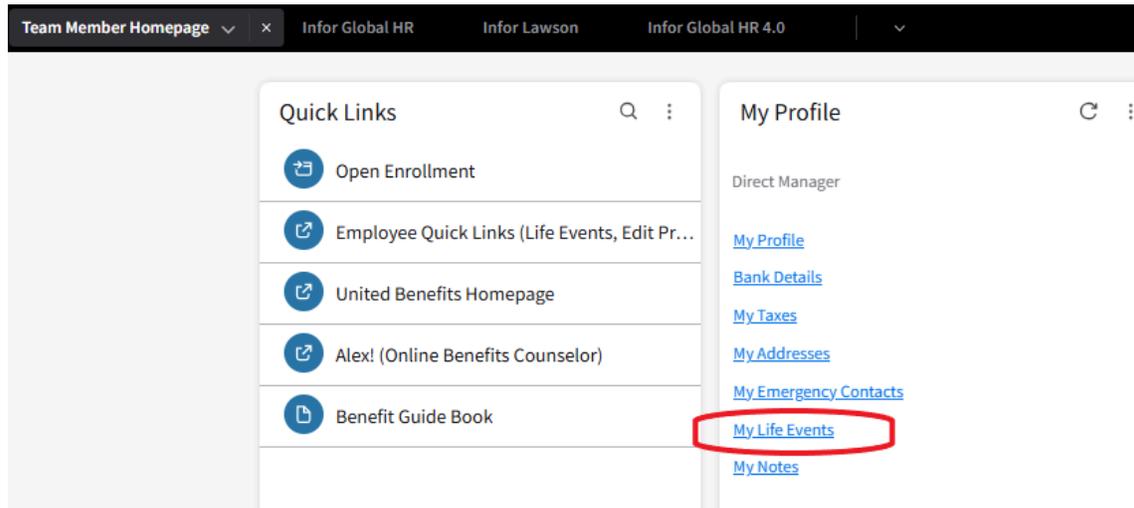
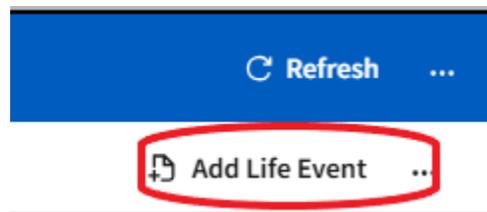


How to create a Benefit Life Event in GHR

- Login to: https://mingle-portal.inforcloudsuite.com/v2/UNITEDTEXAS_PRD
- From the Team Member Homepage, under the 'My Profile' section of GHR, click on 'My Life Events'



- Click on 'Add Life Event' on the right hand side of the page.



- Use the magnifying glass to select the appropriate life event for your situation.

Select 'Life Event'

Life Events

Topic	Event [A] ▾	Description [A] ▾
Child	Adoption	Adoption
Child	Birth	Birth
Other	Death	Death
Marital Status	Divorce	Divorce
Other	Gain of coverage elsewhere	Gain of coverage elsewhere
Other	Loss of coverage elsewhere	Loss of coverage elsewhere
Marital Status	Marriage	Marriage
Other	Reduction of Hours	Reduction of Hours

10 ▾

- Enter the Event date that you are wanting to add or remove coverage.
- Press Submit

Add Life Event

Life Event *

Event Date *

Cancel **Submit**

- Once the life event has been added, check mark the life event that you added and click on 'View Life Event' on the top right hand corner.

My Life Events		
Current Life Events		
<input checked="" type="checkbox"/>	Life Event [A] ▾	Date of Event = ▾
<input checked="" type="checkbox"/>	Birth	3/1/2025

Please note that it is extremely important that you re-elect every benefit that you have currently when doing a life event, even if you are not making a change to it. This will ensure that benefits do not get stopped in error

- Once you complete your enrollment, press submit under the Review and Submit section.
- Please make sure to review the section below to see what verification(s) and/or surcharges may be needed to finalize your Life Event.



Qualifying Life Events

- Change in employment status, such as part-time to full-time (will have 31 days to enroll)
- Birth/adoption of child
- Marriage
- Divorce/legal separation
- Gain/loss of other coverage for you or a dependent
- Beginning/end of domestic partnership relationship
- Death of a spouse, domestic partner or dependent
- You or a covered dependent becomes eligible for Medicare or Medicaid

Life Changes

Life happens and sometimes you need to make benefit changes outside of Open Enrollment.

If you experience a qualifying life event, you must notify the Benefits team within 31 days of the event (60 days for medical changes due to Medicaid or CHIP changes). The changes you make must be consistent with the event.

Dependent Verification

If you are enrolling any dependents on your insurance, you must verify their dependent status in order for them to be covered on the insurance. You can send in one of the following to verify dependent children or step-children:

- Birth certificates
- Verification of birth facts document
- First page of 1040 tax form (if claimed on taxes)
- Court documents for legal guardianship
- Adoption certificates

You can send in one of the following to verify your spouse or domestic partner:

- Marriage certificate
- Common law marriage certificate
- Affidavit of domestic partnership
- First page of 1040 tax form (if filed jointly)

Verification of your dependents MUST be received within 60 days of the effective date of coverage. If the verification is not received, your dependents will not be covered on the plan.

You can fax your documentation to **(806) 791-6341** or email totalbenefits@unitedtexas.com. Please include your Team Member number and name.

Working Spouse Surcharge Reminder

If you are covering a spouse the medical plan, please see the Working Spouse Surcharge box on [page 7](#) for important information.