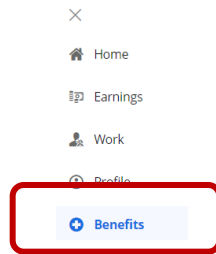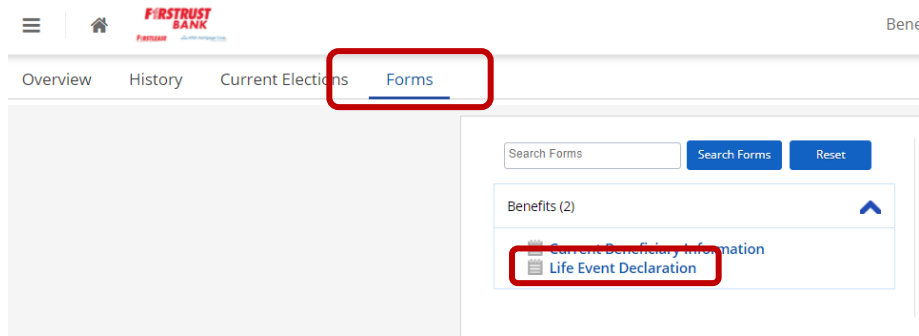# Dayforce: Processing a Qualifying Life Event

FIRSTRUST BANK

To submit a qualifying life event for benefits, login to Dayforce as an Employee. Select **Benefits** from the main menu.

- ✕
- 🏠 Home
- 📋 Earnings
- 👤 Work
- Profile
- ⊕ Benefits

Select **Forms** from the top menu, and then select **Life Event Declaration** from the forms list.

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| Overview | History | Current Elections | Forms |

Search Forms   Search Forms   Reset

Benefits (2)   ▲

Current Beneficiary Information
📅 Life Event Declaration

On the Life Event Declaration form, change the **Event Date** to reflect the effective date of the life event. (i.e. If a dependent is losing coverage as of March 1 then enter March 1 into the Event Date field.)

Next, select the Life Event that is occurring by using the Life Event drop down menu on the form.

Finally, add any documentation you have that supports the life event. This is **required** for all life event declarations. (i.e. A change in marital status should include the marriage certificate or divorce decree.) Click **Submit**.

Life Event Information

Use this form to declare a life event. Select the date for the life event and specify the type. Both fields are required.

Event Date*   **Life Event***

1/20/2022   📅   Select an Option...   ▾

Supporting Documents

Please attach additional details if desired.

📄

➕ Upload Files

Comment

☐ Add comment to the employee's file.

💾 Save Draft   ✓ Submit   Cancel   🖨 Print

Your life event form will be sent to HR for review. Once approved, the Life Event Enrollment will open up for you in Dayforce allowing you to make changes to your current benefit elections.

Complete and submit the enrollment. HR will review the enrollment and follow up if needed. Otherwise, your elections will become effective as of the life event date you entered on your declaration form.