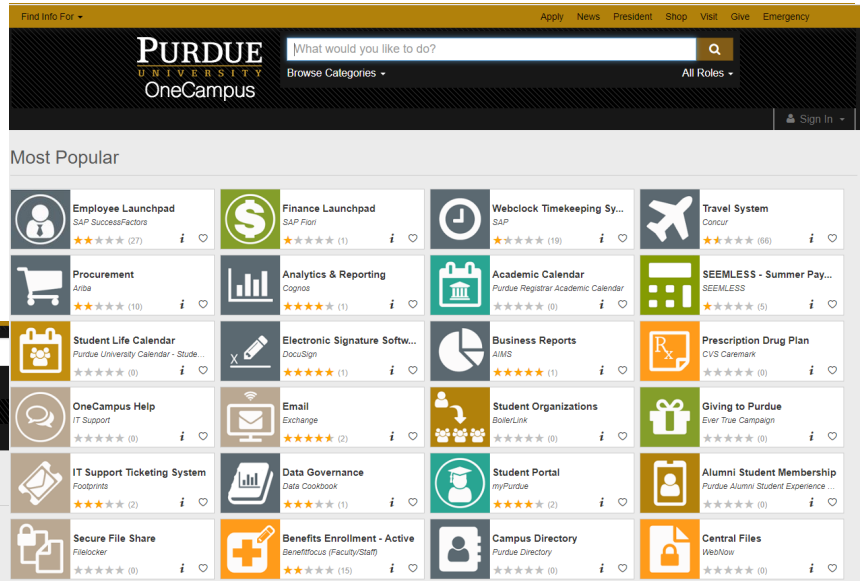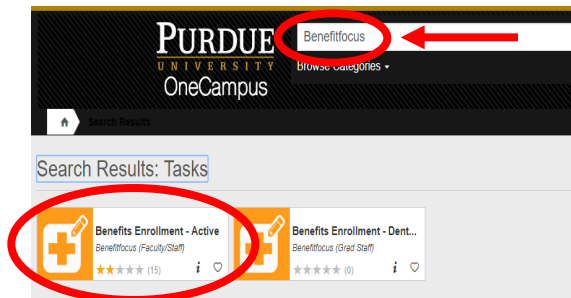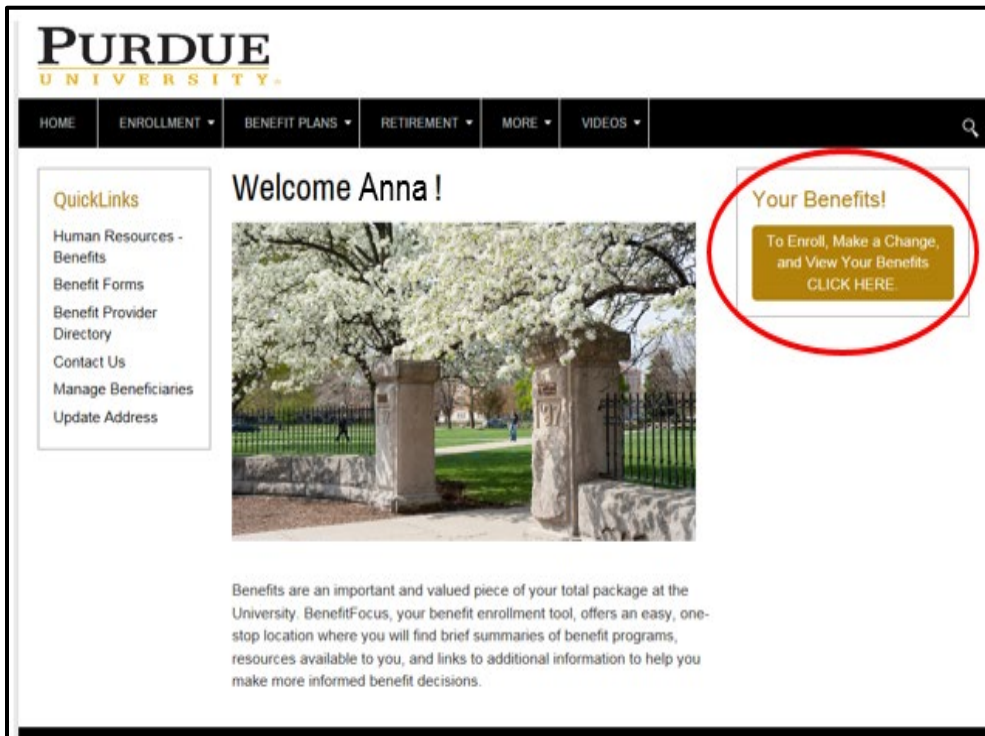# BenefitFocus Detailed Life Event (Change in Family Status) Instructions

1. Visit the One Campus Portal at
   one.purdue.edu, select "**Benefits
   Enrollment (Active)** – *Benefitfocus
   (Faculty/Staff)*" or, if applicable, the

   *Tip: To narrow your options, type
   "Benefitfocus" in the top search box.

2. You will be directed to log in with your Purdue career account and Boilerkey.

3. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details at any time throughout the year.

To begin the Life Event process, click on the "To Enroll, Make a Change, and View Your Benefits CLICK HERE" gold button located at the top right of your screen.

4. On the "Manage Your Benefits" page, select "Life Change" from the menu on the left.

5. Next, under "Select Reason for Change" indicate your reason from the drop down menu, then enter the date the event occurred. Click "Next".

   NOTE: The date of the event must occur in the past within the previous 31 days; cannot be a future dated event.

6. You will then be prompted to add your dependent information, if adding a dependent, by clicking "Add Dependents" or choose "Next" if you do not need to add any dependents. If you select "Add Dependents", you will be prompted to enter their details on the next screen.
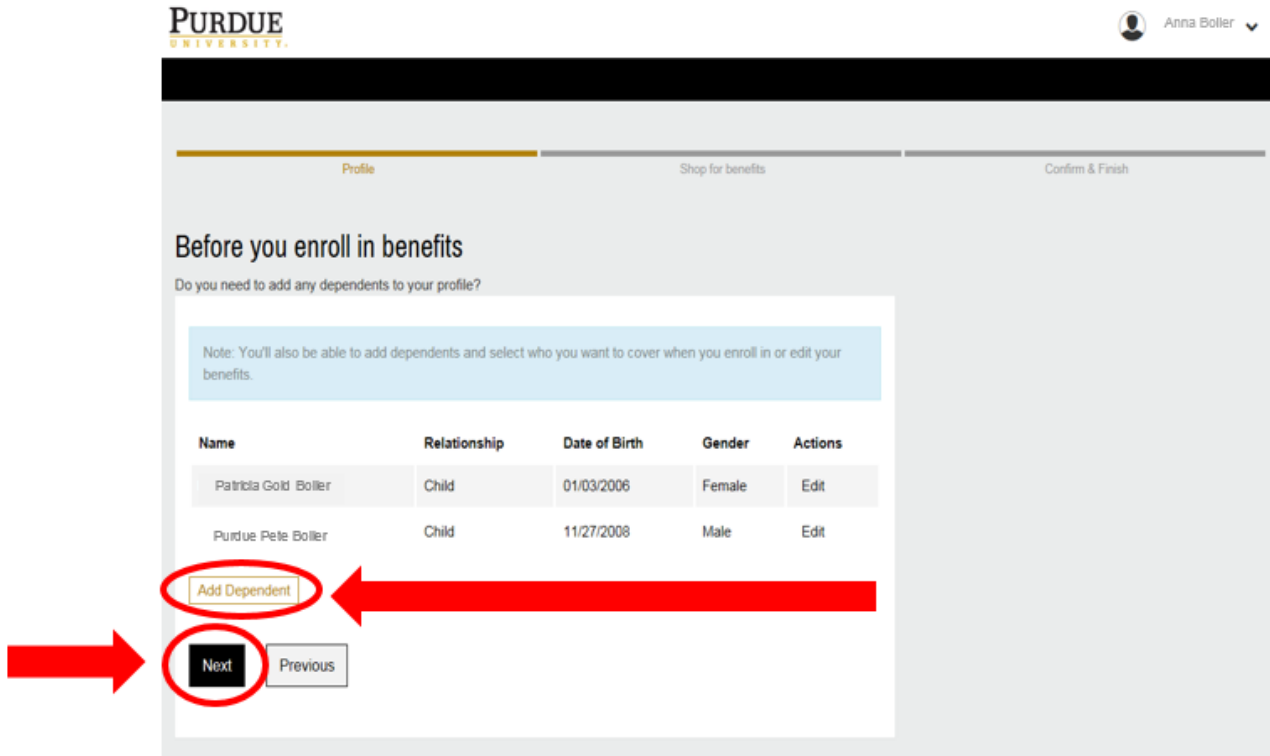

7. When adding dependents, required fields include: first and last name, date of birth, and relationship. In addition to this information, to remain compliant with health care reform, it is recommended to include their social security number (SSN). Once you have entered this information, click "Save" to return to the list of dependents. Click "Save & Add Another" to add another dependent or click "Next" to move forward
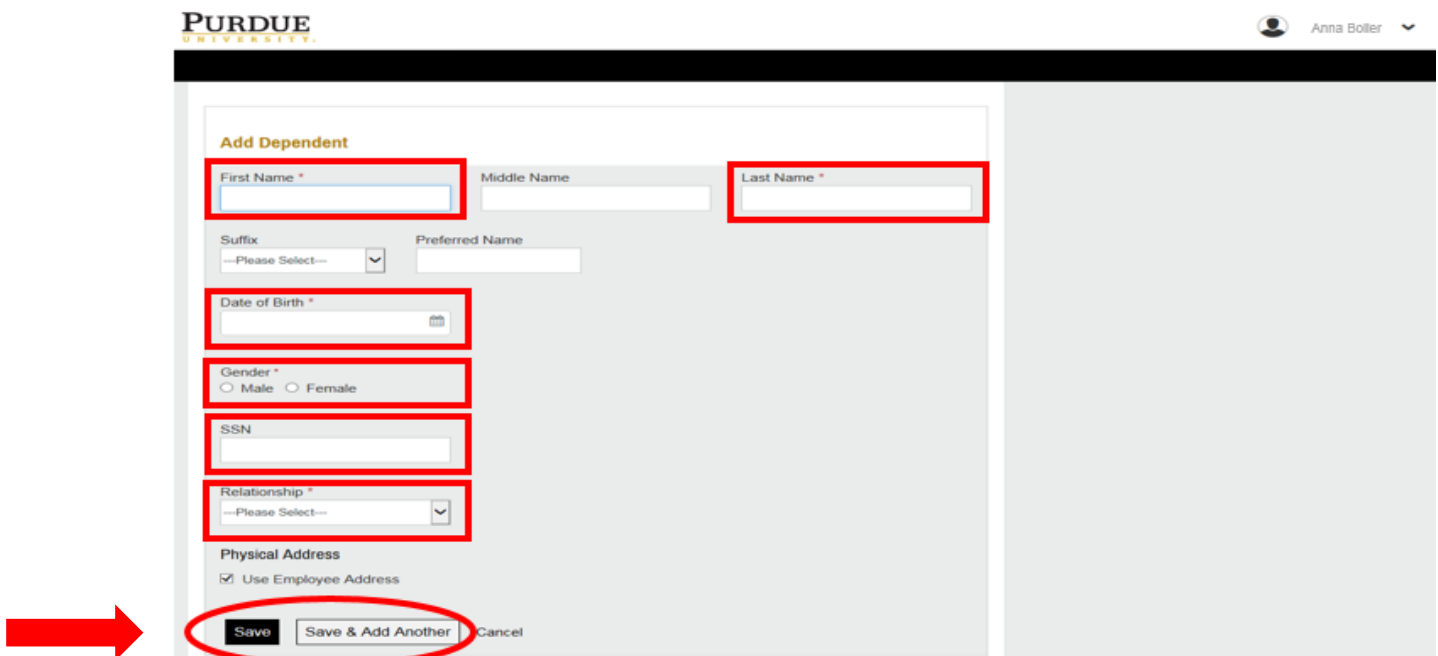
NOTE: Adding dependents requires an additional step of submitting documentation to confirm eligibility. You will be asked to upload documents later in the process. You may also upload electronically through the My Documents menu option on the "Manage Your Benefits" page or submit a paper copy to Human Resources - Benefits.
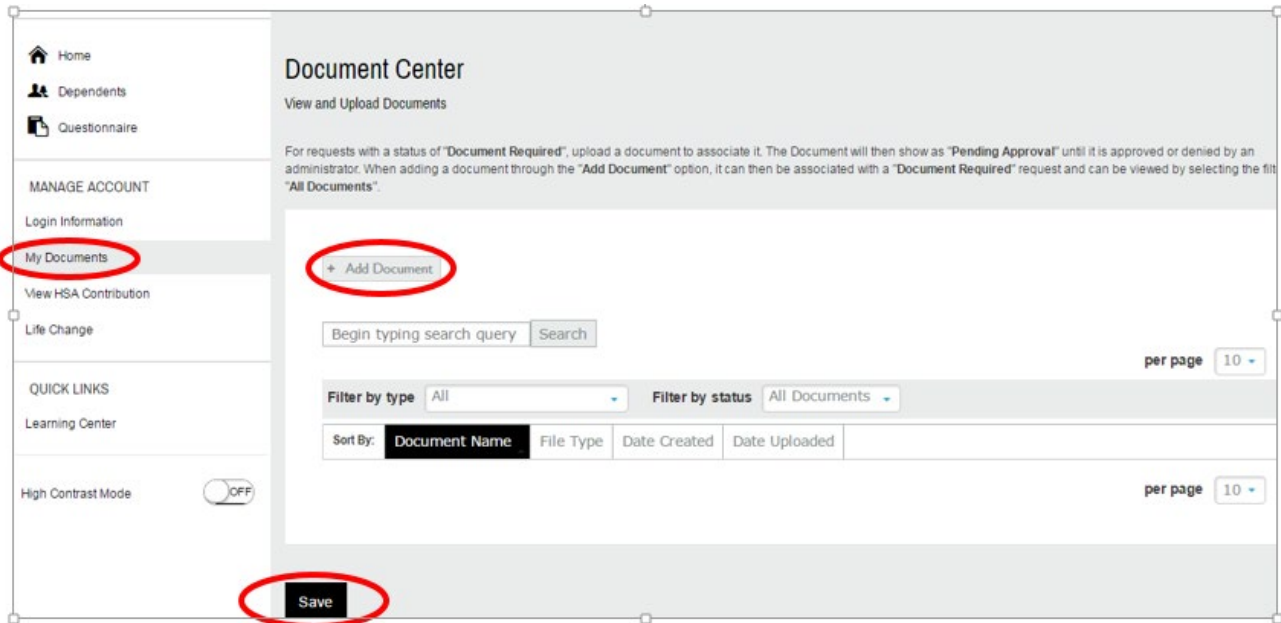

8. After you've entered your dependent information, you will move on to "Shop for Benefits". You will review each benefit offering and make an election – click the gold "Begin Enrollment" or white "Decline coverage" button options for each benefit. The tool will also show your current benefit elections, unless you are a new employee enrolling for the first time and do not have elections to display. At the bottom of the page, once you've completed **all** of your elections, click "Save & Continue".
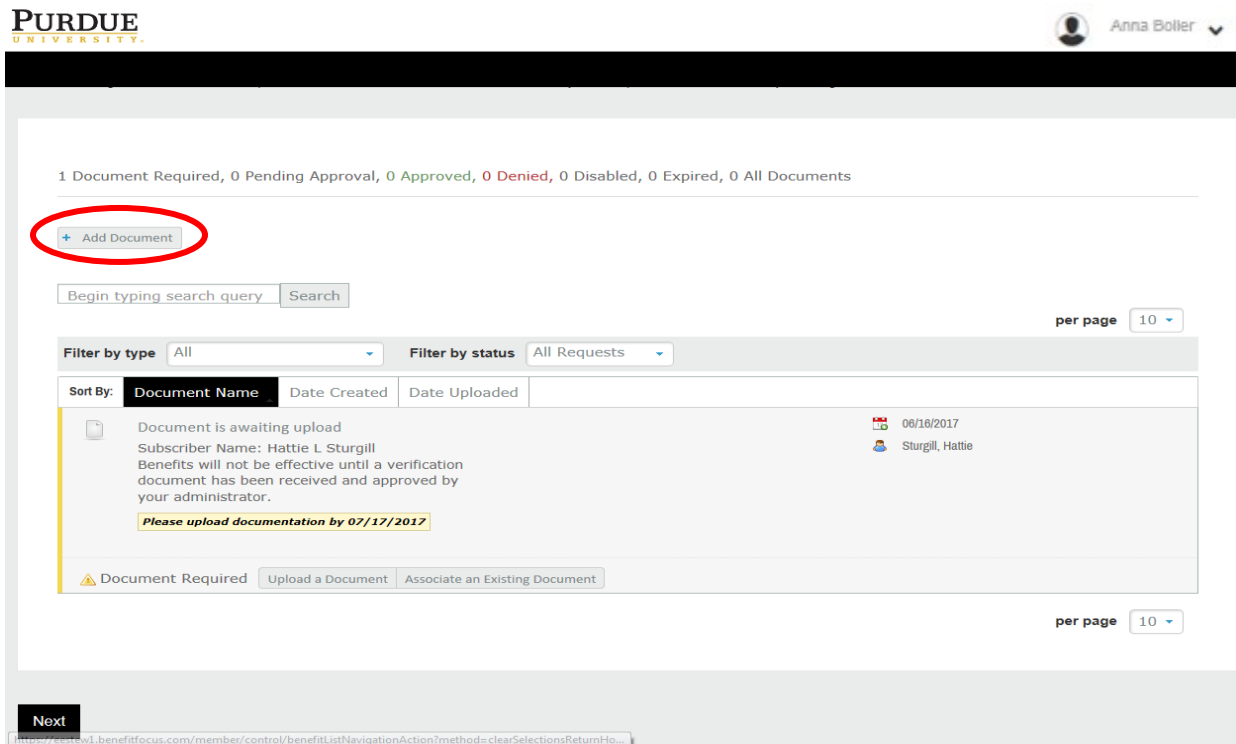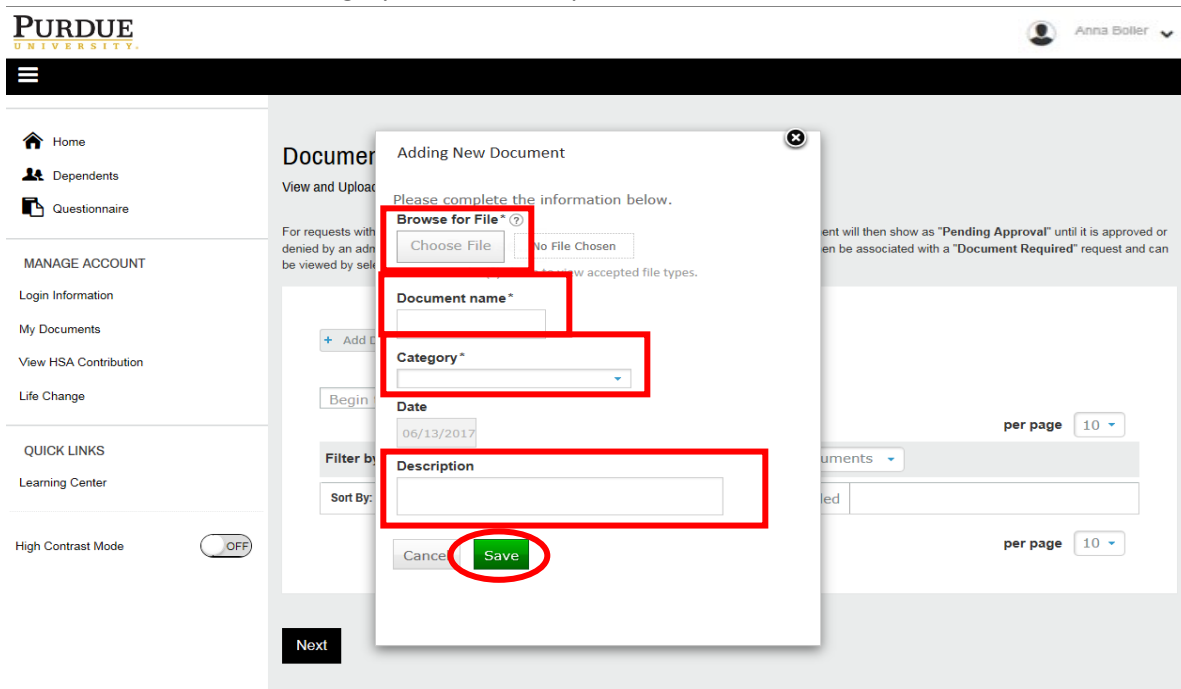
9. Button Example:
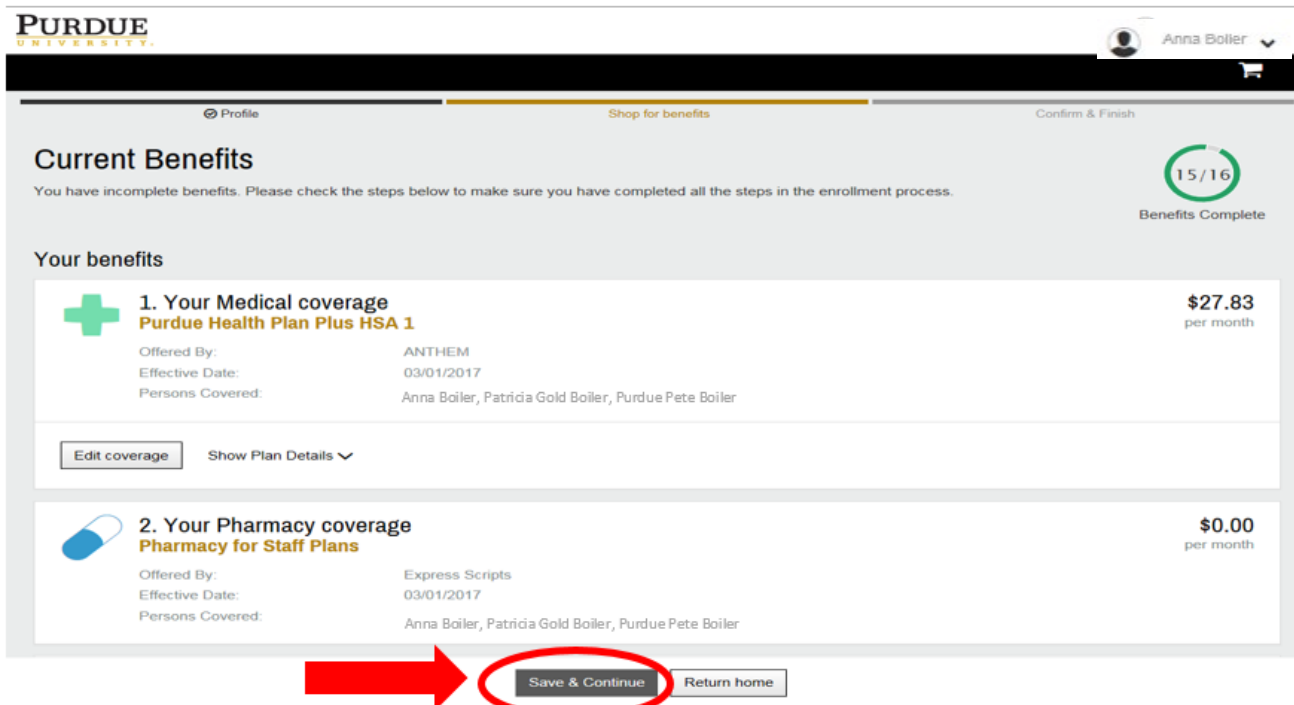
10. You will then be prompted to upload your life event and dependent documentation. Begin this step by clicking on "Add Document".

11. You will then be prompted to upload a file (your saved document). Select "Choose File", provide the "Document Name", "Category" and a "Description", if needed. Then select "Save".

12. The date the document was uploaded will pre-populate in the right column. From here, you will be able to see that your document uploaded correctly; click "Next".

13. Once you've uploaded your documentation, you will be redirected to the main screen and you should see a green banner per below. This will also include your confirmation number as well.