

Have you experienced a **life event** lately?

If so, be sure to update your benefit information!



A life event is a major event that changes a person's status or circumstances, such as:



Change in your legal marital status (i.e., marriage, legal separation, divorce, or death of your spouse)



Birth or adoption of a child, or placement of a child for adoption



Death of a dependent



Change in employment status (for employee, spouse, or employee's dependent)

Qualifying life events allow you to change your medical, dental, vision, and flexible spending plans within **30 days** of a life event.

To update your benefits after a life event, go to UltiPro (<https://n14.ultipro.com>)> Myself> Life Events. Select either "I have a new dependent" or "I just got married" and fill in the appropriate information.

In case of divorce or a spouse losing employment, please make an appointment with Lashell Johnson or Lynn Nicholes in HR to update your information.

Please email humanresourcesbenefits151@aruplab.com with any questions or concerns.