

## QUALIFYING LIFE EVENT/STATUS CHANGE INSTRUCTIONS

You are allowed **30 days** from the date of certain life events or status changes to make adjustments to your benefits. Follow the steps outlined below to gain access to the enrollment site and make any needed adjustments.

If you are not sure if your particular life event or status change allows you to update your benefits, review the list of qualifying status changes on the back on this sheet.

- Log into the *My Johns Hopkins* Web site at <https://my.johnshopkins.edu> with your JHED ID and password.
- If you don't know your JHED ID, please use the "*First Time JHED User Click Here*" option and follow the instructions as listed.
- Once you've logged in, click the *JHMI Staff* tab button near the middle of the screen, scroll down the JHMI Staff page until you see the JHHS Resources box on the left.
- Click the Enrollment button and follow the instructions on each screen to make your appropriate elections for your qualifying life event or status change. Once you have completed your enrollment be sure to click the "*I Accept*" button located at the very bottom of your enrollment screen.
- Print two copies of your confirmation statement.** Submit one copy, along with the required supporting documentation, to the HR Service Center/Benefits Office, Phipps 455, within **30 days** of your life event or status change. Retain the other copy for your records.

You **must** submit a copy of both your confirmation statement and all supporting and appropriate documentation to the HR Service Center/Benefits Office, Phipps 455, within 30 days of the event to ensure your changes take effect.

### HAVE QUESTIONS ABOUT ENROLLING?

Contact Jennifer Clay-Grimes, Benefits Coordinator  
Main: 410.955.6208 opt 3  
Direct: 410.955.3974  
Email: [jclaygr1@jhmi.edu](mailto:jclaygr1@jhmi.edu)

**Don't forget  
to click "Accept"**

## Qualifying Life Events/Status Changes

According to **IRS regulations**, if you have a family status change during the year, you may change your medical, dental, flexible spending accounts, AFLAC and/or life insurance benefits within **30 days** of the qualifying change. You must make your change through the online enrollment system and return the appropriate accompanying documentation to the HR Service Center/Benefits Office, Phipps 455, within the 30-day limit.

You may visit <https://portal.johnshopkins.edu/jhhsenrollment> to make your change or follow the instructions on the back of this sheet.

### Qualifying changes include

- Marriage, divorce, legal separation or annulment
- Birth, adoption, placement for adoption or appointment of legal guardianship of a child
- Death of a dependent
- Gain or loss of a dependent's coverage
- A change in your or your dependent's employment status due to a switch between full-time and part-time, a strike or lockout, or an unpaid leave of absence
- A significant change in the cost of coverage under a health plan provided by an independent, third-party provider
- A significant change in your or your spouse's medical care coverage that is related to your spouse's employment
- An unpaid leave of absence for you or your spouse under the Family and Medical Leave Act (FMLA)
- A change in your dependent's eligibility (e.g., due to being over the age limit)
- A change in your or your dependent's work site or residence, only if a change in residence will have an effect on benefits
- A judgment, decree or order that requires you to cover a dependent
- Your or your dependent's eligibility for COBRA
- Your or your dependent's eligibility for Medicare or Medicaid (you may change the current election for the eligible person only)
- Same-sex domestic partner can only become uninvolved for reason of ending relationship (affidavit must to be signed by both parties)
- Any other event that qualifies as a family status change under the Internal Revenue Code (with the approval of the plan administrator) to be consistent with the status change

**You may only make benefit changes that are consistent with one of the qualifying family status changes listed above. You may change your level of medical coverage (i.e., yourself or family), but you may not change your medical plan.**