

Quick Reference Guide:

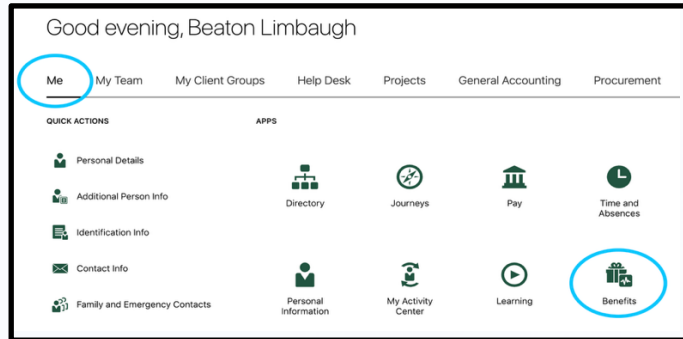
Benefits – Adding a Qualifying Life Event (QLE)

Purpose:

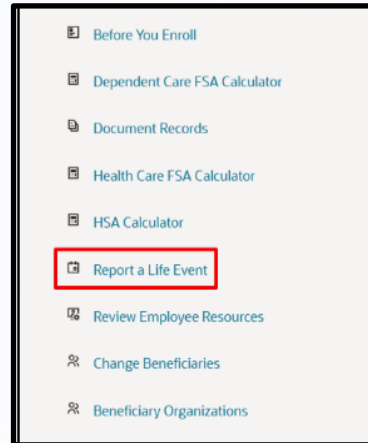
Use WaveWorks to report Qualified Life Events (QLEs) in addition to manage your benefit enrollments, including health, dental, vision, life, retirement, and other plans.

Step-by-Step:

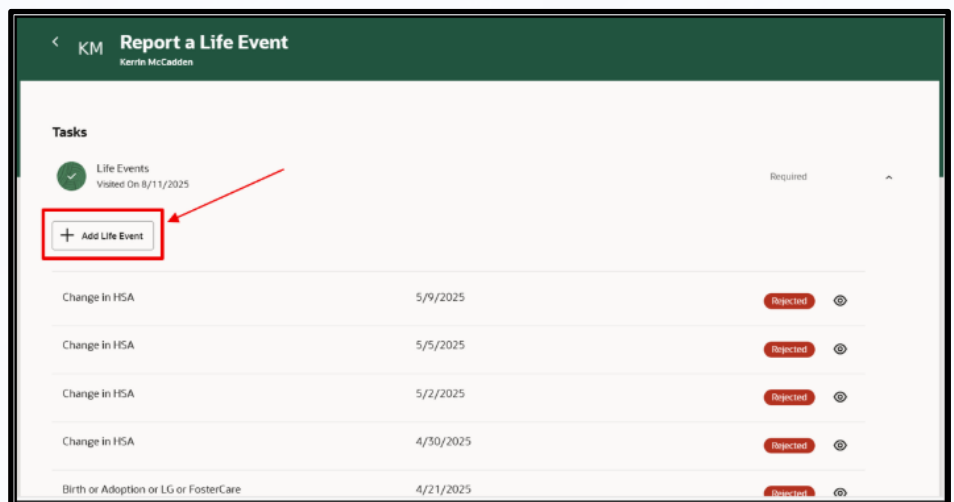
1. From the **WaveWorks homepage**, select **Me**, then choose **Benefits** icon.



2. Locate the **Quick Actions** menu and select **Report A Life Event** where you be able to report your life event and submit supporting documentation.

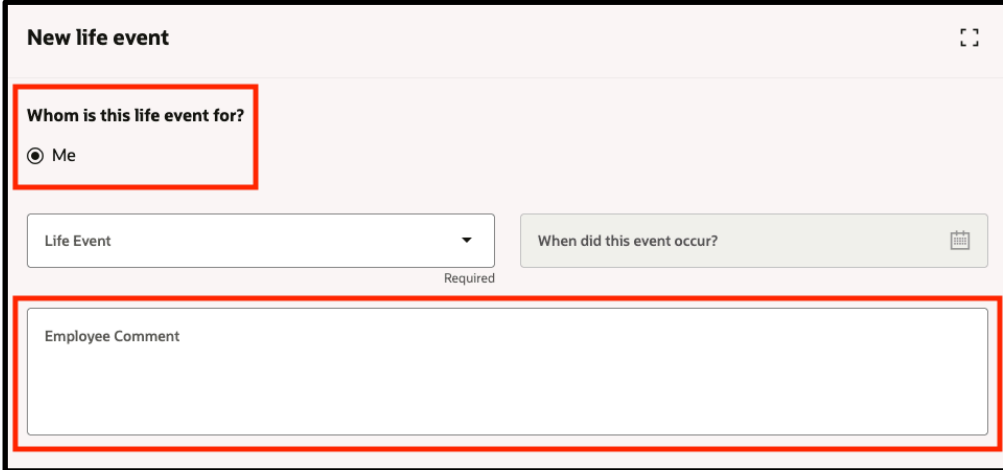


3. Click **+ Add A Life Event**.



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4. Fill in required fields, add comment (if necessary), then click **Save**. The Benefits team will be alerted to review your documentation of the event.



New life event


Whom is this life event for?
 Me

Life Event Required

When did this event occur?

Employee Comment

5. You will see the recently added life event in the **Life Events** list.



Tasks

Life Events
Visited On 8/11/2025 Required

+ Add Life Event

Birth or Adoption or LG or FosterCare	8/1/2025	Autosubmitted
Change in HSA	5/9/2025	Rejected
Change in HSA	5/5/2025	Rejected
Change in HSA	5/2/2025	Rejected

