

1.1. Handling Life Events as a Pensioner

Step	Action
1.	On the Atlas Talent Home Page, click Benefits Information .
2.	Click Benefitfocus (Vision, Dental, Life) .
3.	Click Life Change .
4.	Click Life or family change .
5.	Click the Reason for change dropdown.
6.	Select the relevant Life Event from the list. Click Divorce .
7.	Click Calendar .
8.	Click October 1st, 2021 .
9.	Click Next .
10.	Click Next .
11.	De-select a specific coverage to remove it for your spouse. Click Vision .
12.	Click Yes, remove .
13.	Click Scrollbar .
14.	You can change your life coverage amount. Click Edit Coverage .
15.	Click \$8,000.00 .
16.	Click Scrollbar .
17.	Click Next .
18.	Click Scrollbar .
19.	Ensure all the required benefits are updated. Click Save changes .
20.	Click Continue .
21.	This survey is optional. Your changes have been saved. Click the Skip Survey link if you wish to opt out of the survey. If you choose to continue, thank you for your participation. Your input will help us build a better system. Select a rating based on your experience. You can add a reason, if you want, in the space provided. Click 8 .
22.	Click Next .

Step	Action
23.	Click Document Center .
24.	Click Add Document .
25.	Select a file from your own file location to upload. Click Choose File .
26.	Enter Divorce decree in the Document name field.
27.	Click the Category dropdown.
28.	Select the relevant category. Click Divorce Decree .
29.	The Date and Description aren't necessary in this case. Be sure to watch the fields if you are adding a different life event. They will be clickable if information is required. Click Scrollbar .
30.	Click Save .
31.	Click Scrollbar .
32.	Click Save .
33.	If any messages are available it will be indicated here. Click View all 2 messages .
34.	Click Close .