Life Event Request

Please be sure Pop-up Blockers are turned off.

1 To trigger a Life Event, you must first log in to your PrestigePRO Employee Self Service portal.
https://pea-ep.prismhr.com/#/auth/login

2 Once on the **Dashboard,** you will find the Life Events widget.
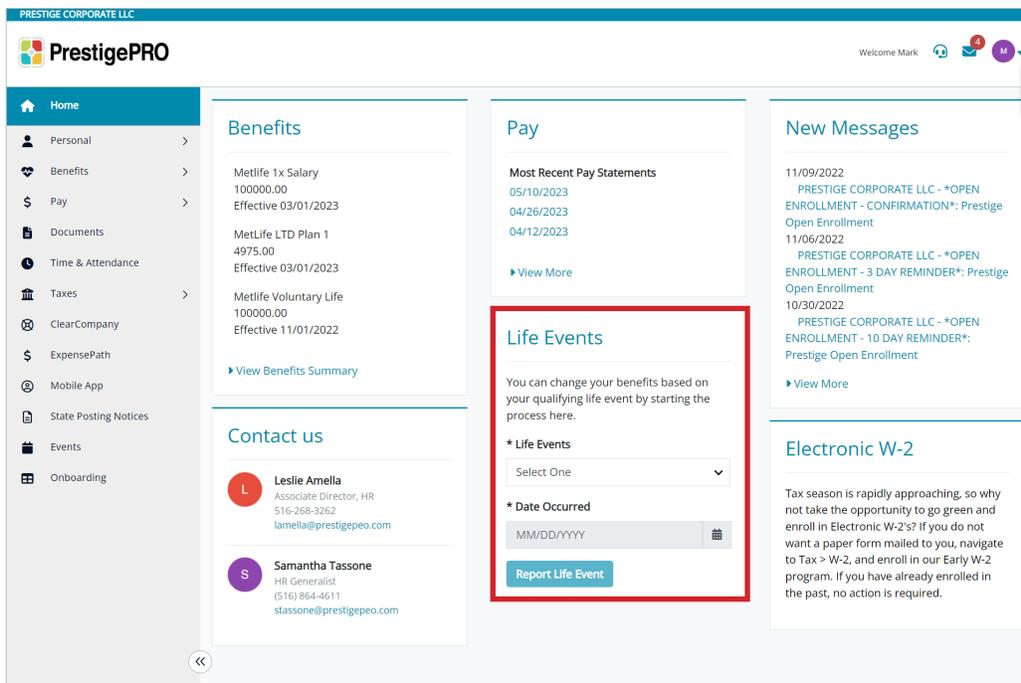
NOTE: **The Life Event section is found on the dashboard (homepage) and NOT within the PrestigePRO benefits section.**

3 Under the Life Events drop down menu, choose the event that applies to your situation.

4 Enter the date the Life Event took place in the Date Occurred field

NOTE: You cannot report a Life Event before it actually happens. If your life event will occur at the end of next month, you cannot report it before that date. If you would like to report your future Life Event, please contact your Benefit Specialist for assistance.

5 Once the above is entered hit the Report Life Event button.

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6 You can now access the benefit enrollment portal by clicking the drop down next to Benefits on the left hand side. Clicking Benefits Enrollment will launch you into the ESS portal.

7 You will now be able to go through the election process and make the appropriate elections.

8 All life events will require documentation or proof of the Life Event. Once you are through the benefits and on the summary page you can upload the required documentation.

a. Click the upload icon (which looks like a little arrow pointing up) next to listed required paperwork.

Required Documents
Document
Marriage Certificate 📤

ACTION NEEDED: To process your requested changes, the carrier will require documentation as proof of the life event. Changes cannot be processed until the documentation is received. Failure to comply may result in changes being denied. Please provide the required document(s) indicated below to your Administrator within 30 days from the date of your life event.

b. Once you have chosen your file YOU MUST hit the upload button that appears next to it in order to continue.

Required Documents
Document
Marriage Certificate 📤 C:\fakepath\Proof of Life Event.pdf **Upload**

NOTE: If this is not done, the documents will not upload, and will delay the approval process

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