**Entering a Qualifying Life Event in MarketLink is quick and easy, and can be done at any time throughout the year, outside of Open Enrollment. Follow the steps below to complete.**

From either the **Explore** menu or the **Quick Links** section, click to **Add a Life Event**.



The screen starts with some of the more frequently used event types, but scrolling down reveals a list of all possible events. Select the one you need, and move to the next screen.



The last screen asks for a few details (this will differ depending on the event). Complete the required fields and click **Save**.

