Insurance 2020 - Change in Family Status Instructions

Step 1: Log into ESS, click Benefits, click Report/View Life Events

Step 2: Choose the Life Event from the dropdown box and enter the event date. Attach proof of the event (email proof to Human Resources as well). Click Submit.

Step 3: You will receive confirmation that you requested a change.

One more step is required!
Step 4: After Human Resources reviews your request, a Life Events enrollment screen will be generated for you. Log back into ESS, click Benefits, add/remove dependents as needed.

Step 5: Review your enrollment and click Submit Choices

Step 6: Receive Confirmation. HR will process your enrollment and contact you with any questions.