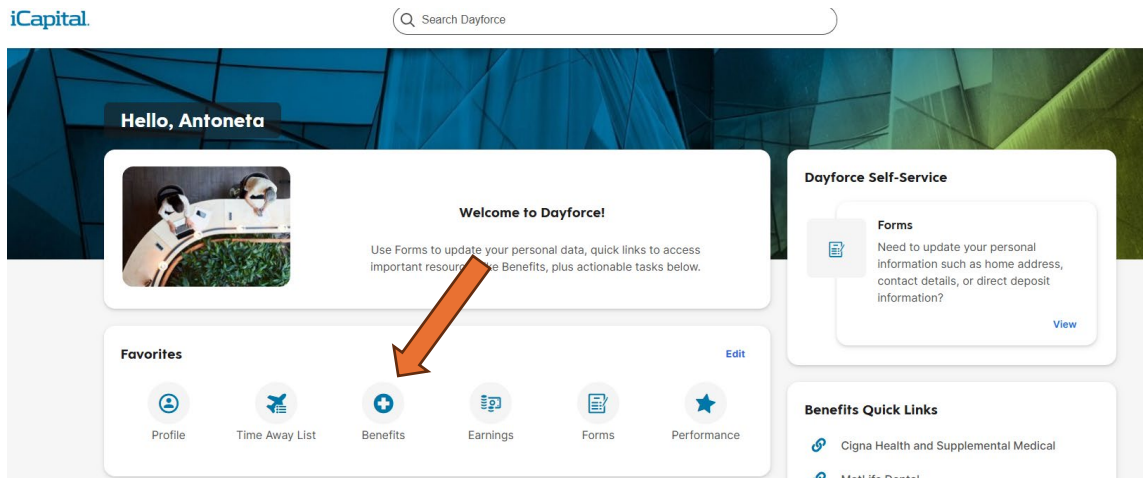


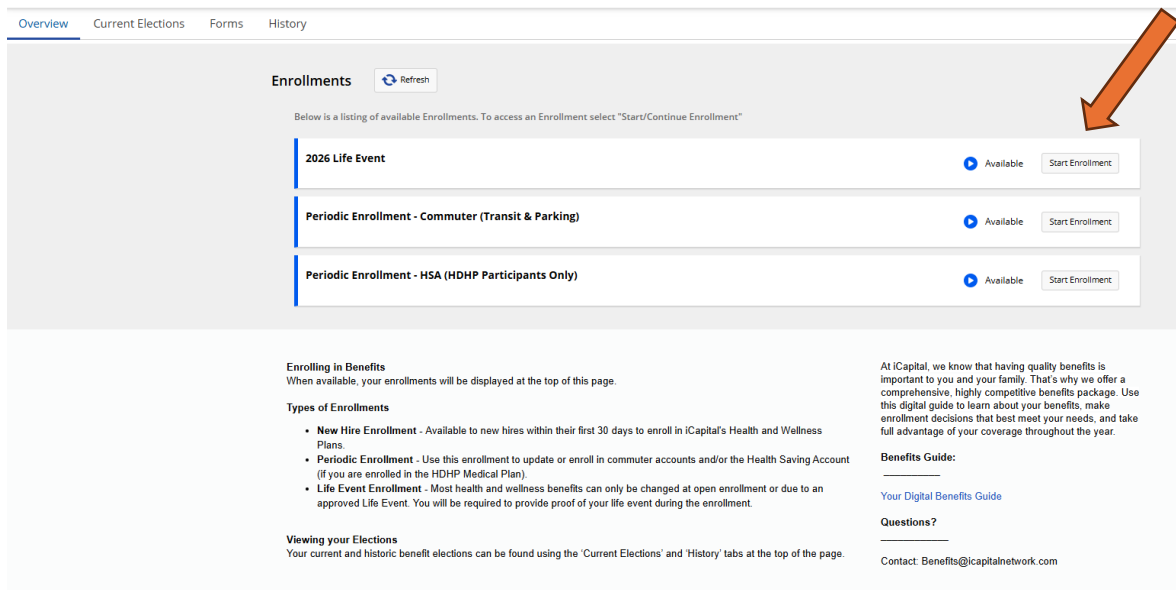
Life Event Process Overview

Step 1: Log in to [Dayforce](#)

Step 2: Click the Benefits icon



Step 3: Click **Start Enrollment** next to 2026 Life Event



Step 4: Please review the instructions, then begin the process by clicking **Start** in the bottom-right corner of the screen.

2026 Life Event
Introduction



Life Event Enrollment

You may only use this Life Event enrollment to make changes to your current benefit elections if you are experiencing a Qualifying Life Event (QLE). Some examples of QLEs are:

- Birth/adoption of a child
- Marriage
- Divorce
- Loss/Gain of coverage elsewhere for you or a covered dependent

In order to make changes to your benefits you must submit this enrollment within 30 days of your QLE. You will be prompted to provide supporting documentation based on the type of QLE you are experiencing. **Under Section 125 IRS rules, changes to your benefits cannot be allowed if you do not submit your elections within 30 days of the QLE.**

If you are looking to make a change only to your commuter benefits and/or your Health Savings Account, please use the applicable Periodic Enrollment Event on the Benefits Page instead of the Life Event enrollment.

Cancel

Start

Step 5: Select the event type and upload the required supporting documents (these must be submitted within 30 days of the event).

2026 Life Event
Event Details

To declare a life event, please specify the type of event and select **the date of the event**, as both fields are required. Please note that coverage is processed retroactive to the date of the life event where applicable and you may be responsible for any retro-premiums due for the coverage.

Please submit the appropriate supporting documentation for your life event.

Event Details

Type of Event*

Supporting Documents

No Documents Added

+ Add Documents

Finish Later

Back

Continue

Step 6: Complete all the prompt sections

2026 Life Event

Personal Information

Please review your personal information for accuracy. You may visit the Dayforce Self-Service Forms section and submit the appropriate form to make updates to your personal information.

Please note: Your preferred name will be displayed below; however, your full legal name will be used for benefits and official documentation purposes.

Full Name
Birth Date
Address



Finish Later Back

Continue

Your Selections

- Medical Plans - Cigna
- 2026 Health Savings Account (HSA) - Wex
- 2026 Limited Purpose Flexible Spending Account (LPFSA) - Wex
- 2026 Healthcare Flexible Spending Account (HCFSA) - Wex
- 2026 Dependent Care Flexible Spending Account (DCFSA) - Wex
- Dental Plan - MetLife
- Vision Plan - EyeMed
- Accident Insurance - Cigna Supplemental
- Hospital Indemnity - Cigna Supplemental
- Critical Illness - Cigna Supplemental
- Basic Life and AD&D - Reliance
- Employee Voluntary Life & AD&D - Reliance
- Spouse/DP Voluntary Life and AD&D - Reliance
- Child Voluntary Life and AD&D - Reliance
- Short Term Disability (STD) - Reliance Matrix
- Long Term Disability (LTD) - Reliance Matrix
- Transit - Wex
- Parking - Wex



Step 7: Review your elections and click Submit.

2026 Life Event

Review

Please review the summary of your elections. You are not enrolled until you click Submit and your enrollment is processed.

Event Details

Event Type Would like to enroll on exchange

Event Date 1/7/2026

Supporting Documents  (26, 3:52 PM)

Your Estimated Total Cost \$138.14

Employer Estimated Total Cost \$1,454.68


Long Term Disability (LTD) - Reliance Matrix	Long-Term Disability - \$15k Monthly Max Effective from 1/7/2026 Your Coverage is preset at: \$7,500.00	Employer Cost: \$7.50 Every Pay
Transit - Wex	2026 Commuter Transit - Pre-Tax Effective from 1/7/2026 Monthly Contribution: \$0.00	
Transit - Wex	2026 Commuter Transit - Post-Tax Effective from 1/7/2026 Monthly Contribution: \$0.00	
Parking - Wex	2026 Commuter Parking-Pre-Tax Effective from 1/7/2026 Monthly Contribution: \$0.00	
Parking - Wex	2026 Commuter Parking-Post-Tax Effective from 1/7/2026 Monthly Contribution: \$0.00	

[Finish Later](#)
[Back](#)
[Submit](#)

Step 8: Print your record for confirmation.

iCapital Search Dayforce

2026 Life Event
Next Steps



Submitted!
Congratulations! Your enrollment has been submitted.

[Print](#)

After leaving this page, you will no longer be able to see these next steps. Please print if you would like to retain a copy.

IMPORTANT INFORMATION!

Enrollment data takes 3-5 business days to be sent from the Dayforce system to each carrier/vendor - **it is not instantaneous** (trust me, we wish it was too!). Please wait at least a week until trying to register and log-in to the portals and apps for each of our benefit options. You can find all of the contact information and links to the apps on our Digital Benefits Guide at www.icapitaltotalrewards.com

If you made any voluntary life insurance coverage over the Guarantee Issue (GI) amounts, your additional coverage will pend for approval from Reliance until you complete the Evidence of Insurability (EOI) process. If you elected over the GI amounts, click here to [access and complete Reliance's EOI form](#).