



LIFE EVENT PRE-ENROLLMENT CHECKLIST FOR 2021

If you experience a qualifying life event between October 8 and December 31, 2020, you will need to update your 2020 benefits due to your life event before you can start enrollment for 2021 benefits.

Before You Enroll

- ✓ Read the Benefit Guide(s) found on the **Capital One Benefits Site** ([MyBeWellBenefits.com](https://mybewellbenefits.com)).
- ✓ Use the **Medical Plan Selector Tool** on [MyBeWellBenefits.com](https://mybewellbenefits.com) or the **Capital One Benefits Enrollment Site** (capitalonebenefitsite.com) to compare your options and figure out which medical plan is right for you and your family.

When You Are Ready to Enroll

- ✓ Log in to capitalonebenefitsite.com (access via SSO through the Pulse home page then navigate to Resources > Benefits > Enroll In or Change Benefits > click on the link) begin your life event changes for benefits.
 - If you submit benefit changes for 2020 after October 9, 2020, you'll also see a prompt to complete elections for 2021 benefits. **Remember**, you MUST complete 2020 life event updates before enrolling in your 2021 benefits if you have a life event between October 8, 2020 and December 31, 2020.
- ✓ To officially submit your elections:
 - You must accept the Terms/Conditions on the **Check Out** page.
 - Do not forget to hit **"Yes, I accept"** and then **"Check Out"** before closing your browser.
- ✓ Print a **copy of your confirmation page** for your records.
- ✓ Look for a **confirmation email** once you check out. Remember, you can edit your elections until October 29, 2020, even if you have already checked out. A **confirmation statement** will also be mailed to your home.
- ✓ Your benefits will go into effect on **January 1, 2021**.

Important Reminders

- ✓ **Any changes made for 2020 due to a life event between October 8, 2020 and December 31, 2020 will NOT carry forward to 2021.** If you already submitted 2021 benefit elections during Open Enrollment, you will still need to update your 2020 benefits and then re-enroll in 2021 benefits, or you will not have coverage that reflects the life event in 2021.
- ✓ **If you experience a qualifying life event at any other time of the year, you must make updates through capitalonebenefitsite.com within 31 days of the event** (60 days after birth, adoption of a child or loss or gain of eligibility of a state/federal insurance program). If you do not, you must wait until the next Open Enrollment period to make updates.