Log into your Paylocity account at https://login.paylocity.com. Click on applications, then Enterprise Web Benefits.
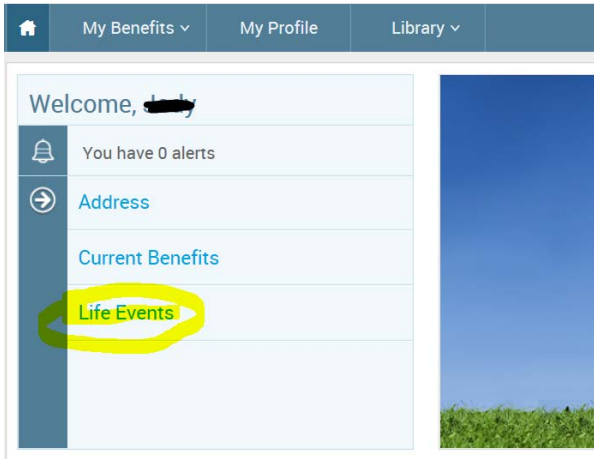
Click on life events

Select your applicable event and proceed with the steps.

Life Event

At this time Life Events are not available for 2015. Please go back to your homepage and use the pending Open Enrollment event to make all changes for 1/1/2016. After Open Enrollment is complete, you will be able to use the system for any life events for 1/1/2016 or later.

STEP 1   Please select your life event

> Birth

> HSA mid-year changes

Other life events...   ∨

Marriage

Loss of Spouse's Benefit Eligibility

Gain of Spouse's Benefit Eligibility

Divorce/Legal Separation

Spouse Death

Child Death

Loss of Employee's Benefit Eligibility

Gain of Employee's Benefit Eligibility

Adoption/Legal Guardianship

Significant change in cost/coverage of other plan

Court Ordered

Medicare Eligibility

Other Life Event