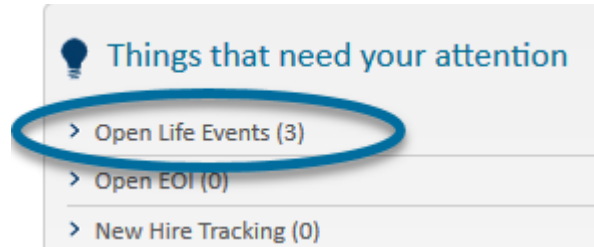


Qualified Life Event (Admin) Quick Guide

Once an HR administrator is notified that a qualified life event (QLE) has been submitted; it's imperative to take immediate action so that the change(s) are sent to the carrier(s) timely and the QLE is closed.

1. Log into **HR Admin**
2. Click on **Open Life Events** in the **Things that need your attention** section.
3. Click on the box next to the individual's name whose QLE you want to view or click on the top box to select all.



Search Options: Active Only Life Event: Select a life event... | SSN: | Name:

<input type="checkbox"/>	Name	SSN	Plan Year	Life Event	Status	Event Date	Closed On
<input checked="" type="checkbox"/>	Smith, Joseph	XXX-XX-8...	01/01/2017 to 12/31/2017	Administrative override	Open	01/01/2017	
<input type="checkbox"/>	Test, Amanda	XXX-XX-5...	01/01/2017 to 12/31/2017	Birth	Open	04/11/2017	
<input type="checkbox"/>	Anderson, Mary	XXX-XX-9...	01/01/2017 to 12/31/2017	Administrative override	Open	01/01/2017	

4. Scroll down to view the activity for the QLE. You have the ability to **Allow** or **Disallow** each action taken.

Life Event Details

Employee:
Life Event:
Event Date:
Status: Open
Last Updated By:

Before	After	Action
Requested Plan: Requested Coverage Level: gi_org_plan_id: null gi_coverage_level_id: null	Requested Plan: Preferred Blue PPO Saver \$1500 Requested Coverage Level: Employee + 2 or more Dependents gi_org_plan_id: 207646722 gi_coverage_level_id: 5 Start Date: 04/11/2017 Robert Test Original Effective Date: 04/11/2017 Change Effective Date: 04/11/2017 Termination Reason: null Termination Date: null PCP Code: null PCP Name: null org_carrier_id: null PCP Existing Patient: null	<input type="button" value="Allow"/> <input type="button" value="Allow"/> <input type="button" value="Disallow"/>

5. Scroll to the very bottom and either **Accept** or **Reject** the QLE.