How to Locate and Complete the Life Event Declaration (LED) Form

1. Log into MyEconnect
   a. Locate the "Forms" Section by either clicking on the [Forms icon]) icon located in the blue section at the top of your screen.
2. Under the Benefits header, locate the "Life Event Declaration" form. When you click on the document, it will open a pop-up.

Use the Calendar icon to enter the date of the event. For example, if you are submitting the form for the birth of a child, enter the date the child was born.

In the dropdown for Life Event, select the specific qualifying event that prompted you to make the change.
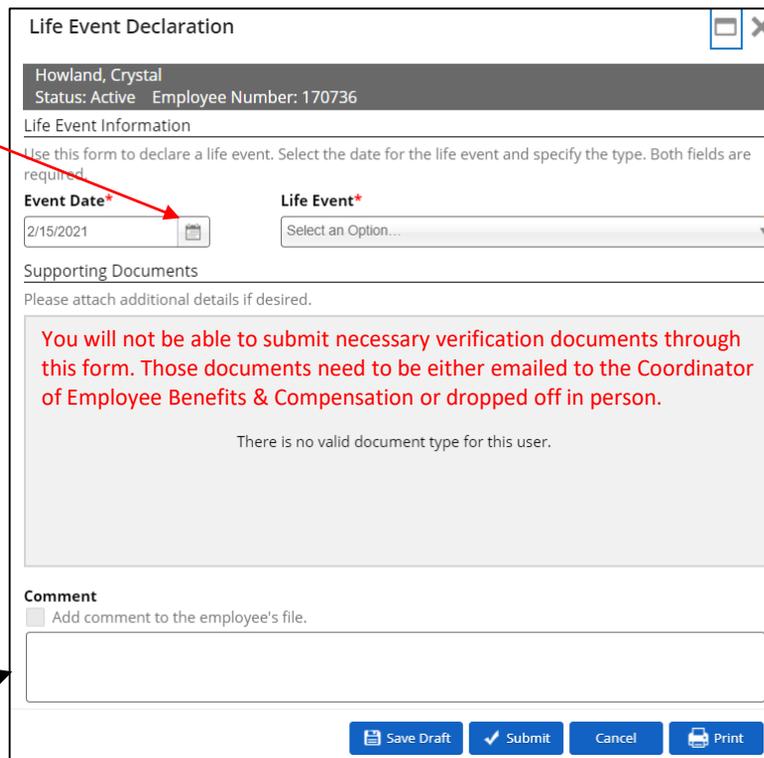
Life Event Declaration

Howland, Crystal
Status: Active   Employee Number: 170736

Life Event Information

Use this form to declare a life event. Select the date for the life event and specify the type. Both fields are required.

Event Date*   **Life Event***

2/15/2021   Select an Option...

Supporting Documents

Please attach additional details if desired.

You will not be able to submit necessary verification documents through this form. Those documents need to be either emailed to the Coordinator of Employee Benefits & Compensation or dropped off in person.

There is no valid document type for this user.

Comment
Add comment to the employee's file.

Save Draft   ✔ Submit   Cancel   Print

Enter any additional information here or it can be left blank.

Double check your information. Once you are sure the information is correct, click "Submit". The form will be sent to HR for processing. If you do not click submit, the form will not get delivered or processed.

When received, the Coordinator of Employee Benefits & Compensation (or a member of HR) will email you to provide a list of any necessary documentation needed to finish processing. Failure to submit requested documentation can result in the denial of the LED.

Once documents are received and the review is complete, you will receive an email to confirm approval or denial of the LED. If denied, a reason will be provided. If approved, you will receive instruction for next steps.