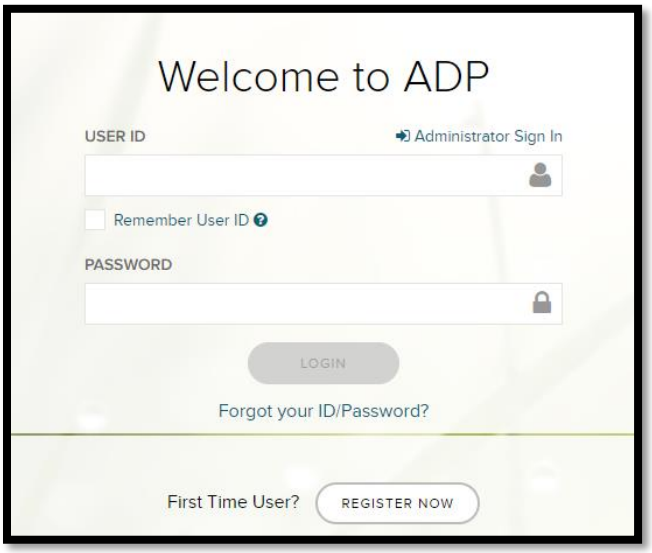
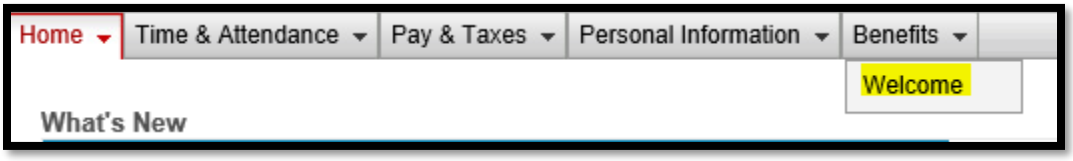
# Completing a Qualifying Life Event in MyADP

1. **Login** to **ADP**

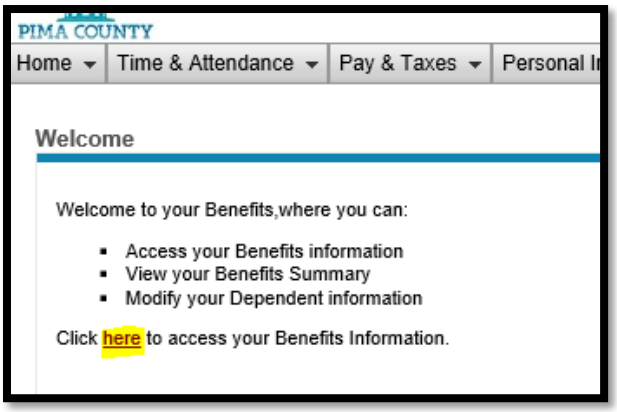
   *Note: If you are having trouble logging in to ADP, please try using a different browser such as Chrome or Edge.*




2. **Select Benefits** and then click on **Welcome**

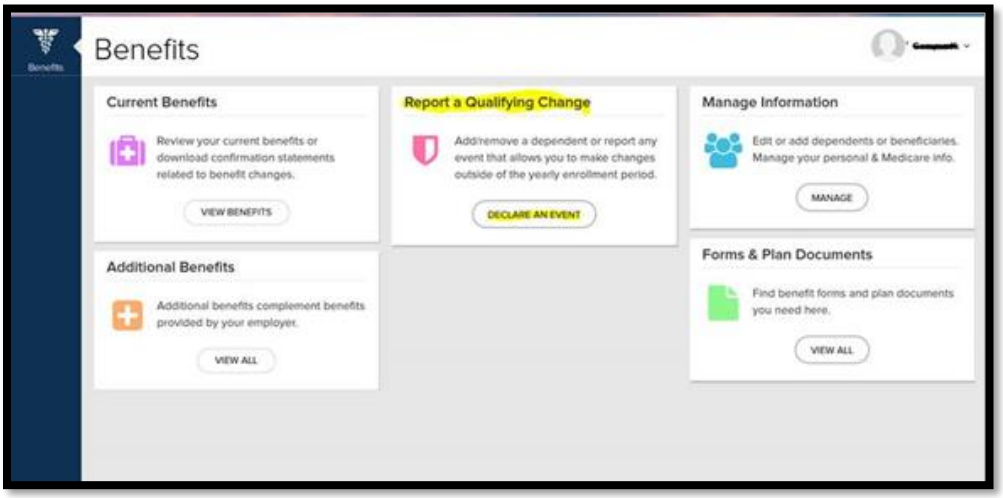



3. **Select "here"**



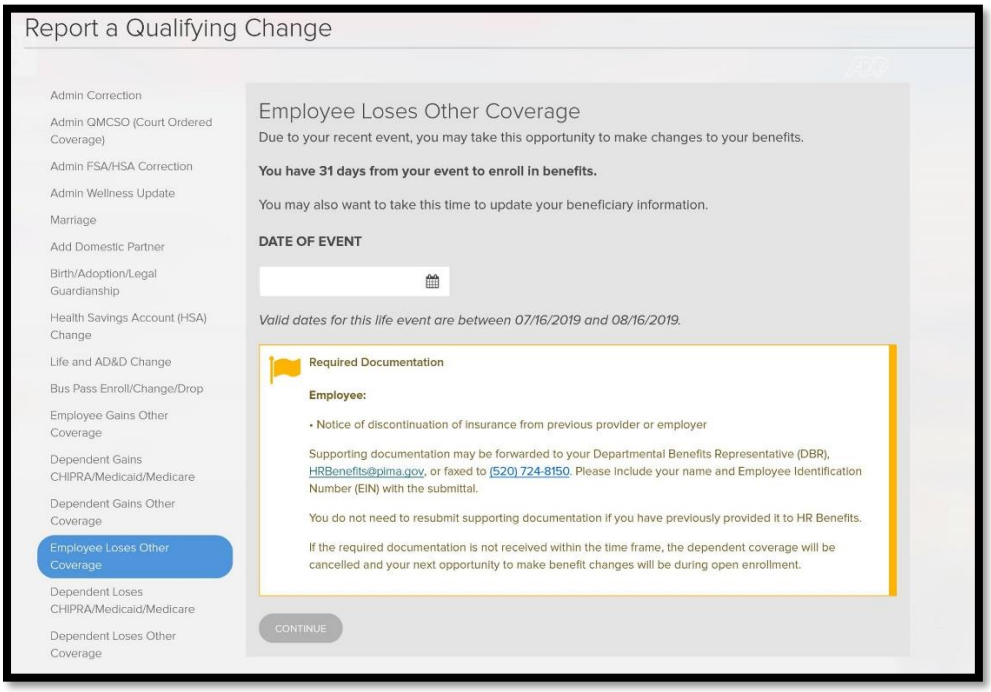
# COMPLETING A QUALIFYING LIFE EVENT IN MYADP

4. **Select Declare An Event** under the Report a Qualifying Change window



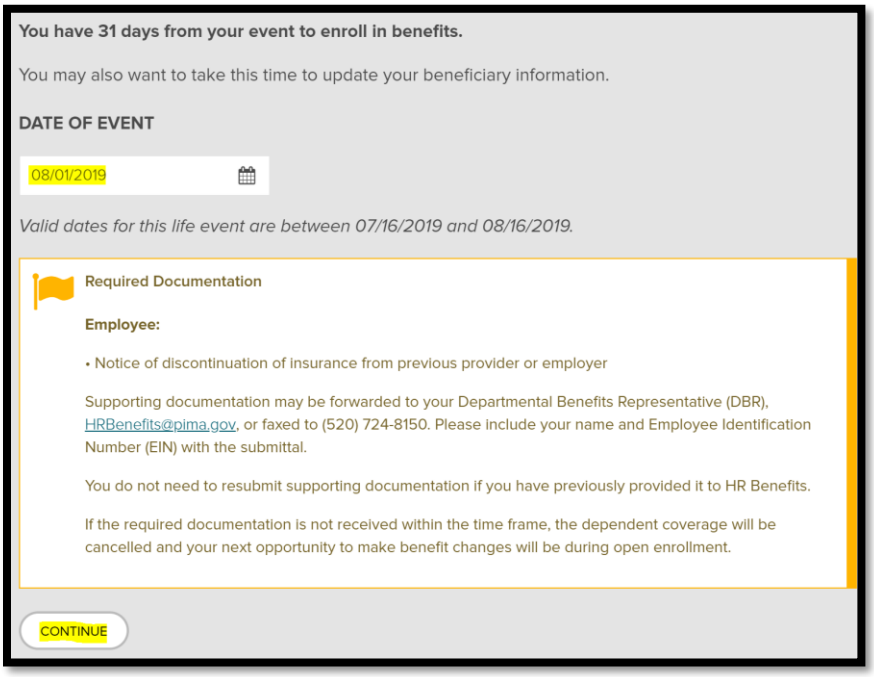

5. **Select the qualifying event** from the left-hand menu of options

   *Be sure to review the required documentation before continuing to the event.*

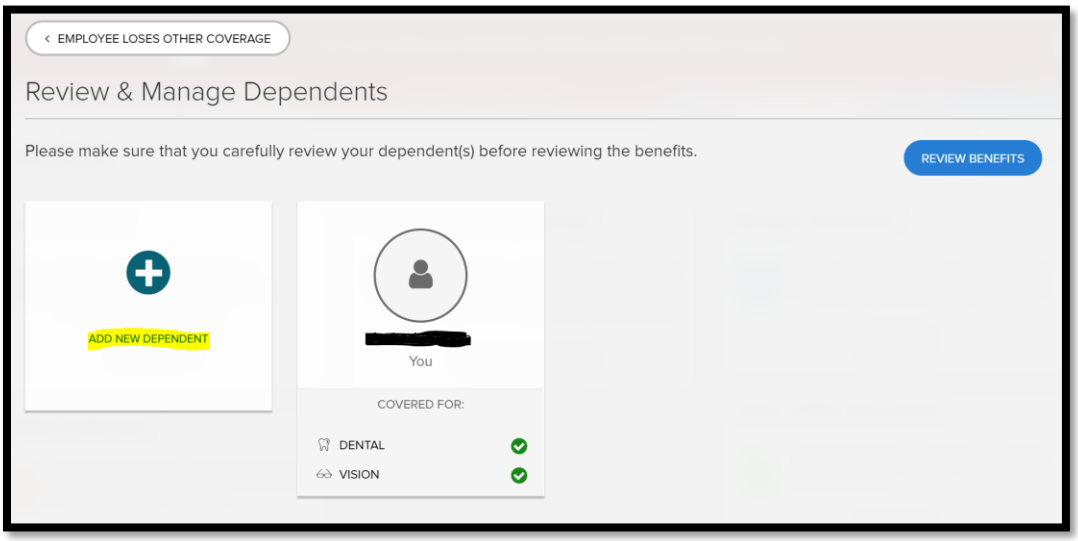


6. **Enter** the **effective date** of your qualifying coverage and select **Continue**

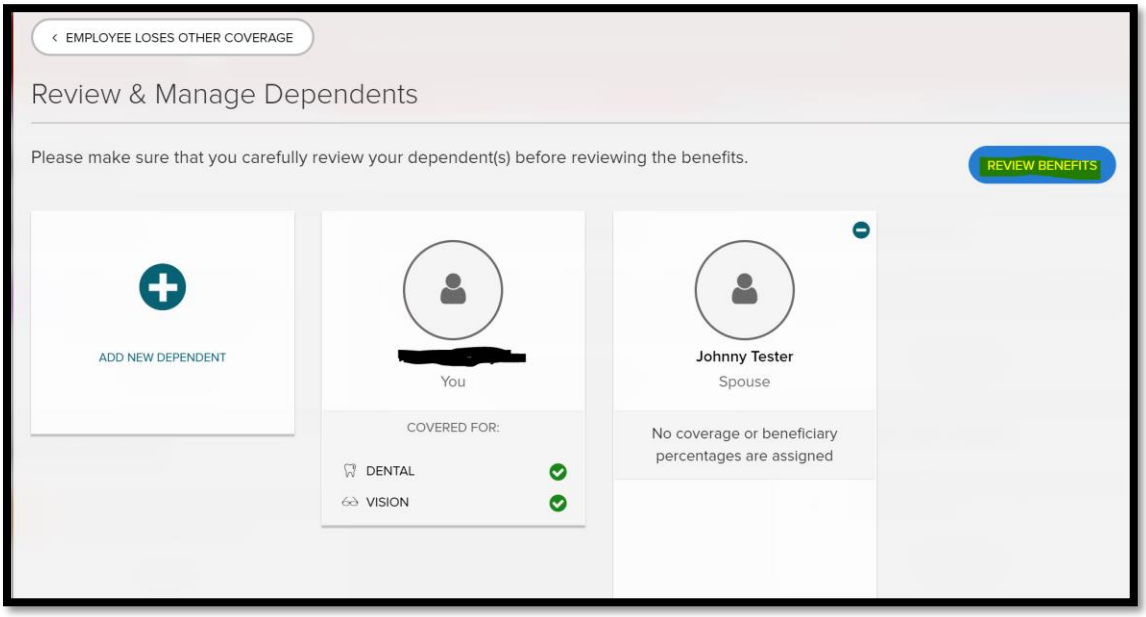
   *If you need clarification on which effective date to choose, please refer to the [Required Documentation]() document.*



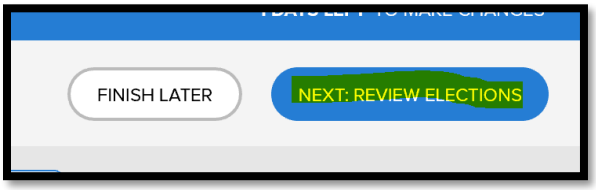

7. **Add** any **dependents** that you will be adding to coverages



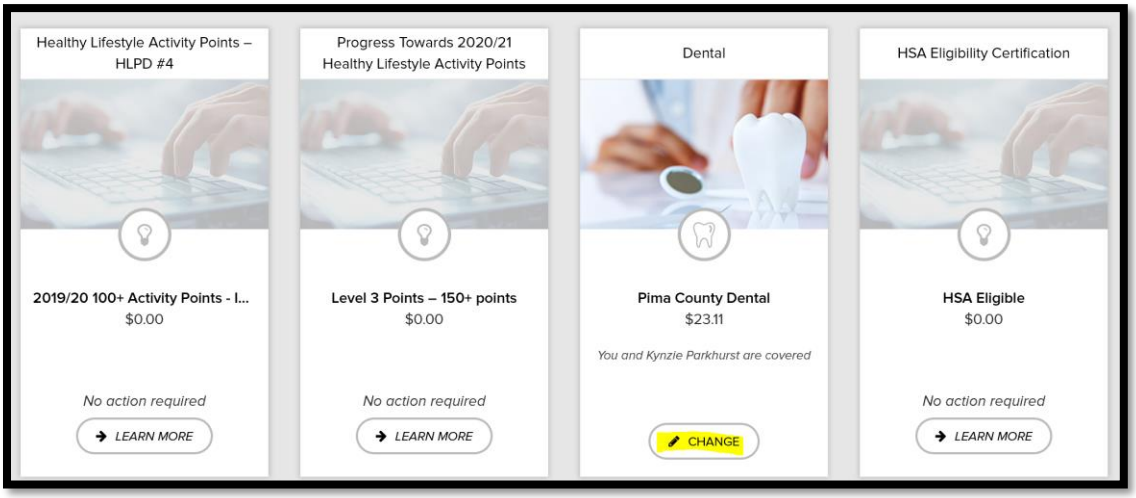
8. **Select Review Benefits** when you have added all of your dependents




9. **Select Next: Review Elections** to make your elections




*If you are only making a change to one benefit, you can go directly to that benefit by selecting Change on the appropriate tile.*



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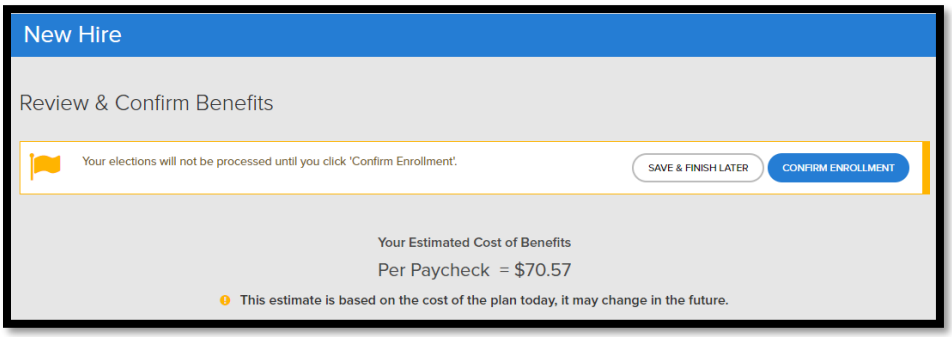
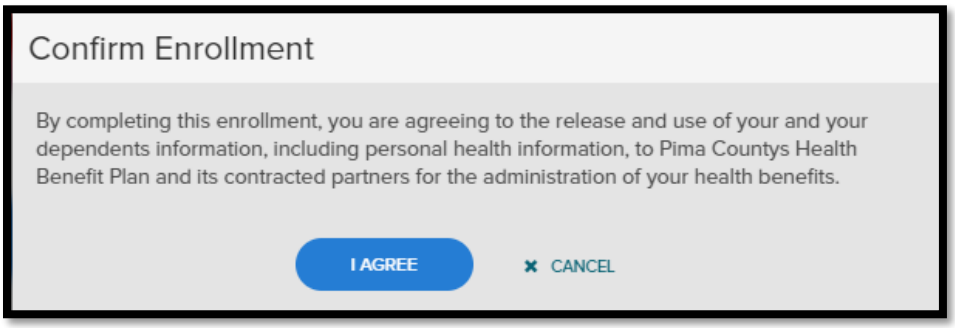
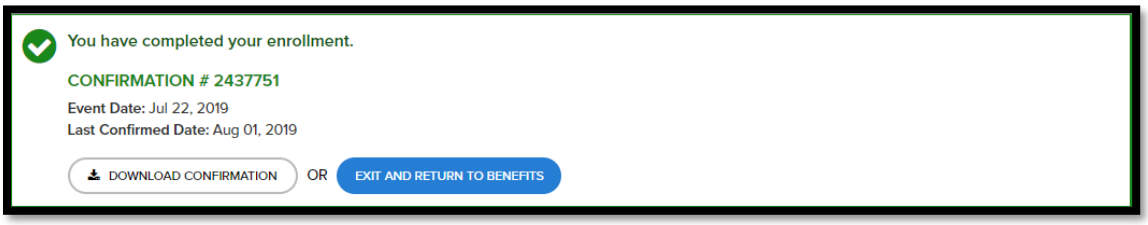
**10. Confirm Your Enrollment**

*You must confirm enrollment for your selections to be accepted.*




**11. Download** the **confirmation** and save it for your records




You have completed your Qualifying Life Event!