

For ALL of Life's Moments

When you experience a qualifying life event, you can make benefit changes outside the regular Open Enrollment period. Here's what you need to do to make sure your family has the coverage you want.

QUALIFYING LIFE EVENTS

- Marriage, legal separation or divorce
- Birth or adoption of a child
- Gain or loss of other benefits coverage
- Move from part-time to full-time employment
- Your spouse or child passes away

Please note: If you change your status from full-time to part-time, your benefits will not automatically end. You have 31 days to fill out and submit a change form electing to drop your benefits; otherwise, your benefits will continue.

31 DAYS

That's how long you have to update your benefits when you experience a qualifying life event. If you miss the deadline, you won't be able to enroll in or change your benefits until the next Open Enrollment.

QUESTIONS?

Contact your Benefits team at Benefits@ae.com or call **724-779-5678**, option 6.



TURN IN THE PAPERWORK

You'll need to provide documentation, such as a marriage license, birth certificate or divorce decree, along with an enrollment form, for verification. Documentation will need to be uploaded in the Benefitfocus portal. If you're covering your domestic partner, you'll need to fill out the Declaration of Domestic Partnership Form. Documentation must be received within 31 days of the date that the change occurred. Eligibility requirements must be met and proof provided before coverage begins. Any changes you make must be consistent with your event, such as adding or removing dependents.