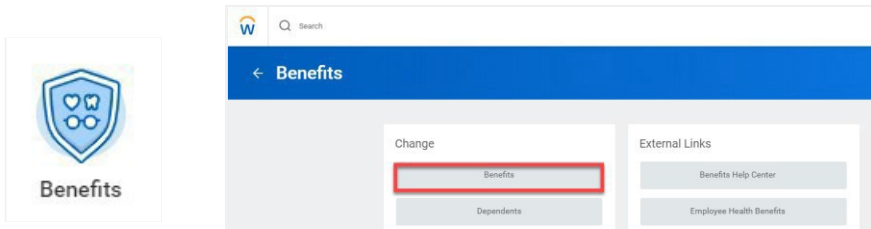


PROCESS STEPS:

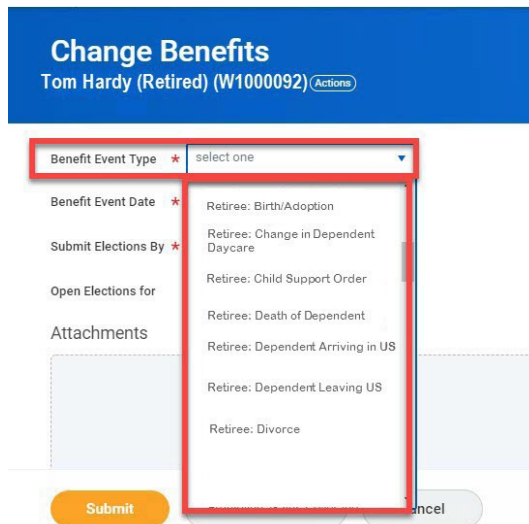
1. From the SPS homepage, click the **Benefits** application.
2. Click the **Benefits** button in the **Change** section.



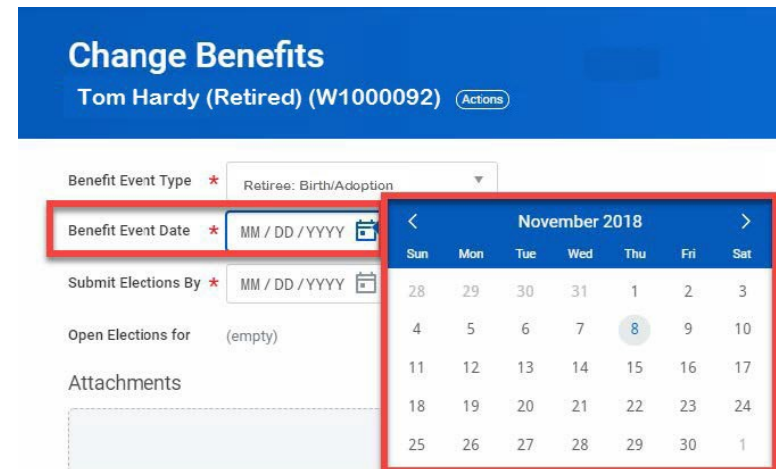
3. Click the **Benefit Event Type** dropdown. Select the life event (Birth/Adoption, Child Support Order, Death of Dependent, etc.).

RETIREES: Scroll down to select the event with the word “Retiree.”

*If you are unsure which **Benefit Event Type** to select, **Retirees** should contact the Employee Benefits Division at 410-767-4775.*



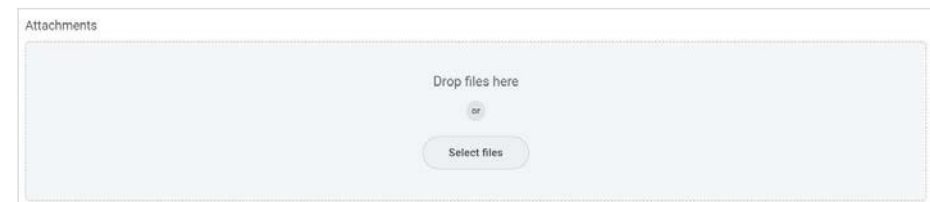
4. Enter the date of the event by manually typing the date or clicking the calendar icon in the **Benefit Event Date** field.



Note: In general, the Benefit Event Date can **NOT** be more than 60 days in the past except for **Death of Dependent** and **Divorce**. **Gains Coverage Elsewhere** and **Loses Coverage Elsewhere** may be future dated.

5. In the **Attachment** section, upload any required supporting documents by dragging and dropping or selecting the

Select files button.



Initiate Life Event

QUICK REFERENCE GUIDE



6. Review entries on the page and click the Submit.



7. The **Up Next** page will appear designating the next step.

You have submitted
Benefit Event: Tom Hardy (Retired) (W1000092) on 09/28/2018 [Actions](#)

Up Next	Do Another
Central Benefits Partner	Change Benefits
Change Benefit: Please Review and Approve Documentation	

> **Details and Process**



STOP: The task will go for review. Once the event has been approved, a new task: Benefit Change Employee will appear in your inbox (the task may also be sent back to your SPS Inbox for further information).

**Benefits Required Documents List
QUICK REFERENCE GUIDE**



Benefit Event Type	Required Documentation
<p>Retiree: Birth/Adoption</p>	<p>Biological child:</p> <ul style="list-style-type: none"> • Copy of child's official state birth certificate with name of employee listed as child's parent. <p>Acceptable Temporary Documentation Examples:</p> <ul style="list-style-type: none"> • Copy of crib card, copy of newborn's discharge documents, copy of newborn's hospital bracelet. <p>** Official birth certificate required within 60 days</p> <p>Adopted Child:</p> <ul style="list-style-type: none"> • Pending Adoption: Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption. • Final Adoption: Copy of final adoption decree signed by a judge or a state-issued birth certificate showing employee as parent. <p>Step-Child:</p> <ul style="list-style-type: none"> • Copy of child's official state birth certificate with name of spouse of employee listed as child's parent • Copy of employee's official state marriage certificate signed by
<p>Retiree: Child Support Order</p>	<p>Copy of child support order</p>
<p>Retiree: Death of Dependent</p>	<p>Death certificate</p>

Benefit Event Type	Required Documentation
Retiree: Dependent Arriving in US	<p>In addition to the documentation required to show proof of relationship, a copy of the passport with the arrival date indicated and proof of permanent residency.</p> <p>For children:</p> <ul style="list-style-type: none"> • One of the following – letter from school, daycare provider or pediatrician on letterhead indicating address on file, driver's license/identification card, or lease agreement. <p>For spouse:</p> <ul style="list-style-type: none"> • One of the following – driver's license/identification card, mortgage/lease agreement, letter from employer on letterhead indicating address on file.
Retiree: Dependent Leaving US	<p>One of the following –</p> <ul style="list-style-type: none"> • Copy of flight itinerary, • Copy of Lease agreement or mortgage. • Letter from employer on letterhead indicating permanent address on file. • For children - letter from school/daycare on letterhead indicating permanent address on file.
Retiree: Divorce	Divorce decree
Retiree: Gains Coverage Elsewhere	<p>Letter from other employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the new coverage.</p> <p>Copy of the child's official state birth certificate.</p>
Retiree: Legal Guardianship	Copy of Legal Ward/Testamentary court document, signed by a judge and proof of legal residency.
Retiree: Loses Coverage Elsewhere	Letter from previous employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents, the effective date of the loss of coverage, and reason for the loss.
Retiree: Marriage	Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official after the date of marriage, such as the Clerk of Court).