

## Do you have a Life Event or Change in Family Status?

A qualifying event to change benefits during the plan year is defined as a change in your family status due to:

- marriage
- birth or adoption of a child(ren)
- death of a covered dependent
- divorce or legal separation
- loss or gain of insurance coverage by your spouse's employer-sponsored coverage
- termination of employment

If you or one of your dependents experiences a change in status, you must notify the Benefits Team **within 30 days of the event.**

You must login to [Self Service](#) and complete the following steps :

- Click Benefit Enrollment
- Click New Hire/ Benefit Changes
- Enter the type of event (ie: marriage, birth, etc) and the date the event happened
- You must submit proof of the event to [abx.benefits@abxair.com](mailto:abx.benefits@abxair.com) for approval
- You will be notified via email once your status change has been approved and you must return to Self Service>Benefit Enrollments>New Hire Benefit Changes and complete your enrollment prior to the due date.

