

# QLE CHECKLIST



## QLE:

- 1** Go to [www.KnowYourBenefits.org](http://www.KnowYourBenefits.org).
- 2** Click “Benefits Enrollment & Changes”.
- 3** Scroll down and click the “Process Your QLE” button in the “Change Your Current Coverage” tile. This will direct you to the enrollment site.
- 4** Click on the “Process a Qualified Life Event” tile in the “Recommended” section of your benefits account home page.
- 5** Select the Qualified Life Event that applies to your life change. If the reason for your change isn’t listed, click the “Life Events” drop down at the top of the page. In the “Family Changes” section, select “Other Changes”.
- 6** Once you click on your Life Event reason, you will be prompted to enter the date your Life Event occurred. You will then be able to make changes to your benefits coverage.
- 7** If you are adding dependents to coverage, you will be prompted to attest that you agree to provide proof of dependent eligibility for the dependent(s) you add to coverage.
- 8** Follow the steps listed online to complete your enrollment.
- 9** If you add coverage for yourself or your spouse, you may be notified that you and/or your spouse can complete the MSRP Biometric Screening to earn a discount off of your premiums.

## MSRP:

- 10** Once you complete your enrollment, you may see a follow up message on the “Completed Successfully” page prompting you to complete the MSRP screening by the required deadline date.
- 11** When you return to the homepage, in the “Recommended” section you may see a tile notifying you and/or your spouse to complete the MSRP screening by the required deadline. The “To Do” section may also have an action needed message advising you and/or your spouse when to complete the screening. Click on either one of these sections to be directed to [www.KnowYourBenefits.org](http://www.KnowYourBenefits.org) and click on the MSRP & Non-Tobacco Credits link to schedule an appointment.
- 12** You can also schedule an appointment by calling Quest at 1-888-240-0962.