



1. When you log into MyStar, you will click on your profile.
2. Next, under the Benefits dropdown, select “Manage My Benefits”
3. Next, click on “Update My Benefits”

1. When at the screen to report your life event, select the appropriate life event reason from the dropdown menu
2. Next, enter the date of the event
3. Next, click on "Continue"
4. You will then be able to review your current coverage information and enroll/waive the appropriate benefits

Home

Profile >

Benefits >

Changes like these that are made outside of standard benefit enrollment are called **Life Events**. First, select the type of Life Event from the drop down list to indicate the reason you are making the change. When selecting a particular Life Event, you will be given additional information on the type of change for the Life Event.

Understanding Benefits:  
When Can I Make Changes to My Benefits?

2:31

1. Select Life Event

- Adoption
- Birth
- Death of Dependent
- Dependent Student Status Change
- Divorce
- Domestic partnership creation
- Legal Separation
- Employee/Dependent Gains Coverage (Remove Coverage)
- Employee/Dependent Loses Coverage (Add Coverage)

Employee/Dependent Loses Coverage (Add Coverage)

Event Date \*

Notes

2.

3.

Continue

Back

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All life events will be reviewed by the Benefits Department for approval. You will also be required to provide appropriate documentation to the Benefits team, supporting your qualified life event (ie. Birth Certificate, Marriage Certificate, etc.)