Miami-Dade County

Submit Life Events

Version 1.0

PURPOSE

This document explains the process of submitting life events within the INFORMS system.

Once the annual open enrollment period closes, you may add or delete dependents to your health plan only under limited circumstances known as a Qualifying Event (QE). Changes must be reported within 45 days of a qualifying event (60 days to add newborns, adoption, or placement for adoption).

Qualifying Events are to be submitted to the Benefits Administration Unit via INFORMS along with the proper supporting documentation listed below for processing and approval. Election changes must be consistent with the event and result in loss or gain of insurance coverage. A partial list of permitted mid-year changes appears below. Failure to provide supporting documentation at the time of the submission will result in the cancellation of the submitted request.

Permitted Mid-Year Changes

Marriage/Domestic Partnership

Divorce/Dissolution of Domestic Partnership

Eligibility for Medicare, Medicaid, or Florida Kid Care

Spouse's employer's open enrollment

Birth of a child

Beginning or end of employment/health coverage of a spouse

Unpaid LOA (employee or spouse) resulting in gain or loss of insurance coverage

Adoption of a child or placement for adoption

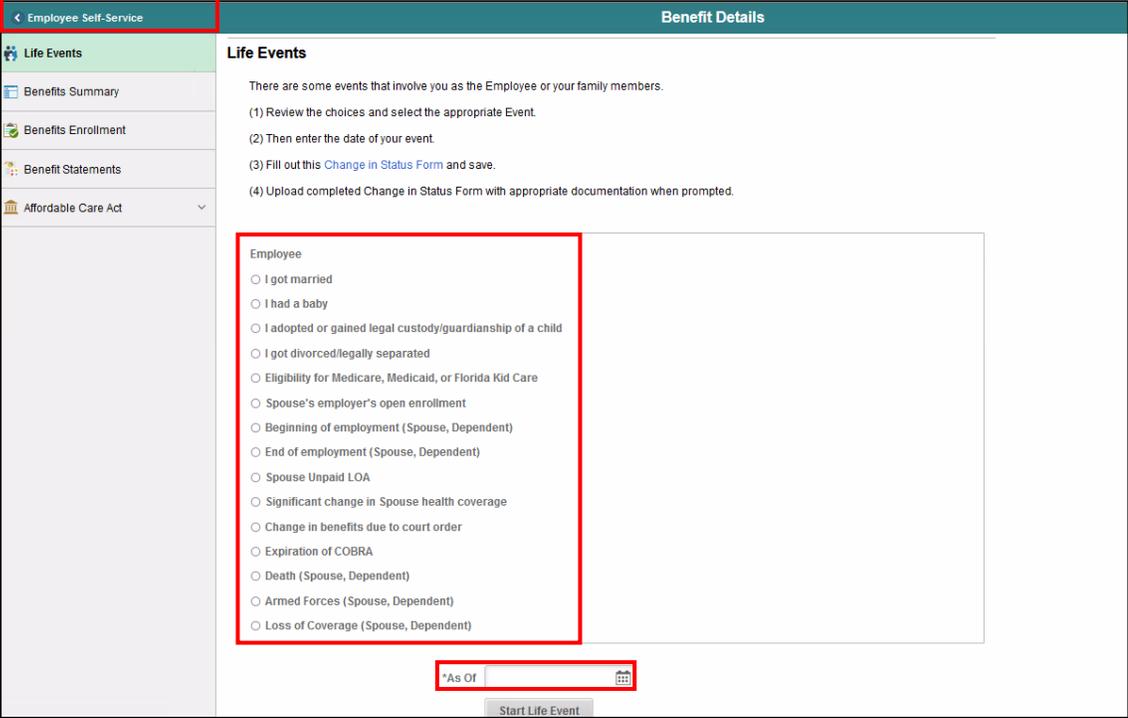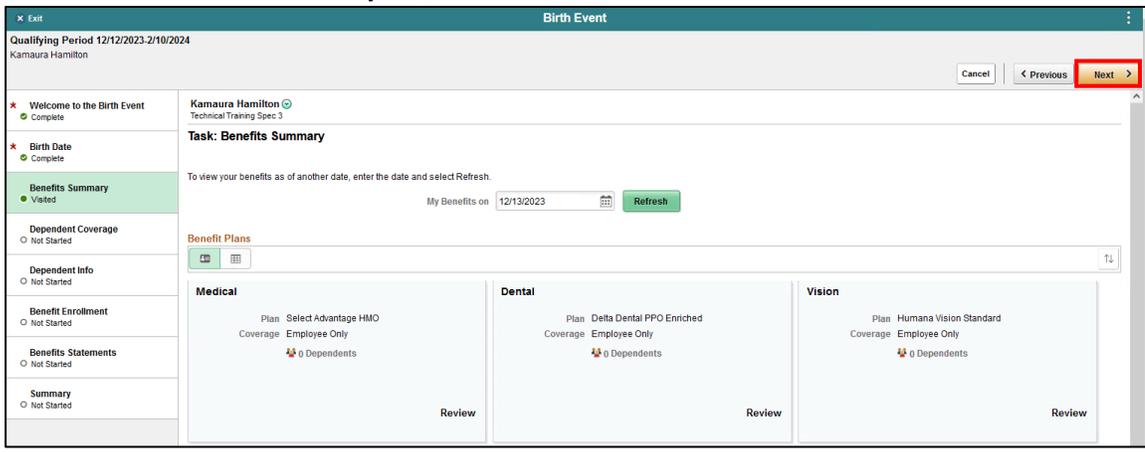Significant change in health coverage due to spouse's employment

Acceptable Documents

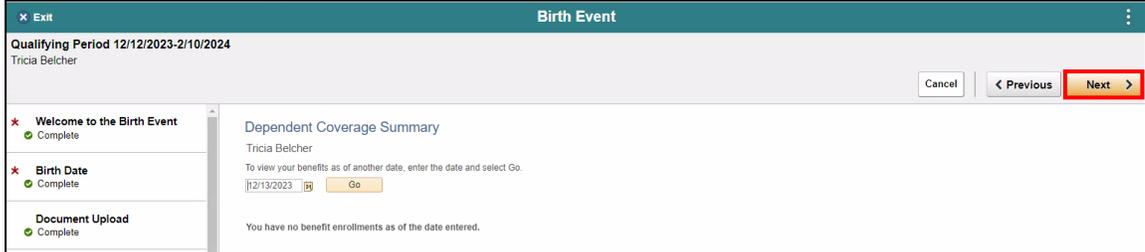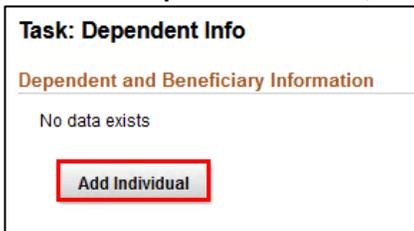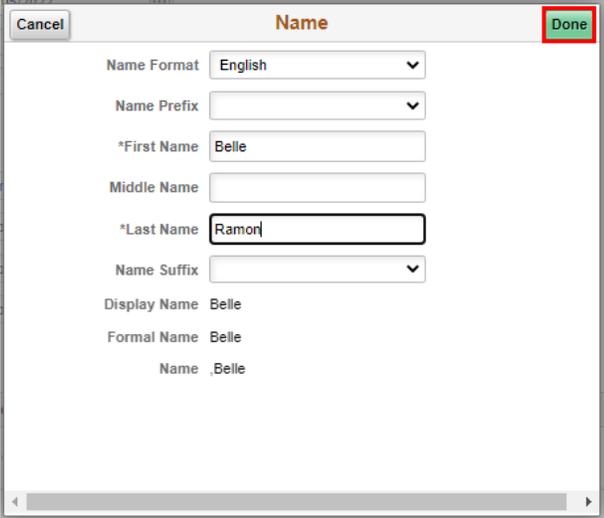**Children:**

Adoption Certificate

Birth Certificate

Official court documentation of legal and permanent custody

Social Security Income Statement (disabled child)

Spouse:

Marriage Certificate (issued by government entity)

Domestic Partnership Certificate (issued by Miami-Dade County Department of Regulatory and Economic Resources)

Step	Action
1.	• Log into **INFORMS**. • Navigate to: **Employee Self-Service > Benefit Details > Life Events.**
2.	• Select the applicable **Life Event**. • Provide the **As Of** date the Life Event started. • Select **Start Life Event**. **Note:** The Life Event must be completed within 45 days of your qualifying event, or you will not be eligible to change your Benefit election.
3.	On the **Welcome to the Birth Event** tab, select **Next**. **Note:** This example is a birth event.

4.	• On the **Birth Date** tab, confirm the **Date of Birth**. • Select **Submit**. • Select **Next**. **Birth Event** Qualifying Period 12/12/2023-2/10/2024 Tricia Belcher Cancel < Previous Next > **Birth Date** Submit A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment. Date of Birth 12/12/2023 ★ Welcome to the Birth Event — Complete ★ Birth Date — In Progress Document Upload — Not Started
5.	• On the **Benefits Summary** tab, view the current **Benefit Plans**, and then select **Next**. **Birth Event** Qualifying Period 12/12/2023-2/10/2024 Kamaura Hamilton Cancel < Previous Next > Kamaura Hamilton Technical Training Spec 3 **Task: Benefits Summary** To view your benefits as of another date, enter the date and select Refresh. My Benefits on 12/13/2023 Refresh **Benefit Plans** **Medical** Plan Select Advantage HMO Coverage Employee Only 0 Dependents Review **Dental** Plan Delta Dental PPO Enriched Coverage Employee Only 0 Dependents Review **Vision** Plan Humana Vision Standard Coverage Employee Only 0 Dependents Review ★ Welcome to the Birth Event — Complete ★ Birth Date — Complete Benefits Summary — Visited Dependent Coverage — Not Started Dependent Info — Not Started Benefit Enrollment — Not Started Benefits Statements — Not Started Summary — Not Started
6.	• On the **Dependent Coverage** tab, select **Next**. **Birth Event** Qualifying Period 12/12/2023-2/10/2024 Tricia Belcher Cancel < Previous Next > Dependent Coverage Summary Tricia Belcher To view your benefits as of another date, enter the date and select Go. 12/13/2023 Go You have no benefit enrollments as of the date entered. ★ Welcome to the Birth Event — Complete ★ Birth Date — Complete Document Upload — Complete
7.	• On the **Dependent Info** tab, select the **Add Individual**. **Task: Dependent Info** **Dependent and Beneficiary Information** No data exists **Add Individual**

8.	• Select **Add Name**.
9.	• Provide the **First Name** and **Last Name**, and then select **Done**.

A. Populate the fields of the **Personal Information** form with the relevant information.

B. Select **Add National ID**.

C. Select a Country.
D. Select a National ID Type.
E. Provide the National ID and then select **Done**.

F. Select **Add Phone**.

G. Select a **Type**.
H. Provide the **Number** and then select **Done**.

Note: Select **Same as mine** to use the phone number of the employee if their dependent does not have a dedicated phone number.

I. Select **Add Email**

J. Select an **Email** Type.

K. Provide the **Email Address** and then select **Done**.

L. Select **Save**.

11.	• Select **Next**.
12.	• Select **OK** on the pop-up message.

13.	• Select the **Attachment Link**.

Task: Dependent Info

Add Individual

Name	Relationship	Dependent	Attachment
Belle Roman	Child	✓	⚠ Incomplete

14.	• Select **Add Attachment**.

Cancel   **Dependent Attachments**

Event Value Belle Roman

▼ Instructions

You are required to submit the document(s) listed in the Document List. Select the Add Attachment button to upload your document.

▼ Document List

Document	Upload / Status	Approval / Status
Birth Certificate	Required Attachment Missing	Required

Add Document

No Document has been attached.

Add Attachment   Add Note

15.	• Select **My Device**, add the appropriate documentation, select **Upload**, then select **Done.**

File Attachment

Choose From

My Device

Choose From

My Device

Upload   Clear

birth certificate.jpg
File Size: 7KB

16.	• Input **Description** of document. Select **Done**.

Cancel   **Dependent Attachments**   Done

Event Value Belle Roman

▼ Instructions

You are required to submit the document(s) listed in the Document List. Select the Add Attachment button to upload your document.

▼ Document List

Document	Upload / Status	Approval / Status
Birth Certificate	Required Uploaded	Required

Add Document

Add Attachment   Add Note

1 row

Document Name	Description	Attached By	Attached	Status
birth_certificate.jpg	Birth Certificate	Kamaura Hamilton	01/25/24 09:56:19 AM	Active

17.	• Select **OK**. Select **Next** to navigate to the next tab.

Approval is required.
The document must be approved to qualify the dependent. A notification has been sent to the Benefits Administrator requesting approval.

OK

18.	• On the **Benefit Enrollment** tab, select **Start My Enrollment**. **Note**: To enroll in Optional Life Insurance, please go to the Minesota Life website using the link in the enrollment form.
19.	• Select the **Grid View**. • Select the **Review** button that's adjacent to the **Medical** benefit plan.
20.	• Select a dependent to enroll to the **Medical** benefit plan and then select **Done**. **Note:** Deselect a dependent to unenroll from the benefit plan.
21.	• Dependent information can be added while on any benefit plan (e.g., Medical, Dental, or Vision) page. Follow sub-steps **A to L** from **Step 10** in adding a dependent information.

22.	• Select **Next**.
23.	• On the **Benefits Statements** tab, select **Next**.
24.	• On the **Summary** tab, view the itemized steps and their corresponding status of the **Birth Event**, and then click **Complete**. **Note**: Click **Go to Step** of the adjacent step of the Life Event to go back to a specific step and make updates or corrections.