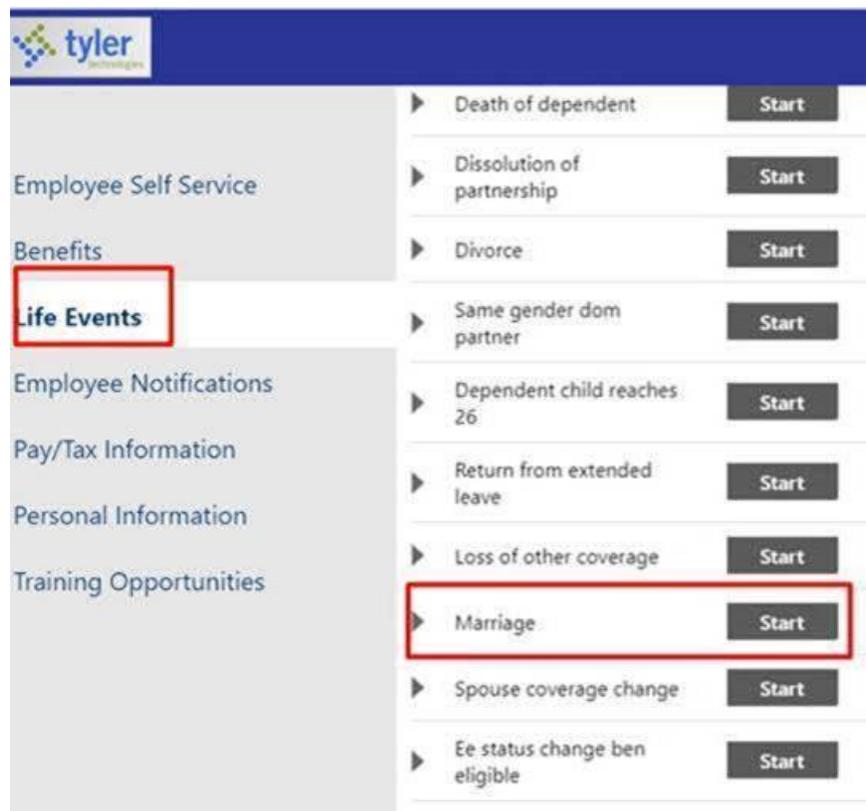


Employee Self Service (ESS) Life Event Instructions

To add or drop dependents to your PacificSource health insurance plan, log into Munis [Employee Self Service \(ESS\)](#). You will need to download a copy of the required documentation within 31 days from the date of the life event. Also, once this is done, please call Trygve at 541-317-3154 with your dependent's Social Security number (email is not guaranteed to be secure).

Once in ESS, click on Life Events on the left side. On the right side, scroll down to find the correct life event and click Start:



Once in the Life Events screen, enter the date of the life event in Effective Date, click on Choose File to download a copy of your required documentation (birth certificate, marriage license, adoption record, divorce decree, etc.), and click Submit. We will then receive this notification in HR and process the change. We'll call you if we have any questions.

Contact Robin Edwards or Trygve Bolken if you have any questions regarding these changes or need guidance with ESS.

Legal Name Change

If you'll have a **legal name change** (also in ESS, **must first obtain new Social Security Card**).

Once in ESS click on Personal Information on the left side, then click Add/View Changes under that. Click Benefit Change then click NAME CHANGE. Enter your new name. Under Attachments, attach a copy of your new Social Security card and click submit.