to the far right of the current name listing. If the marriage did not result in a name change for you, proceed to Step 16. 
-----	--

Step	Action
	<p>The Name page displays in a pop-up window.</p> 
14.	<p>Enter your first and new last name in the corresponding fields.</p> 
	<p>Optionally, add your Prefix, Middle Name, and/or Suffix, as applicable.</p>
15.	<p>Click the Save button.</p> 
	<p>The Personal Information – Name page returns.</p> 
16.	<p>Click the Next button.</p> 

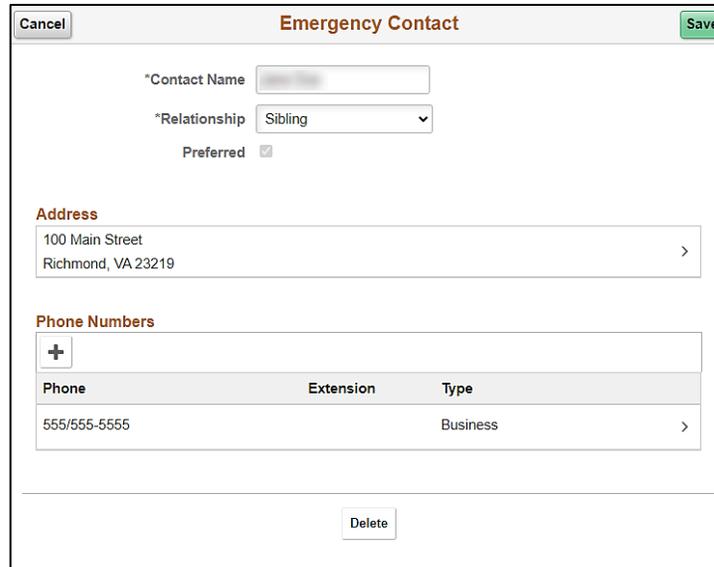
Step	Action
	<p>The Personal Information – Home and mailing Address page displays.</p> 
17.	<p>Your current home address displays. If the marriage has resulted in a personal address change, click the Expand icon (>) to the far right of the current home address listing. If the marriage did not result in a personal address change, proceed to Step 20.</p> 
	<p>The Address page displays in a pop-up window.</p> 
18.	Update your home address information as needed using the corresponding fields.
19.	<p>Click the Save button.</p> 

Step	Action
	<p>The Personal Information – Home and mailing Address page returns.</p> 
20.	<p>Click the Next button.</p> 
	<p>The Personal Information – Contact Information page displays.</p> 
21.	<p>To add a phone number, click the Add Phone button and enter the applicable phone number information.</p> 
22.	<p>To update an Email address, click the Expand icon (>) to the far right of the Email address listing and update the Email address information.</p> 

Step	Action								
	Business Email addresses cannot be updated through self-service options. Contact your Agency HR Administrator to update your business Email address.								
23.	To add an Email address, click the Add Email icon (+) under the Email section heading. <div data-bbox="289 489 1365 562" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Email</td> </tr> <tr> <td style="padding: 2px;">+</td> </tr> </table> </div>	Email	+						
Email									
+									
24.	Click the Next button. <div data-bbox="293 646 537 730" style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Next > </div>								
<p>The Personal Information – Emergency Contact page displays.</p> <div data-bbox="279 821 1357 1207" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="text-align: right; margin-bottom: 5px;"> Cancel < Previous Next > </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> <ul style="list-style-type: none"> * Welcome to Marital Event ✔ Complete * Marital Status ✔ Complete * Acknowledgement ✔ Complete Benefit Summary ● Visited Personal Information </td> <td style="padding-left: 10px;"> <p>Task: Personal Information - Emergency Contact</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferrec</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;">[Redacted]</td> <td>Sibling</td> <td style="text-align: center;">✔ ></td> </tr> </tbody> </table> </td> </tr> </table> </div>		<ul style="list-style-type: none"> * Welcome to Marital Event ✔ Complete * Marital Status ✔ Complete * Acknowledgement ✔ Complete Benefit Summary ● Visited Personal Information 	<p>Task: Personal Information - Emergency Contact</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferrec</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;">[Redacted]</td> <td>Sibling</td> <td style="text-align: center;">✔ ></td> </tr> </tbody> </table>	Contact Name	Relationship	Preferrec	[Redacted]	Sibling	✔ >
<ul style="list-style-type: none"> * Welcome to Marital Event ✔ Complete * Marital Status ✔ Complete * Acknowledgement ✔ Complete Benefit Summary ● Visited Personal Information 	<p>Task: Personal Information - Emergency Contact</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferrec</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;">[Redacted]</td> <td>Sibling</td> <td style="text-align: center;">✔ ></td> </tr> </tbody> </table>	Contact Name	Relationship	Preferrec	[Redacted]	Sibling	✔ >		
Contact Name	Relationship	Preferrec							
[Redacted]	Sibling	✔ >							
25.	Click the Add Emergency Contact icon (+) or Expand icon (>) to add an additional Emergency Contact or update an existing Emergency Contact, respectively. <div data-bbox="289 1325 1101 1528" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Task: Personal Information - Emergency Contact</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferrec</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;">[Redacted]</td> <td>Sibling</td> <td style="text-align: center;">✔ ></td> </tr> </tbody> </table> </div>	Contact Name	Relationship	Preferrec	[Redacted]	Sibling	✔ >		
Contact Name	Relationship	Preferrec							
[Redacted]	Sibling	✔ >							
	If an Emergency Contact has not yet been established, click the Add Emergency Contact button to add your first Emergency Contact.								

Step	Action
------	--------

The **Emergency Contact** page displays in a pop-up window.

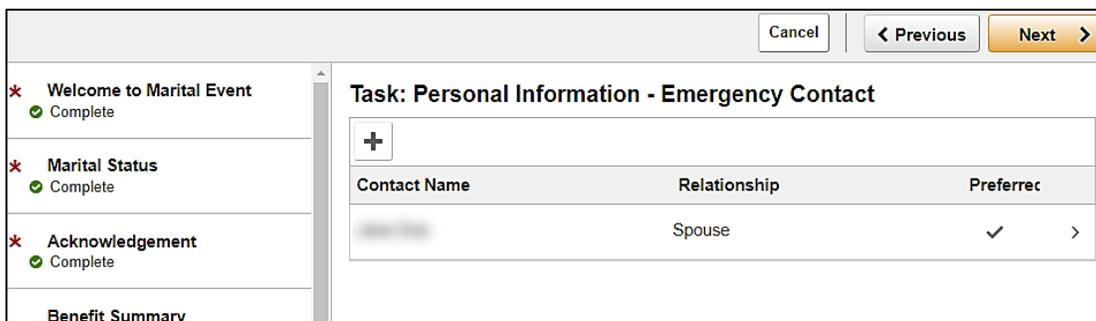


26.	Update or add the applicable contact information for the emergency contact in the corresponding fields.
-----	---

27.	Click the Save button.
-----	-------------------------------



The **Personal Information – Emergency Contact** page returns.

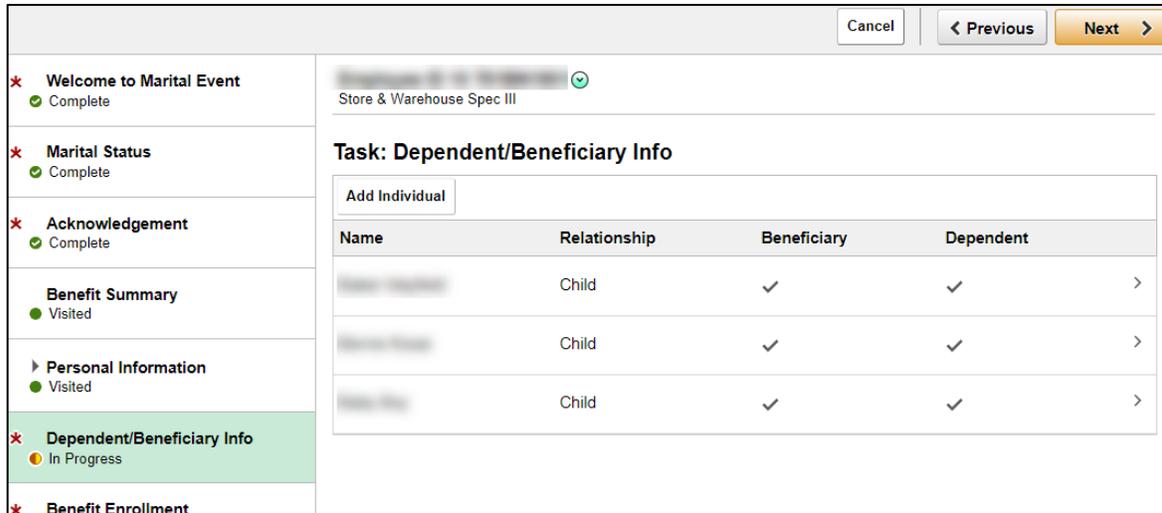


28.	Click the Next button.
-----	-------------------------------



Step	Action
------	--------

The **Dependent/Beneficiary Info** page returns.



Task: Dependent/Beneficiary Info

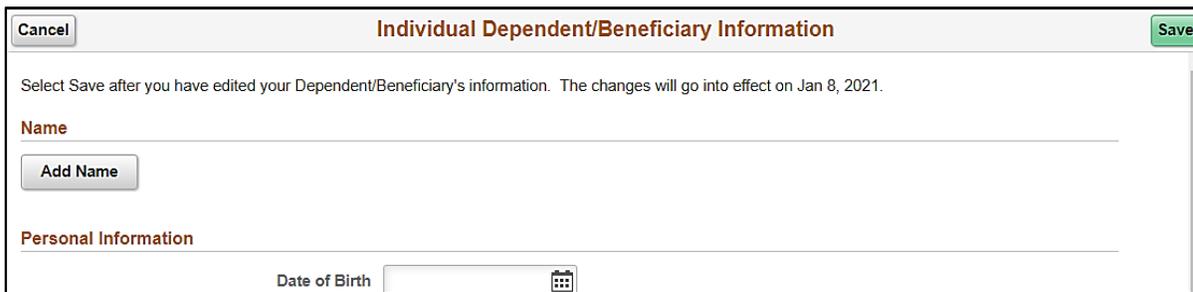
Add Individual

Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓

29. Click the **Add Individual** button to submit your spouse's personal information.



The **Individual Dependent/Beneficiary Information** page displays.



Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Jan 8, 2021.

Name

Add Name

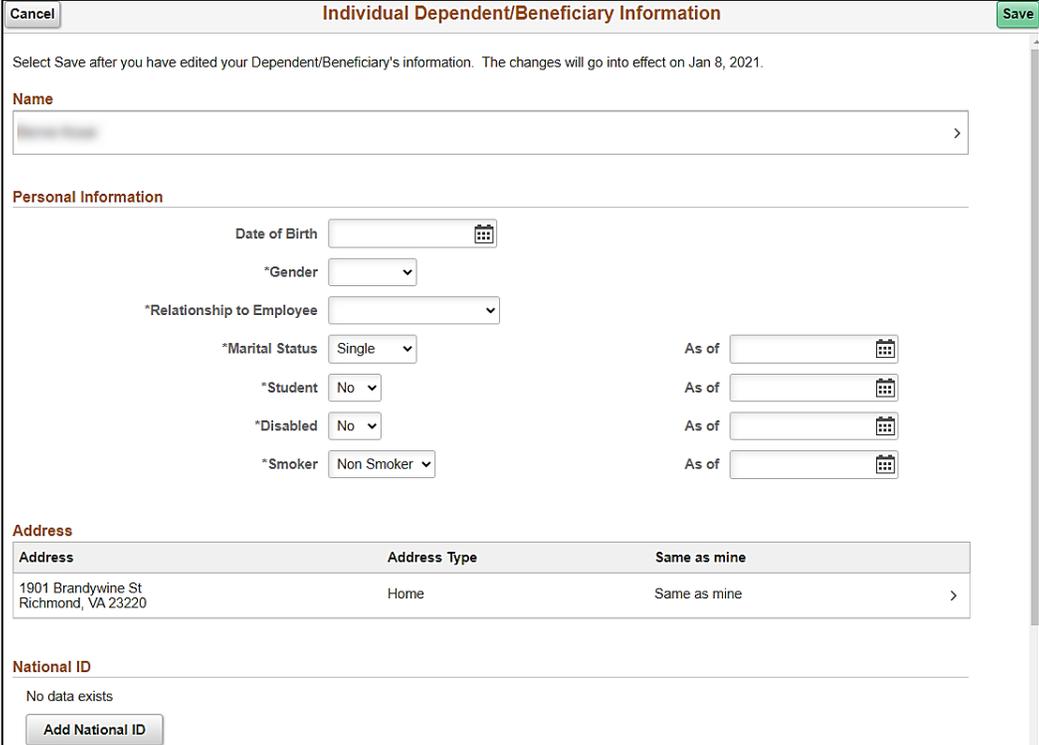
Personal Information

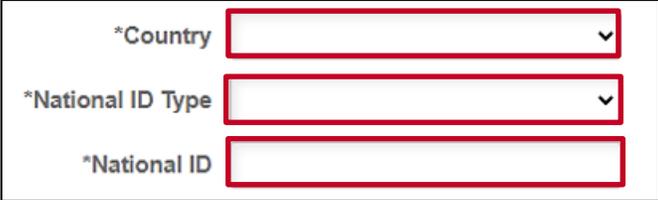
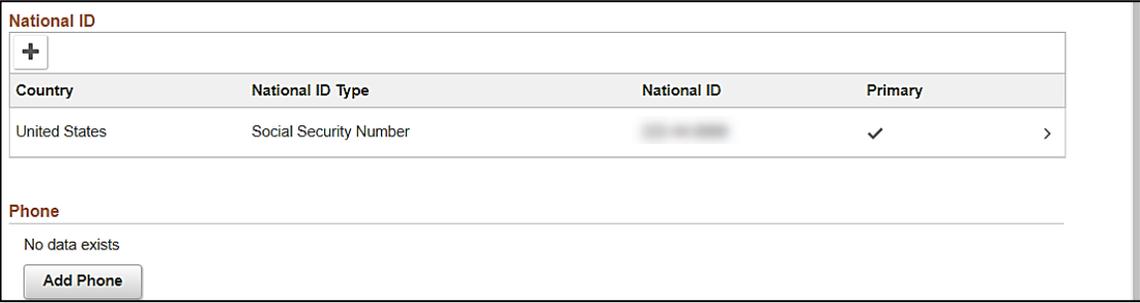
Date of Birth []

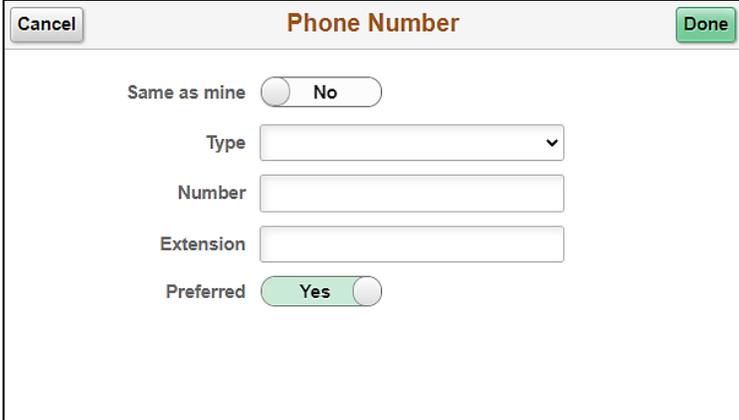
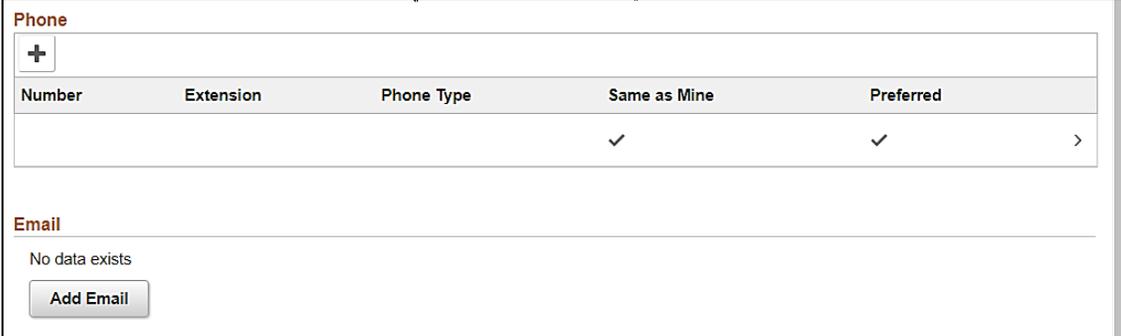
30. Click the **Add Name** button.



Step	Action
	<p>The Name page displays in a pop-up window.</p> <div data-bbox="418 380 1219 940" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel Name Done </div> <div style="padding: 5px 0 0 20px;"> <p>Name Format <input style="width: 100px;" type="text" value="English"/> ▾</p> <p>Name Prefix <input style="width: 100px;" type="text"/> ▾</p> <p>*First Name <input style="width: 100px;" type="text"/></p> <p>Middle Name <input style="width: 100px;" type="text"/></p> <p>*Last Name <input style="width: 100px;" type="text"/></p> <p>Name Suffix <input style="width: 100px;" type="text"/> ▾</p> <p>Display Name</p> <p>Formal Name</p> <p style="padding-left: 40px;">Name</p> </div> </div>
31.	<p>Enter the spouse's first and last names in the corresponding fields.</p> <div data-bbox="293 1031 984 1276" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>*First Name <input style="border: 2px solid red; width: 150px; height: 25px;" type="text"/></p> <p>Middle Name <input style="width: 150px; height: 25px;" type="text"/></p> <p>*Last Name <input style="border: 2px solid red; width: 150px; height: 25px;" type="text"/></p> </div>
	<p>Optionally enter the spouse's middle name or suffix, as applicable.</p>
32.	<p>Click the Done button.</p> <div data-bbox="293 1478 467 1583" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Done</p> </div> </div>

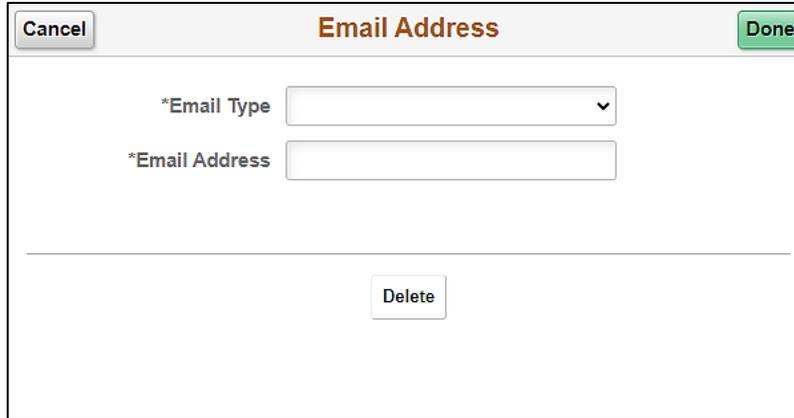
Step	Action
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
33.	<p>Complete the Date of Birth, Gender, and Relationship to Employee fields.</p> 
34.	<p>Click the Add National ID button.</p> 

Step	Action
	<p>The National ID page displays in a pop-up window.</p> 
35.	<p>Complete the Country, National ID Type, and National ID fields for the spouse.</p> 
36.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
37.	<p>Click the Add Phone button.</p> 

Step	Action
	<p>The Phone Number page displays in a pop-up window.</p> 
38.	<p>Select "Yes" for the Same as mine field or enter the phone information for the spouse.</p> 
39.	<p>Click the Done button.</p> 
	<p>The Individual Dependent/Beneficiary Information page returns.</p> 
40.	<p>Click the Add Email button.</p> 

Step	Action
------	--------

The **Email Address** page displays in a pop-up window.



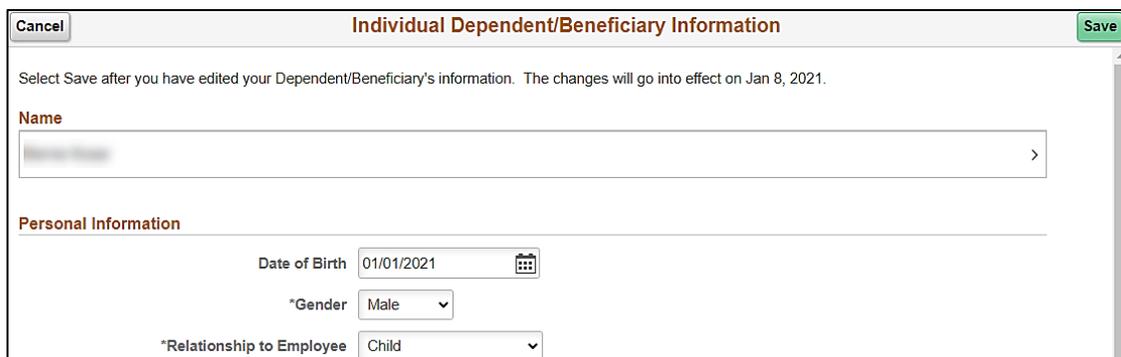
41. Select the Email Type from the **Email Type** drop-down menu and enter the applicable Email Address in the **Email Address** field.



42. Click the **Done** button.

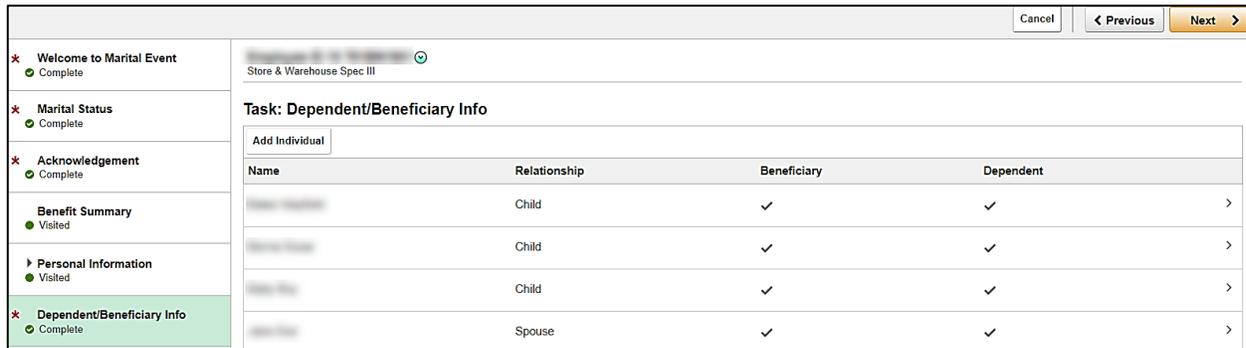


The **Individual Dependent/Beneficiary Information** page returns.



Step	Action
43.	Click the Save button. 

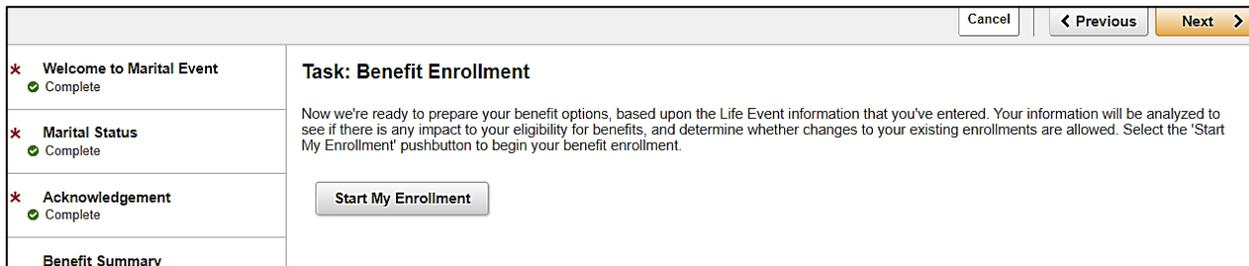
The **Dependent/Beneficiary Info** page returns.



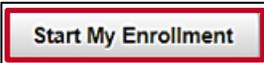
Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Spouse	✓	✓

44.	Review the information to ensure your spouse was added and then click the Next button.
-----	---

The **Benefit Enrollment** page displays.

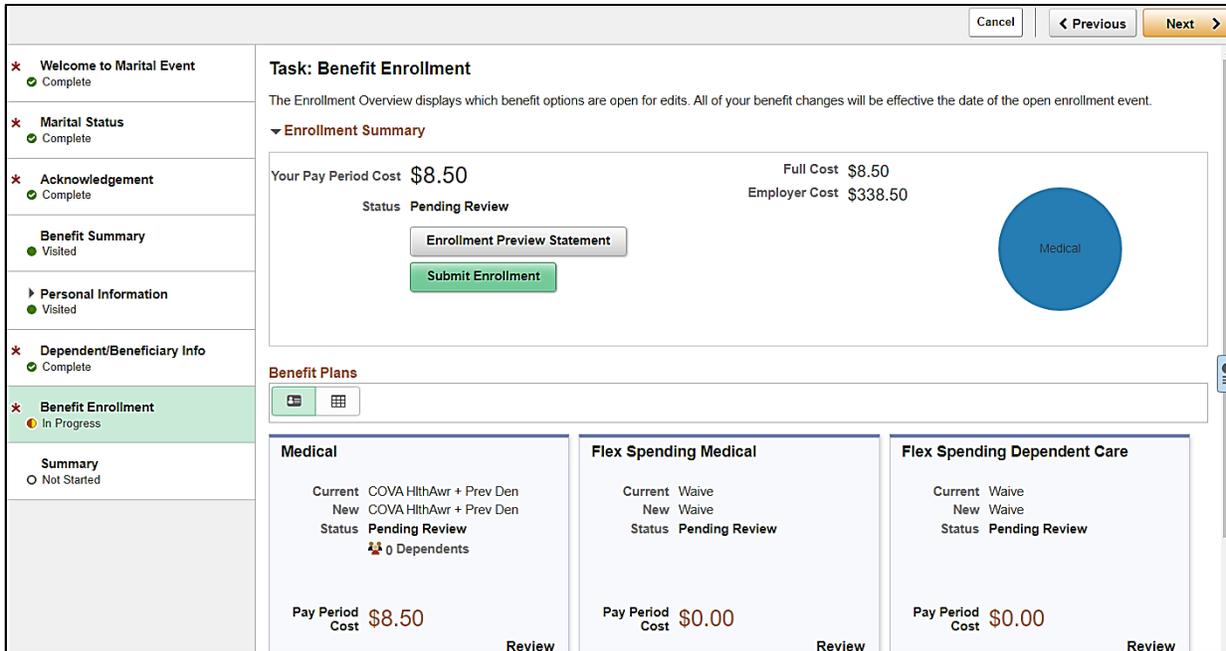



After the employee submits the personal information for the Dependent, the Benefit Administrator will contact the employee directly for any additional information or documentation needed to complete the Marital Event.

45.	Click the Start My Enrollment button. 
-----	---

Step	Action
------	--------

The **Benefit Enrollment** page refreshes.



Task: Benefit Enrollment
The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

Enrollment Summary

Your Pay Period Cost **\$8.50** Full Cost **\$8.50**
Employer Cost **\$338.50**

Status **Pending Review**

Buttons: Enrollment Preview Statement, Submit Enrollment

Benefit Plans

Medical	Flex Spending Medical	Flex Spending Dependent Care
Current COVA HlthAwr + Prev Den New COVA HlthAwr + Prev Den Status Pending Review 0 Dependents Pay Period Cost \$8.50 Review	Current Waive New Waive Status Pending Review Pay Period Cost \$0.00 Review	Current Waive New Waive Status Pending Review Pay Period Cost \$0.00 Review

46.

Click the **Medical** tile.



Medical

Current COVA HlthAwr + Prev Den
 New COVA HlthAwr + Prev Den
 Status **Pending Review**
 0 Dependents

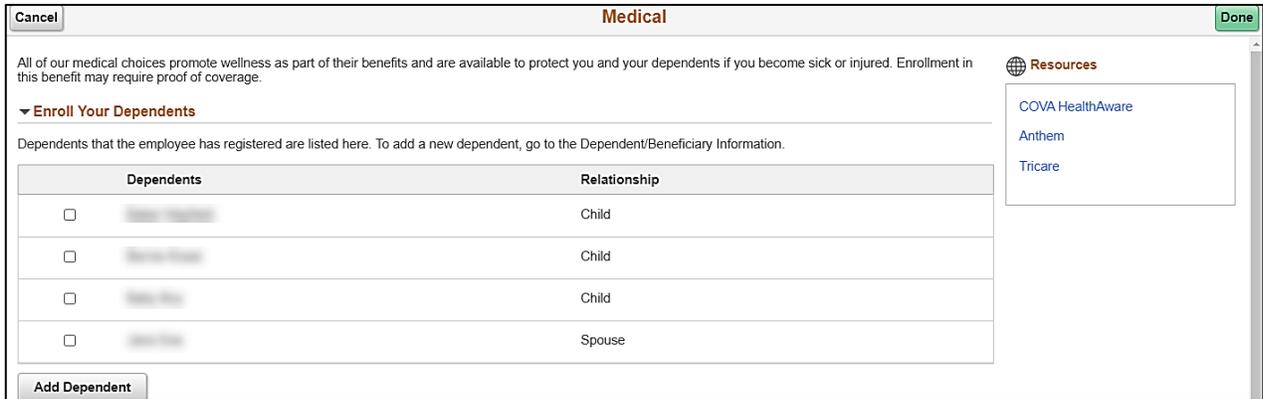
Pay Period Cost **\$8.50**
 Review



The **Medical** tile enables employees to change their medical coverage from “Single” to any applicable coverage that includes a dependent

Step	Action
------	--------

The **Medical** page displays.



Cancel Medical Done

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.

Dependents	Relationship
<input type="checkbox"/> [Redacted]	Child
<input type="checkbox"/> [Redacted]	Child
<input type="checkbox"/> [Redacted]	Child
<input type="checkbox"/> [Redacted]	Spouse

Add Dependent

Resources

- [COVA HealthAware](#)
- [Anthem](#)
- [Tricare](#)

47. Within the **Enroll Your Dependents** section, select the checkbox option for the spouse being added.



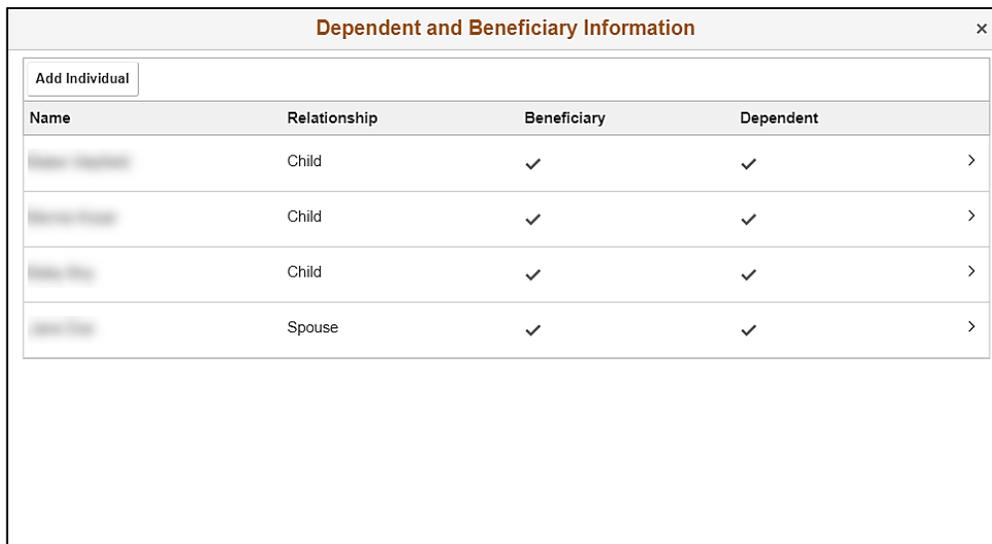
<input type="checkbox"/>	[Redacted]	Spouse
--------------------------	------------	--------

48. Click the **Add Dependent** button.



Add Dependent

The **Dependent and Beneficiary Information** page displays.



Dependent and Beneficiary Information x

Add Individual

Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Spouse	✓	✓

49. Click the **X (Close)** button to close the page.



Dependent and Beneficiary Information x

Step	Action
------	--------

The **Medical** page returns with the checkbox next to the newly enrolled Dependent selected.

Cancel
Medical
Done

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

▼ Enroll Your Dependents

Dependents that the employee has registered are listed here. To add a new dependent, go to the Dependent/Beneficiary Information.

	Dependents	Relationship
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input type="checkbox"/>	[Redacted]	Child
<input checked="" type="checkbox"/>	[Redacted]	Spouse

Add Dependent

▼ Enroll in Your Plan

The Employee + Spouse cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name		Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
<input type="button" value="Select"/>	Waive					\$0.00
<input checked="" type="checkbox"/>	COVA HlthAwr + Prev Den	i	\$29.00		\$614.50	\$29.00
<input type="button" value="Select"/>	COVA HlthAwr + Exp Den&Vis	i	\$68.00		\$614.50	\$68.00

Resources

- [COVA HealthAware](#)
- [Anthem](#)
- [Tricare](#)

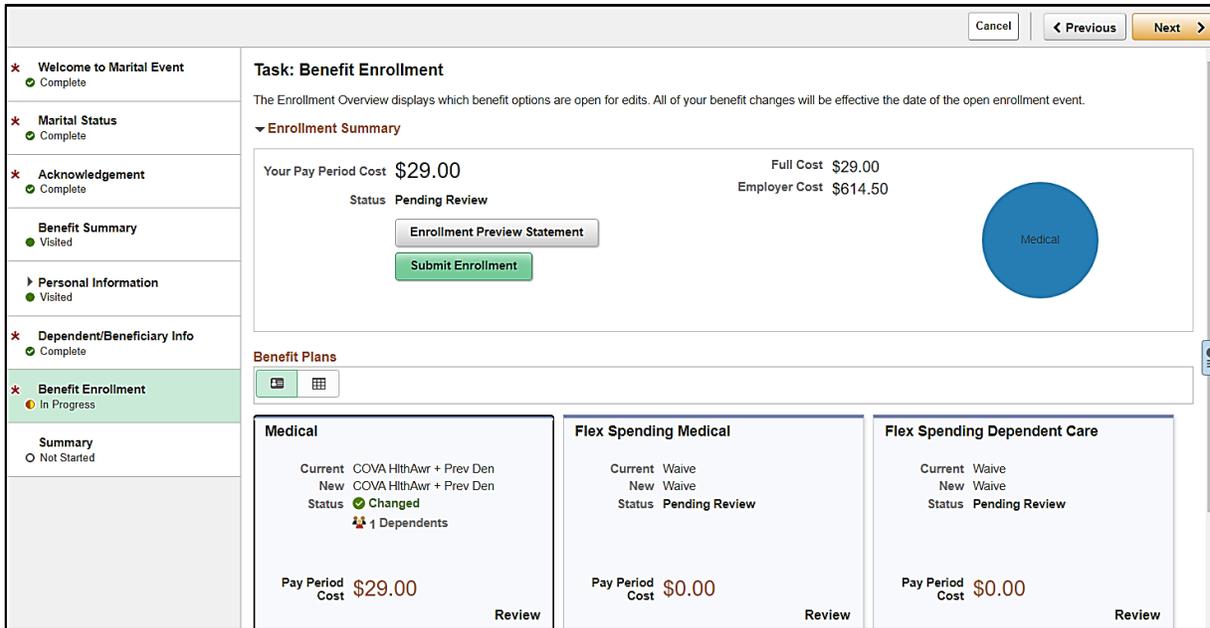
50.

Click the **Done** button in the upper right-hand corner of the page.



Step	Action
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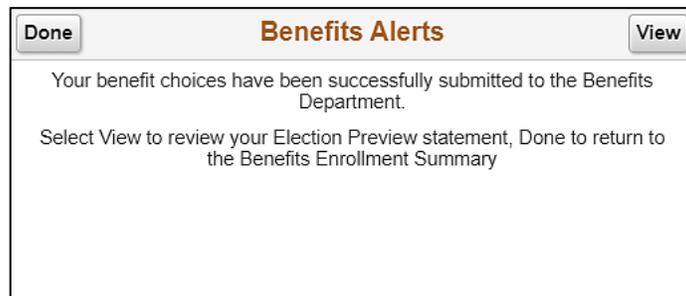
The updated **Benefit Enrollment** page returns.



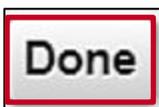
51. Click the **Submit Enrollment** button.

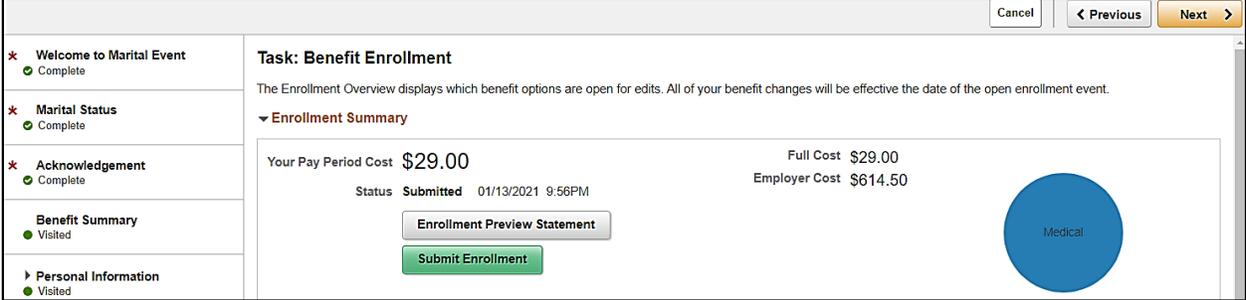
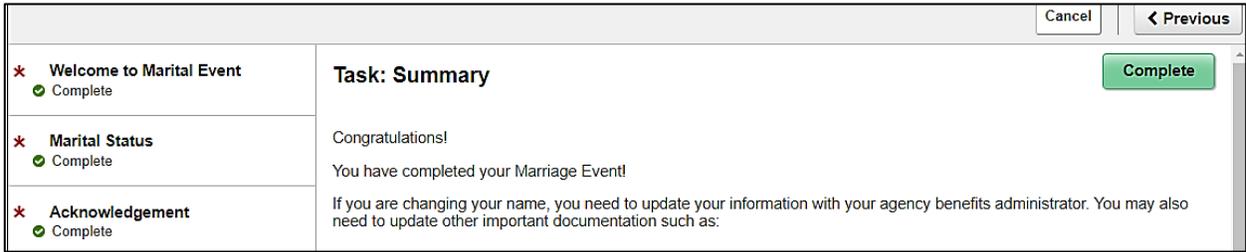


The **Benefits Alerts** page displays in a pop-up window.



52. Click the **Done** button.

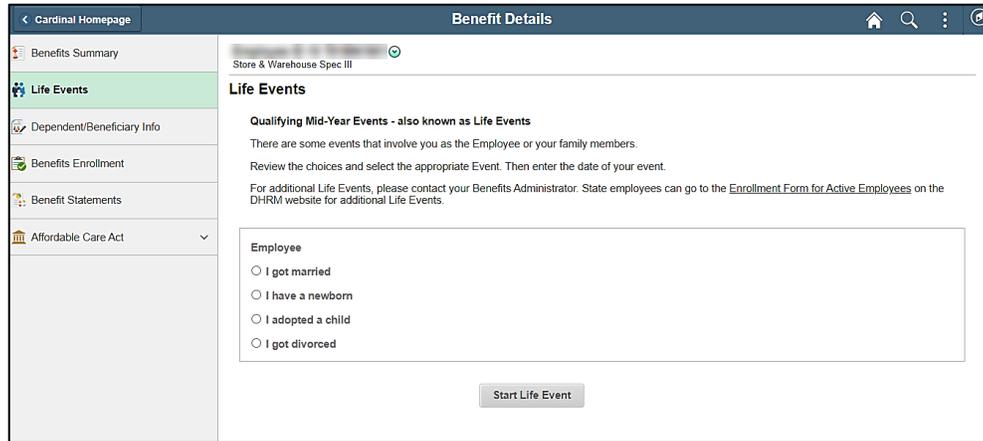


Step	Action
	<p>The Benefit Enrollment page returns.</p> 
	<p>To update Flex Spending deductions, click on the Flexible Spending Medical Tile and update the Annual Pledge Amount. For further information on updating the benefit enrollment information, see the Job Aid titled BN361 Enrollment Steps for an Employee. This Job Aid is located on the Cardinal website in Job Aids under Training.</p>
53.	<p>Click the Next button.</p> 
	<p>The Summary page displays.</p> 
54.	<p>Review the summary information for accuracy and then click the Complete button.</p> 
	<p>The Marital Event is complete, and the information has been submitted to the Benefit Administrator for further action.</p>

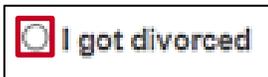
Divorce Life Event

Step	Action
1.	Navigate to the Life Events tab on the Benefit Details page, as described in the Initiating ESS Life Events section of this Job Aid.

The **Life Events** page displays.



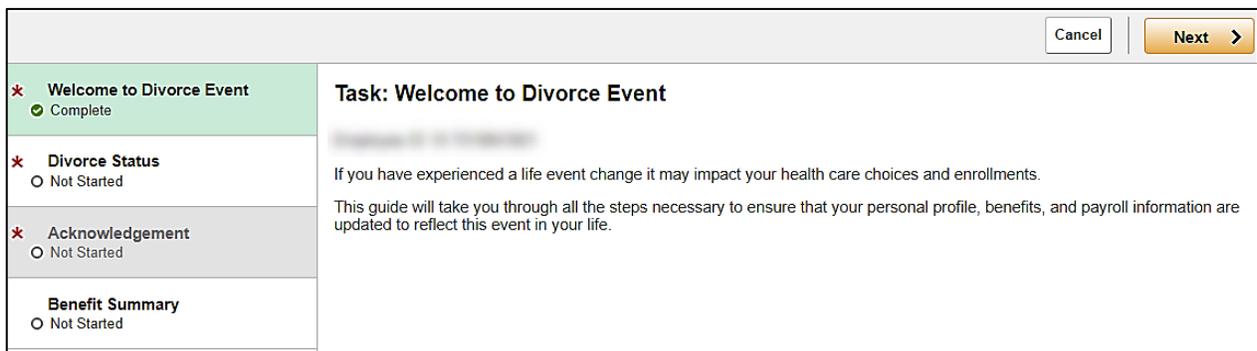
2.	Click the I got divorced radio button option.
----	--



3.	Click the Start Life Event button.
----	---



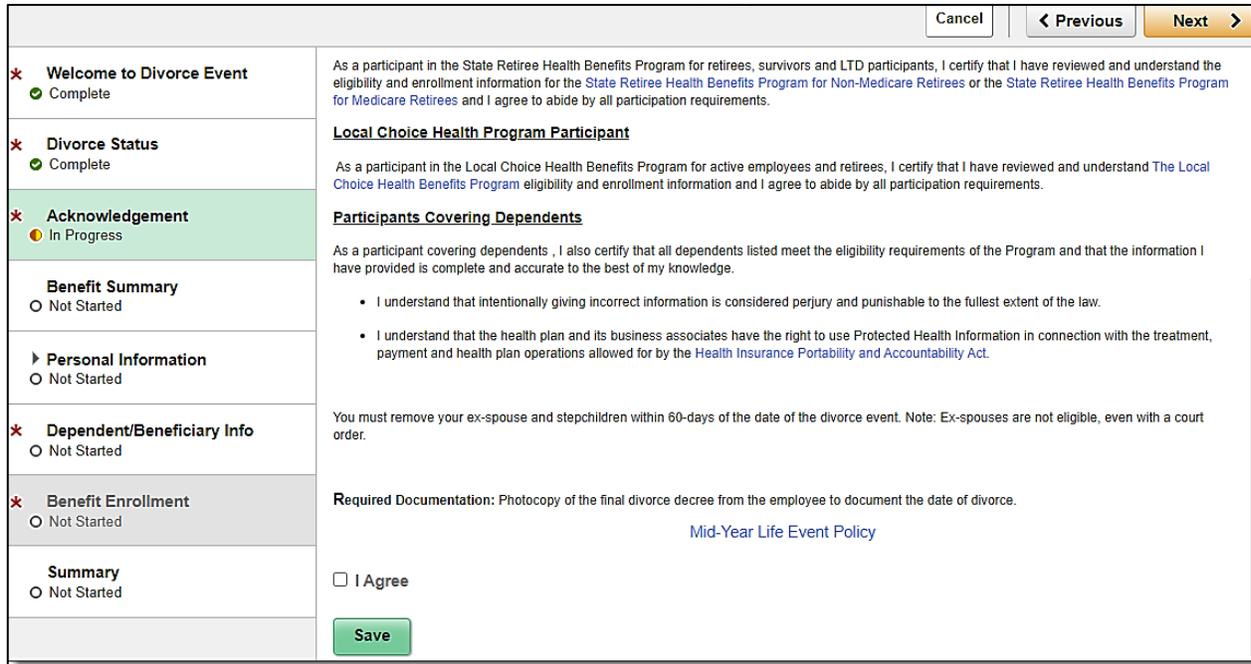
The **Divorce Event** page displays.



Step	Action								
4.	Read through the Welcome to Divorce Event information and then click the Next button. <div style="text-align: center; margin-top: 10px;">  </div>								
<p>The Divorce Status page displays.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel < Previous Next > </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> * Welcome to Divorce Event <input checked="" type="checkbox"/> Complete </td> <td style="padding: 5px;"> Task: Divorce Status <div style="float: right;"><input type="button" value="Save"/></div> </td> </tr> <tr> <td style="padding: 5px;"> * Divorce Status <input checked="" type="checkbox"/> In Progress </td> <td style="padding: 5px;"> Current Single Change Marital Status </td> </tr> <tr> <td style="padding: 5px;"> * Acknowledgement <input type="checkbox"/> Not Started </td> <td style="padding: 5px;"> *New Status <input style="width: 100px;" type="text"/> </td> </tr> <tr> <td></td> <td style="padding: 5px;"> *Divorce Event date <input type="text" value="01/13/2021"/> <input type="button" value="Calendar"/> </td> </tr> </table> </div>		* Welcome to Divorce Event <input checked="" type="checkbox"/> Complete	Task: Divorce Status <div style="float: right;"><input type="button" value="Save"/></div>	* Divorce Status <input checked="" type="checkbox"/> In Progress	Current Single Change Marital Status	* Acknowledgement <input type="checkbox"/> Not Started	*New Status <input style="width: 100px;" type="text"/>		*Divorce Event date <input type="text" value="01/13/2021"/> <input type="button" value="Calendar"/>
* Welcome to Divorce Event <input checked="" type="checkbox"/> Complete	Task: Divorce Status <div style="float: right;"><input type="button" value="Save"/></div>								
* Divorce Status <input checked="" type="checkbox"/> In Progress	Current Single Change Marital Status								
* Acknowledgement <input type="checkbox"/> Not Started	*New Status <input style="width: 100px;" type="text"/>								
	*Divorce Event date <input type="text" value="01/13/2021"/> <input type="button" value="Calendar"/>								
5.	Select "Divorced" using the New Status field drop-down menu. <div style="text-align: center; margin-top: 10px;">  </div>								
6.	Enter/select the appropriate marriage date using the Divorce Event Date Calendar icon. <div style="text-align: center; margin-top: 10px;">  </div>								
7.	Click the Save button. <div style="text-align: center; margin-top: 10px;">  </div>								
8.	Click the Next button. <div style="text-align: center; margin-top: 10px;">  </div>								

Step	Action
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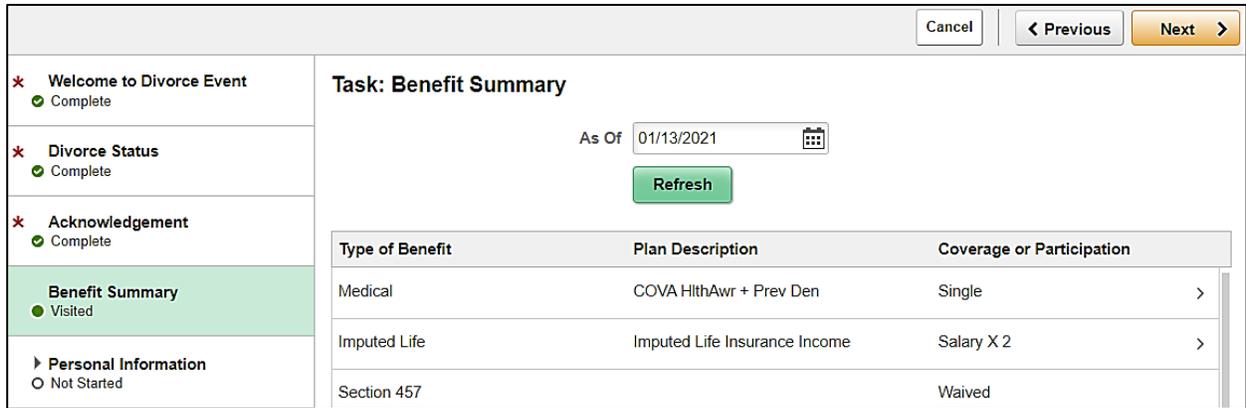
The **Acknowledgement** page displays.



9.	<p>Read through the Health Plan Acknowledgement information (scroll up/down as required) and then select the I Agree checkbox.</p> 
10.	<p>Click the Save button.</p> 
11.	<p>Click the Next button.</p> 

Step	Action
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The **Benefit Summary** page displays.

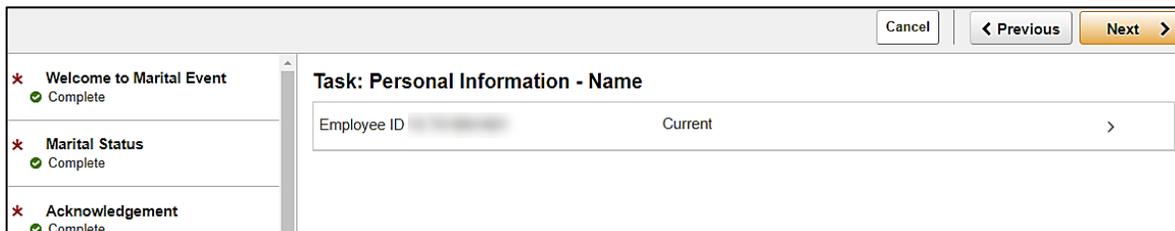


Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA HlthAwr + Prev Den	Single >
Imputed Life	Imputed Life Insurance Income	Salary X 2 >
Section 457		Waived

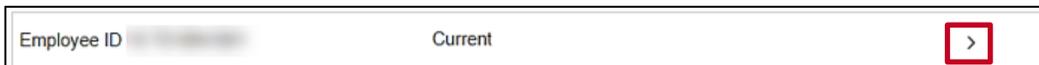
12. Review the current enrollments and then click the **Next** button.



The **Personal Information – Name** page displays.

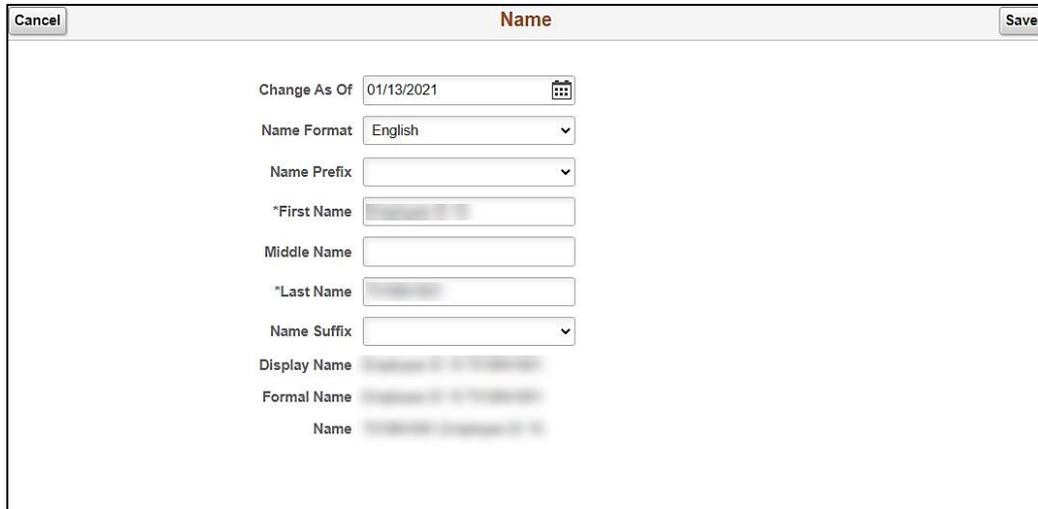


13. Your current name displays. If the marriage resulted in a name change for you, click the **Expand** icon (>) to the far right of the current name listing. If the marriage did not result in a name change for you, proceed to Step 16.

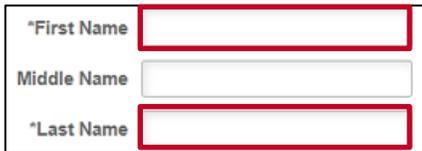


Step	Action
------	--------

The **Name** page displays in a pop-up window.



14. Enter your first and last names in the corresponding fields.

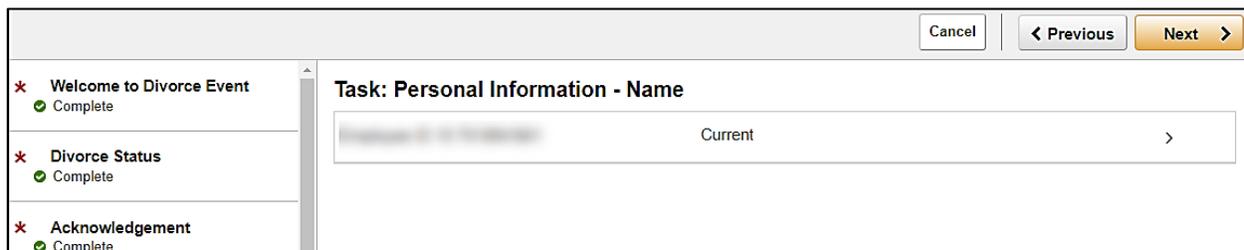



Optionally, add your Prefix, Middle Name, and/or Suffix, as applicable.

15. Click the **Save** button.

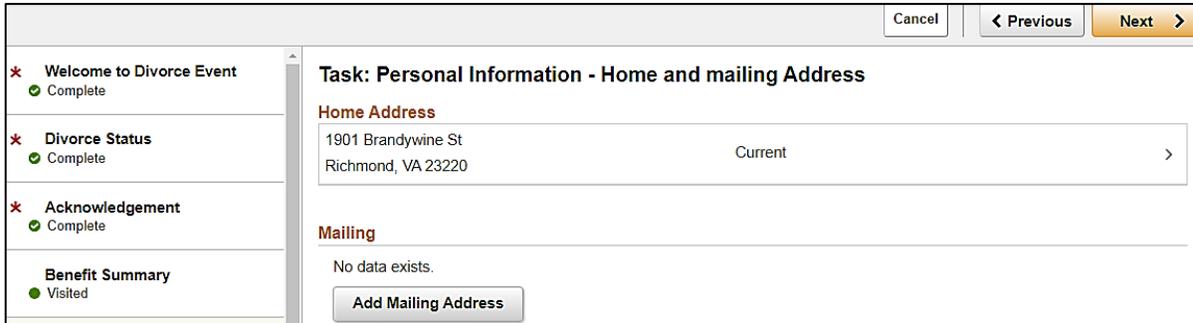


The **Personal Information – Name** page returns.



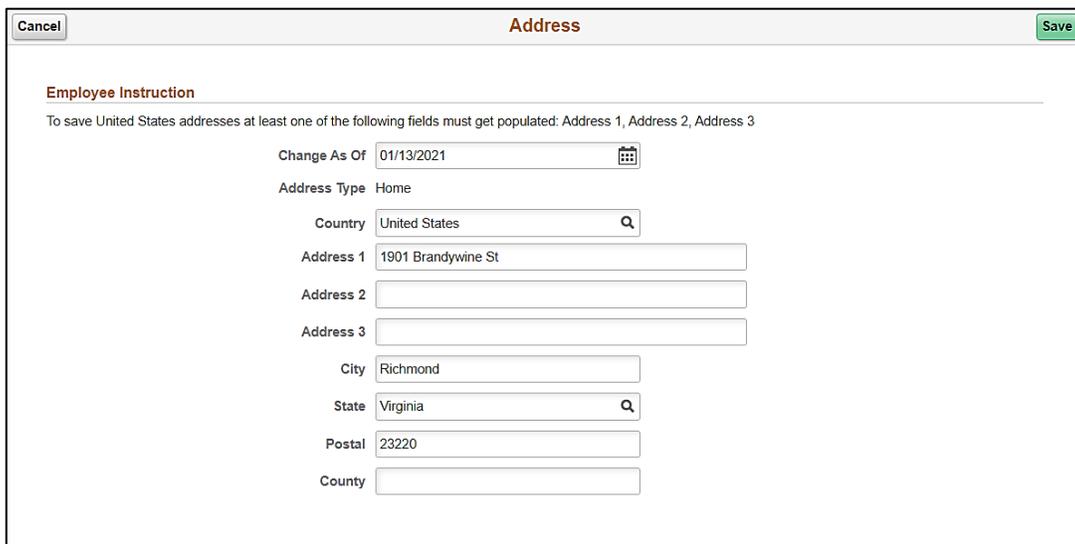
Step	Action
16.	Click the Next button. 

The **Personal Information – Home and mailing Address** page displays.



17.	Your current home address displays. If the divorce has resulted in a personal address change, click the Expand icon (>) to the far right of the current home address listing. If the divorce did not result in a personal address change, proceed to Step 20. 
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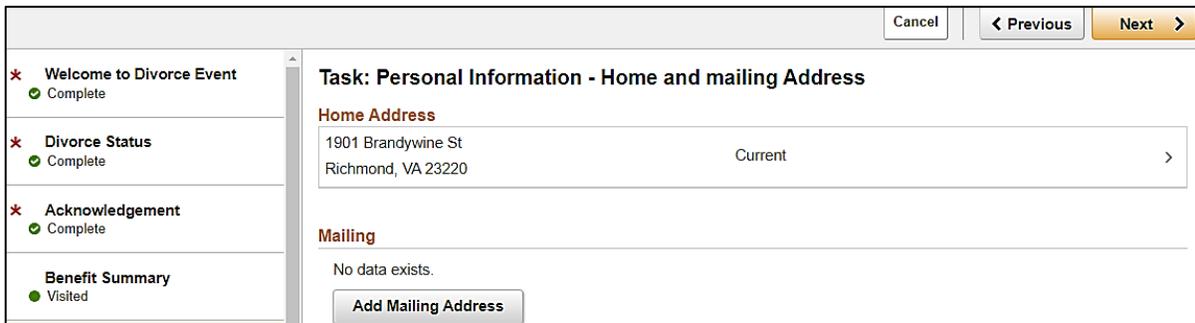
The **Address** page displays in a pop-up window.



18.	Update your home address information as needed using the corresponding fields.
-----	--

Step	Action
19.	Click the Save button. 

The **Personal Information – Home and mailing Address** page returns.

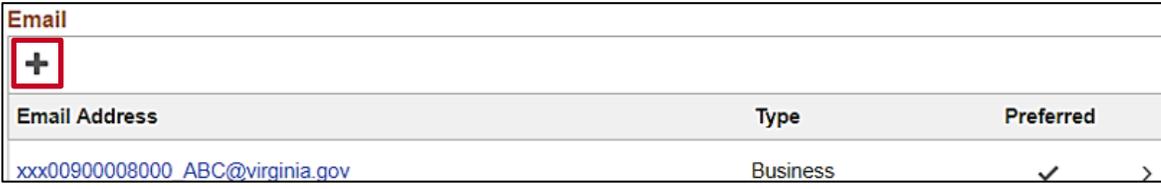
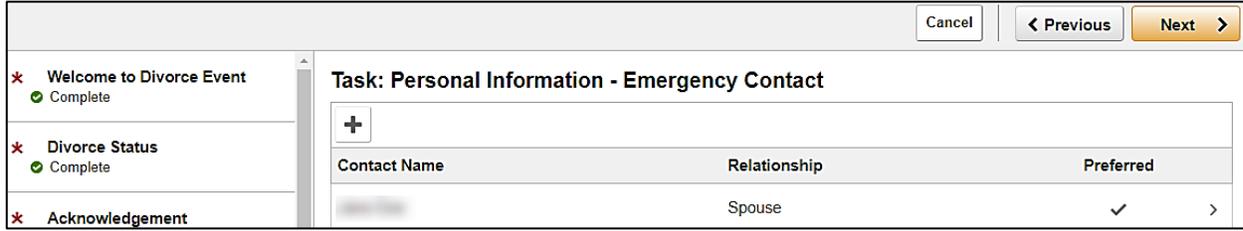


20.	Click the Next button. 
-----	---

The **Personal Information – Contact Information** page displays.

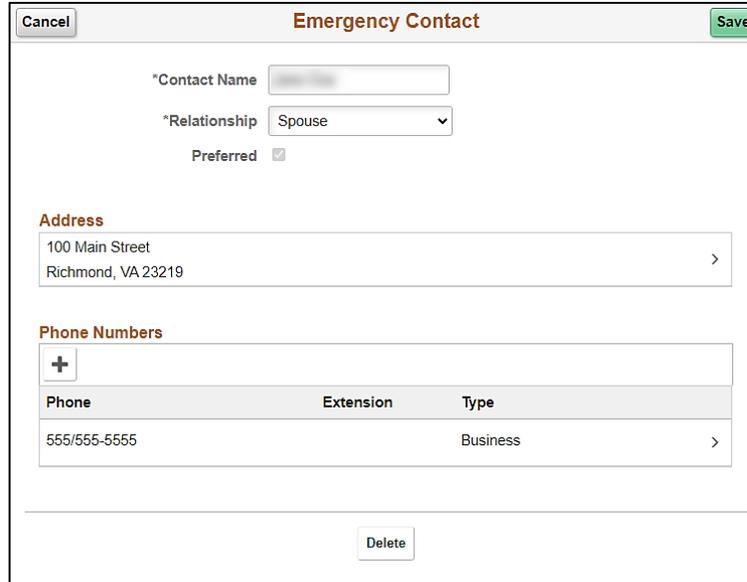


21.	To add a phone number, click the Add Phone button and enter the applicable phone number information. 
-----	--

Step	Action						
22.	<p>To update an Email address, click the Expand icon (>) to the far right of the Email address listing and update the Email address information.</p>  <table border="1" data-bbox="292 409 1226 504"> <thead> <tr> <th>Email Address</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>xxx00900008000_ABC@virginia.gov</td> <td>Business</td> <td>✓ ></td> </tr> </tbody> </table>	Email Address	Type	Preferred	xxx00900008000_ABC@virginia.gov	Business	✓ >
Email Address	Type	Preferred					
xxx00900008000_ABC@virginia.gov	Business	✓ >					
	<p>Business Email addresses cannot be updated through self-service options. Contact your Agency HR Administrator to update your business Email address.</p>						
23.	<p>To add an Email address, click the Add Email icon (+) under the Email section heading.</p>  <p>Email</p> <p>+ </p> <table border="1" data-bbox="292 798 1453 892"> <thead> <tr> <th>Email Address</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>xxx00900008000_ABC@virginia.gov</td> <td>Business</td> <td>✓ ></td> </tr> </tbody> </table>	Email Address	Type	Preferred	xxx00900008000_ABC@virginia.gov	Business	✓ >
Email Address	Type	Preferred					
xxx00900008000_ABC@virginia.gov	Business	✓ >					
24.	<p>Click the Next button.</p> 						
<p>The Personal Information – Emergency Contact page displays.</p>  <p>Cancel < Previous Next ></p> <p>Task: Personal Information - Emergency Contact</p> <p>+ </p> <table border="1" data-bbox="527 1291 1421 1375"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Spouse</td> <td>✓ ></td> </tr> </tbody> </table>		Contact Name	Relationship	Preferred	[Redacted]	Spouse	✓ >
Contact Name	Relationship	Preferred					
[Redacted]	Spouse	✓ >					
25.	<p>Click the Add Emergency Contact icon (+) or Expand icon (>) to add an additional Emergency Contact or update an existing Emergency Contact, respectively.</p>  <table border="1" data-bbox="292 1491 1258 1638"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Spouse</td> <td>✓ ></td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	[Redacted]	Spouse	✓ >
Contact Name	Relationship	Preferred					
[Redacted]	Spouse	✓ >					
	<p>If an Emergency Contact has not yet been established, click the Add Emergency Contact button to add your first Emergency Contact.</p>						

Step	Action
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The **Emergency Contact** page displays in a pop-up window.



26.	Update or add the applicable contact information for the emergency contact in the corresponding fields.
-----	---

27.	Click the Save button.
-----	-------------------------------



The **Personal Information – Emergency Contact** page returns.

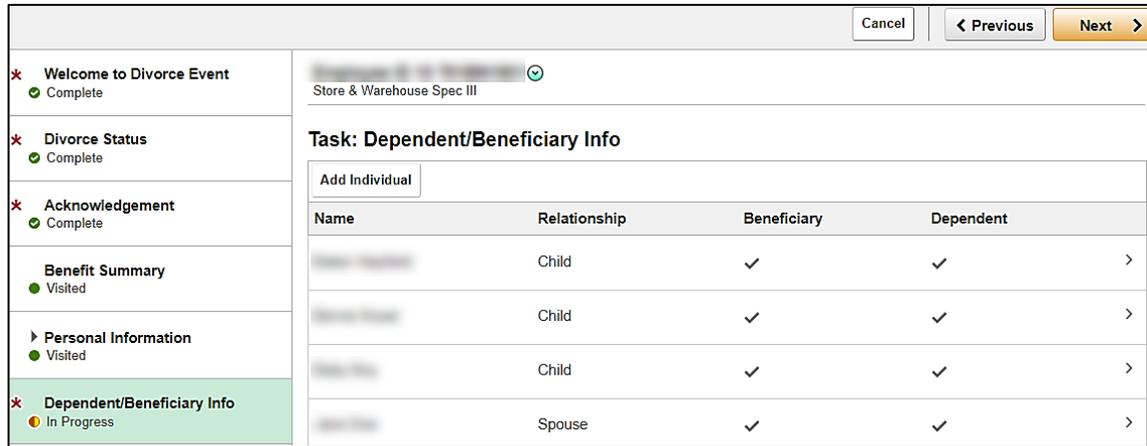


28.	Click the Next button.
-----	-------------------------------



Step	Action
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The **Dependent/Beneficiary Info** page displays.



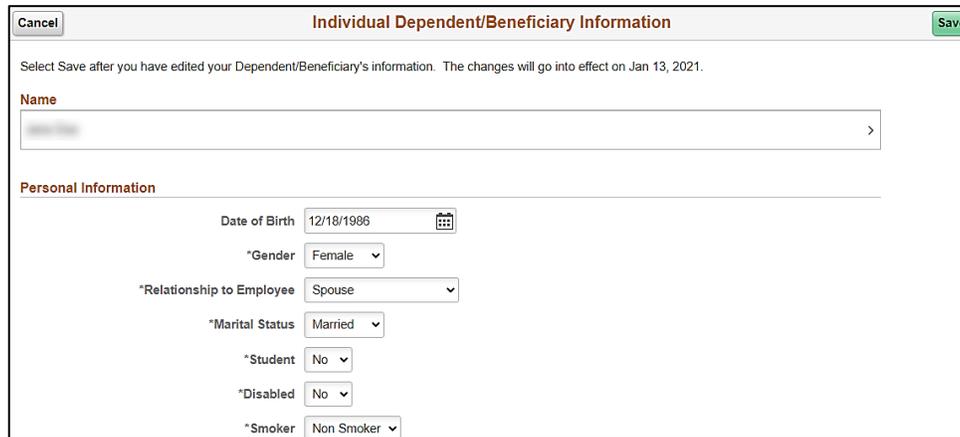
Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓ >
[Redacted]	Child	✓	✓ >
[Redacted]	Child	✓	✓ >
[Redacted]	Spouse	✓	✓ >

29.

Click the **Expand** icon (>) to change the personal information for the spouse being removed.



The **Individual Dependent/Beneficiary Information** page displays.

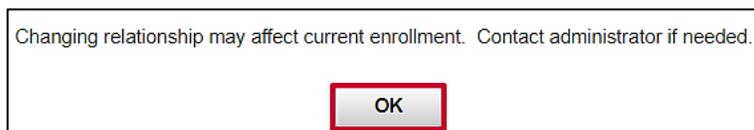


30.

Update the **Relationship to Employee** field to “**ExSpouse**” using the drop-down menu.



A warning message displays in a pop-up window.



Step	Action
31.	Click the OK button. <div data-bbox="292 378 527 472" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> OK </div>

The **Individual Dependent/Beneficiary Information** page returns.

Cancel
Individual Dependent/Beneficiary Information
Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Jan 13, 2021.

Name

Personal Information

Date of Birth: 12/18/1986

*Gender:

*Relationship to Employee:

*Marital Status:

*Student:

*Disabled:

*Smoker:

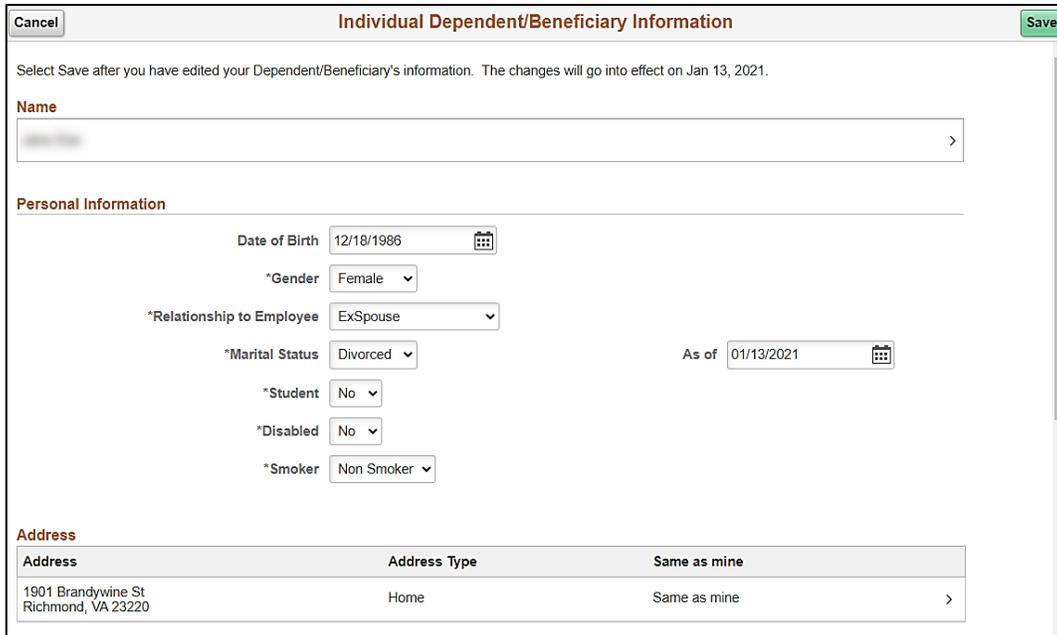
Address

Address	Address Type	Same as mine
1901 Brandywine St Richmond, VA 23220	Home	Same as mine

32.	Update the Marital Status field to “Divorced” using the drop-down menu. <div data-bbox="292 1239 576 1291" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> *Marital Status <input type="text" value="Married"/> </div>
-----	---

Step	Action
------	--------

The **Individual Dependent/Beneficiary Information** page refreshes.



Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Jan 13, 2021.

Name

Personal Information

Date of Birth: 12/18/1986

*Gender: Female

*Relationship to Employee: ExSpouse

*Marital Status: Divorced As of: 01/13/2021

*Student: No

*Disabled: No

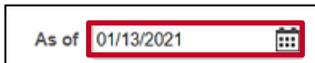
*Smoker: Non Smoker

Address

Address	Address Type	Same as mine
1901 Brandywine St Richmond, VA 23220	Home	Same as mine

33.

The **As of** field defaults to the system date. Enter/select the appropriate divorce date using the **As of Calendar** icon.

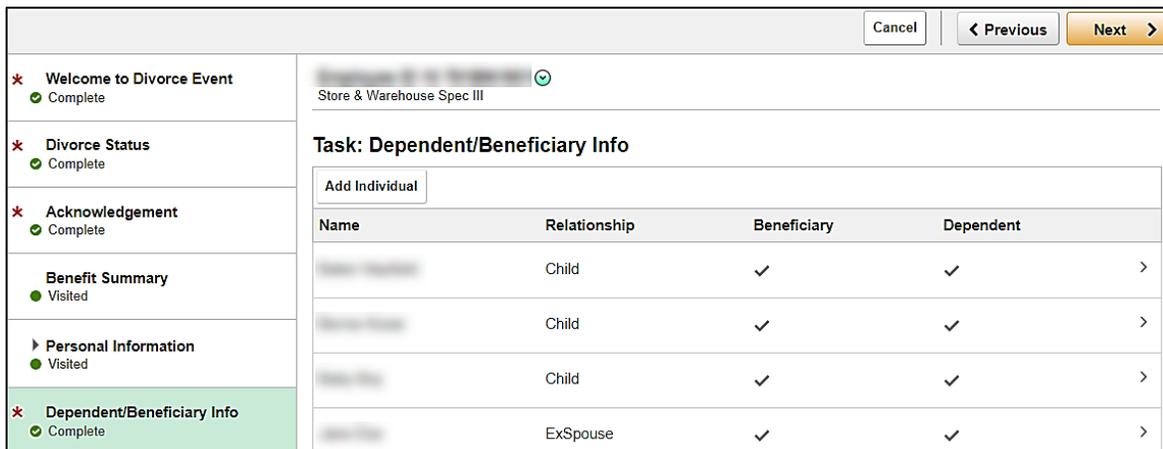


34.

Click the **Save** button.



The **Dependent/Beneficiary Information** page returns.



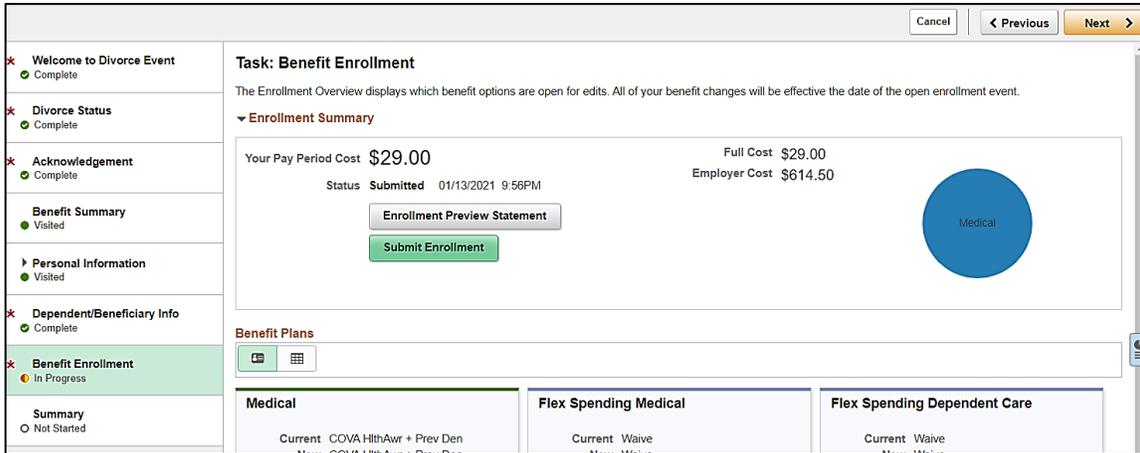
Task: Dependent/Beneficiary Info

Add Individual

Name	Relationship	Beneficiary	Dependent
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	Child	✓	✓
[Redacted]	ExSpouse	✓	✓

Step	Action
35.	Click the Next button. 

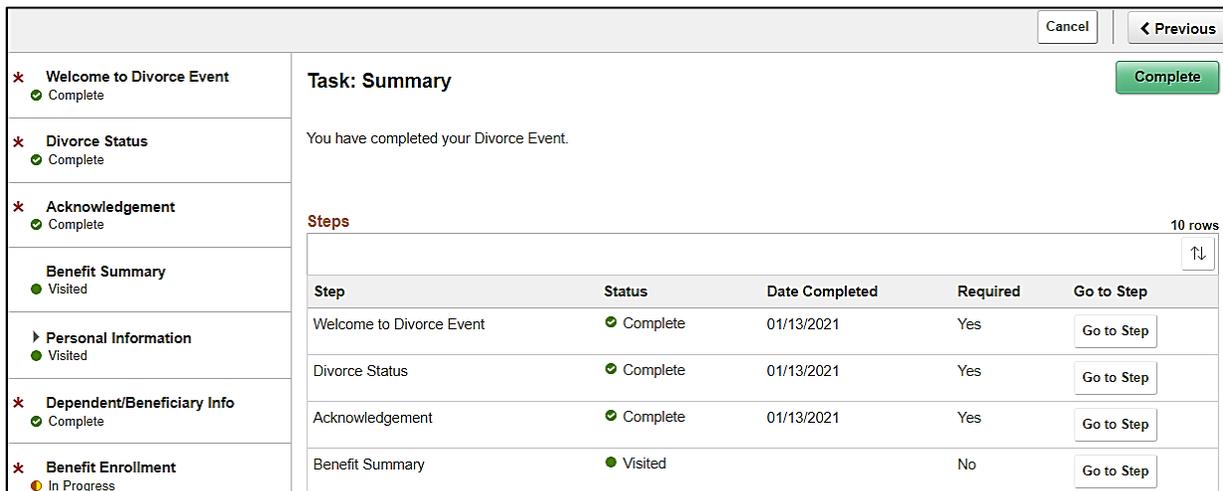
The **Benefit Enrollment** page displays.




If applicable, the benefit enrollments can be updated by clicking on the appropriate tile(s).

36.	Click the Next button. 
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The **Summary** page displays.



Step	Status	Date Completed	Required	Go to Step
Welcome to Divorce Event	Complete	01/13/2021	Yes	Go to Step
Divorce Status	Complete	01/13/2021	Yes	Go to Step
Acknowledgement	Complete	01/13/2021	Yes	Go to Step
Benefit Summary	Visited		No	Go to Step

Step	Action
37.	Review the summary information for accuracy and then click the Complete button. 