

Life Events That Impact Your Insurance Coverage

MARRIAGE

After getting married, you have 30 days from your marriage date to add your spouse to your health plan coverage. To add a spouse, you must fill out an enrollment form in your online Maddy Portal account.

If you do not add your spouse within 30 days you can add them later during open enrollment or during another qualifying event.

To fill out an enrollment form and add a spouse in your Maddy Portal account:

- ▶ Visit MaddyPortal.com and click "Enrollment Application" on the top bar links.
- ▶ Click "Enrollment Updates" under Welcome to WEA Enrollment.
- ▶ Select "Marriage, adding spouse and/or dependents" as your reason for your enrollment application.
- ▶ Fill out the required fields, attach any supporting documentation that is needed and click "Submit".

HAVING A BABY

After having a baby, you have 60 days from the birth date to add your child to your health plan coverage. To add a child, you must fill out an enrollment form on the Maddy Portal.

To fill out an enrollment form and add a child in your Maddy Portal account:

- ▶ Visit MaddyPortal.com and click "Enrollment Application" on the top bar links.
- ▶ Click "Enrollment Updates" under Welcome to WEA Enrollment.
- ▶ Select "Birth" as your reason for your enrollment application.
- ▶ Fill out the required fields, attach any supporting documentation that is needed and click "Submit".

DIVORCE

If you need to terminate a spouse from your health plan coverage, please contact your employer's Human Resources department. You do not need to wait until the open enrollment period to terminate someone from your plan.

DEATH OF A SPOUSE OR DEPENDENT

If someone covered on your health plan passes away, please notify WEA Trust of the death. With the death of a primary member, coverage options may be available to the surviving spouse. Contact your employer's Human Resources department for additional information. After a death, spouses covered under the WEA-MedPlus plan are able to continue their coverage but will receive a new ID number.

Please inform us of any bank account or address changes.