QUALIFYING LIFE EVENTS

Learn all you need to know about submitting changes due to a change in family status

Step 1:

Log into OKTA Single Sign-On at **sunrun.okta.com** and click on the **Workday** tile.

Step 2:

Click on the menu on the left side of the screen, then click on **Benefits**.

Step 3:

Under Change, click on **Benefits**.

Step 4:

Select the type of qualifying life event and enter the date of the event (such as date of marriage, date of birth, date coverage ended, etc.). Upload supporting documentation and then click **Submit**.

Step 5:

The Benefits team will review your event. Once your event is approved, you will receive a Benefit Change in your Workday inbox. You will then be able to update your coverage and dependents.

Step 6:

When you are finished electing benefits, click **Review and Sign** at the bottom of the page.

Step 7:

When you are finished, click the **I Accept** box and click **Submit** at the bottom of the page. Print or save a copy of your Benefits Statement.

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IMPORTANT

Your coverage is effective as of the date of the event. If ending coverage, it will stop on the last of the month in which your event took place. It will take seven to 10 days for changes to be reflected with carriers.