Use this task to submit a birth life event in the UCPFath website.

Marriage, birth, adoption, divorce and benefit changes for AD&D, disability insurance or life insurance can be made by the employee via Employee Actions within designated time periods of the specific event. Benefit changes related to a loss or gain of outside coverage are not allowed in eBenefits Employee Actions. Employees must contact the UCPFath Center for benefit changes related to loss or gain of outside coverage, such as with a spouse.

**Dashboard Navigation:**
Health and Welfare > Life Events / Benefit Changes

**or**

**Menu Navigation:**
Employee Actions > Health and Welfare > Life Events / Benefit Changes

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this scenario, an employee recently had a son. The employee must update tax and dependent information and update their benefit plan coverages.</td>
</tr>
<tr>
<td>2.</td>
<td>Use the Life Events page to enter benefits changes related to the birth of a child. You have 31 days from the date your new family member becomes eligible to make any permitted plan changes.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Birth option.</td>
</tr>
</tbody>
</table>
UCPath Task: Enter Birth Life Event

Step | Action
--- | ---
4. | Click in the **Date Change Will Take Effect** field.

5. | Use the calendar to enter the date of the birth. In this example, the date will be entered for you.

6. | Click the **OK** button.

7. | Use the **Cancel** button to stop and delete the life event. Use the **Continue Later** button to save your entries and return later.
<table>
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<tbody>
<tr>
<td>8.</td>
<td><strong>Click the Show Progress button to see all the steps for this life event.</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="SHOW PROGRESS" /></td>
</tr>
</tbody>
</table>
| 9.   | **The Show Progress pane guides you through the life event process. Each step is outlined in the pane on the left side of the page. Each step must be completed, including the last step.**  
A green checkmark indicates the step is complete. An empty gray box indicates the step is incomplete. |
| 10.  | **Click the Close button to hide the steps.** |
Step | Action
--- | ---
11. | Use the **Previous** and **Next** buttons to navigate through the transaction.
12. | Click the **Next** button.

Step | Action
--- | ---
13. | On the **Benefits Summary** page, review your current benefits elections. Click the **Next** button.
Step 14. On the Dependent Coverage Summary page, review the current benefits coverage for each of your dependents.

Click the Next button.
<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 15.  | If necessary, update your **Federal W-4 Tax Information** to reflect your new dependent.  
In this example, the employee chooses to update their Federal withholding allowances. |
| 16.  | Click in the **Enter total number of Allowances you are claiming** field. |
| 17.  | Click the **Delete** button. |
| 18.  | Enter the desired information into the **Enter total number of Allowances you are claiming** field. For this example, enter **4**. |
| 19.  | Click the scroll bar. |

<table>
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<tbody>
<tr>
<td>20.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>21.</td>
<td>A confirmation message appears. Changes may not appear on the next paycheck, depending on the timing of your changes. Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Click the <strong>Next</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
23. | If necessary, update your **CA State W-4 Tax Information** to reflect your new dependent.
    
In this example, the employee chooses to update their state withholding allowances.

24. | Click the scroll bar.
    
25. | Click in the **Enter the total number of allowances being claimed** field.

26. | Click the **Delete** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Enter the desired information into the <strong>Enter the total number of allowances being claimed</strong> field. For this example, enter 4.</td>
</tr>
<tr>
<td>28.</td>
<td>Click the scroll bar.</td>
</tr>
<tr>
<td>29.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>30.</td>
<td>A confirmation message appears. Changes may not appear on the next paycheck, depending on the timing of your changes. Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
UCPath Task: Enter Birth Life Event

Step | Action
--- | ---
31. | Click the **Next** button.

32. | If necessary, update your **Other State W-4 Tax Information** to reflect your new dependent.

   Click the **Next** button.
### Step 33
To review your progress, click the **Show Progress** button.

**Show Progress**

### Step 34
Click the scroll bar.
### Step 35
You have completed six steps and are currently on **Step 7**.

### Step 36
Click the **Close** button to hide the steps.

### Step 37
Enroll your new family member(s) in the appropriate benefits plans.

Click the **Start My Enrollment** button.
Step | Action
--- | ---
38. | Click the Next button.

39. | The **Benefits Enrollment** page appears.
   
   Click the scroll bar.
Step 40. The available benefit events appear at the bottom of the page. In this example, the birth event is open. The event is used for births and adoptions.

Click the Open button.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.</td>
<td>The <strong>Current Enrollment Summary</strong> displays your current elections. Make changes by clicking the <strong>Edit</strong> button next to each plan. After you make all election changes, return to this page to submit your changes. Click the scroll bar.</td>
</tr>
</tbody>
</table>

**Step Action**

42. In this example, the employee chooses to enroll the new baby in Medical coverage. To change **Medical** coverage, click the **Edit** button.
Step 43. The Medical page appears.
Click the scroll bar.

Step 44. In this example, add the new dependent to the existing medical plan, UC Care Plan.
Click the Add/Review Family Members button.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>The <strong>Add/Review Dependent</strong> page displays dependents already covered by the plan. Click the <strong>Add a Dependent</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>46.</td>
<td>The <strong>Dependent Personal Information</strong> page appears. Click in the <strong>First Name</strong> field.</td>
</tr>
<tr>
<td>47.</td>
<td>Enter the desired information into the <strong>First Name</strong> field. For this example, enter <strong>Han</strong>.</td>
</tr>
<tr>
<td>48.</td>
<td>Click in the <strong>Last Name</strong> field.</td>
</tr>
<tr>
<td>49.</td>
<td>Enter the desired information into the <strong>Last Name</strong> field. For this example, enter <strong>Lee</strong>.</td>
</tr>
<tr>
<td>50.</td>
<td>The <strong>Date of Birth</strong> defaults to the date you entered as the effective date. The <strong>Gender</strong> defaults to <strong>Male</strong>. Update the gender, if necessary. Click the scroll bar.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 51.  | While the **SSN** filed is not required, you should enter the dependent’s Social Security number, if known.  
      Click in the **SSN** field. |
| 52.  | Enter the desired information into the **SSN** field. For this example, enter **555-55-0055**. |
| 53.  | Click the scroll bar. |
### Step 54
- **Action**: Click the button to the right of the **What Relationship do you have with this dependent?** field.

### Step 55
- **Action**: Select the appropriate relationship.
  - For this example, click the **Child (Biological or Adopted)** list item.

### Step 56
- **Action**: Click the scroll bar.

### Step 57
- **Action**: Review the address and phone information for the dependent. If necessary, make changes.

### Step 58
- **Action**: Click the **Save** button.
<table>
<thead>
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</tr>
</thead>
</table>
| 59.  | A confirmation message appears.  
      | Click the OK button. |
| 60.  | Your new dependent appears in the list.  
<pre><code>  | Click the Return to Event Selection button. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 61.  | The **Medical** page appears again and you must enroll the newly entered dependent(s).  
Click the scroll bar. |
| 62.  | The newly entered dependent(s) appear in the **Dependent** list but are not yet enrolled in the plan. You must enter and enroll the dependent(s).  
Click the **Child EE Biological/Adopted NC** option. |
| 63.  | Use the **Save and Continue** button to submit your changes or use the **Cancel Changes** button to exit this page without saving your changes.  
Click the **Save and Continue** button. |
Step | Action
--- | ---
64. | UCPath displays your estimated pay period cost for the benefit election and covered dependents.
| Click the scroll bar.

Step | Action
--- | ---
65. | Click the Save Changes button.
Step 66.

The **Current Enrollment Summary** page appears again. The details for your medical election have been updated.

For each benefit plan enrollment you want to update for your new dependent, click the **Edit** button.

Click the scroll bar.
## Step 67

In this example, the employee chooses to enroll their grandchild in **Dental** coverage.

To change **Dental** coverage, click the **Edit** button.

![Edit button](image_url)

---

## Step 68

The **Dental** page appears.

Click the scroll bar.

![Scroll bar](image_url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 69.  | The newly entered dependent(s) appear in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s).  
Click the **Child EE Biological/Adopted NC** option. |
| 70.  | Click the **Save and Continue** button. |
| 71.  | UCPath displays your estimated pay period cost for the benefit election and covered dependents.  
Click the scroll bar. |
### Step 72

**Action:**

Click the **Save Changes** button.

---

### Step 73

**Action:**

The **Current Enrollment Summary** page appears again. The details for your dental election have been updated.

Click the scroll bar.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>74.</td>
<td>To change <strong>Vision</strong> coverage for this example, click the <strong>Edit</strong> button.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 75.  | The **Vision** page appears.  
      | Click the scroll bar.        |
**Step** | **Action**
--- | ---
76. | The newly entered dependent(s) appear in the **Dependent** list but are not yet enrolled in the plan. You must enroll the dependent(s).

   Click the **Child EE Biological/Adopted NC** option.

77. | Click the **Save and Continue** button.

---

**Step** | **Action**
--- | ---
78. | UCPath displays your estimated pay period cost for the benefit election and covered dependents.

   Click the scroll bar.
## Step 79

**Action**

Click the **Save Changes** button.

---

## Step 80

**Action**

The **Current Enrollment Summary** page appears again. The details for your vision election have been updated.

Click the scroll bar.
### Step | Action
--- | ---
81. | Continue election and coverage updates for all other available benefit options.
82. | After all benefit plans have been updated for your life event, click the **Submit** button.

#### Instructions for Submitting Benefit Choices:

83. | The **Submit Benefit Choices** page appears. Click the **I agree to the terms and conditions listed here** option.
84. | Click the **Submit** button.
**Step 85.** The **Enrollment Submit Confirmation** page appears.

Click the **OK** button.

**Step 86.** The **Submit Confirmation** page appears.

Click the **OK** button.
UCPath Task:
Enter Birth Life Event

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Step | Action
---|---
87. | The **Benefits Enrollment** page appears again.

Click the scroll bar.

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88. | The **Open Benefit Events** section displays the **Submitted** status for the **Birth** event.

89. | Return to the top of the page.

Click the scroll bar.
**Step** | **Action**
---|---
90. | Click the **Next** button.

![UCPath Task: Enter Birth Life Event](image)

**Step** | **Action**
---|---
91. | The **Event Completion and Exit** page appears. To review your progress, click the **Show Progress** button.
Step | Action
--- | ---
92. | You must do one more step to complete and close your life event.
93. | Click the Close button to hide the steps.
94. | Click the Complete button.
95. | You have submitted your changes for the birth life event. You will receive an email when your changes are finalized.

End of Procedure.