


## How to make a change for a “Life Event”

Log into Plan Source and select “Update My Benefits”



**Do You Need to Update Your Benefits?**

Click below if you've had a qualifying life event, such as getting married or the birth of a child.

[Update My Benefits](#)

Or you can [review your current benefits](#)

On the next screen select the life event, enter the date of the life event, and click continue. Please note, life events over 30 days cannot be processed.

Select Life Event \*

- Adoption
- Birth**
- Death of Dependent
- Dependent Student Status Change
- Divorce
- Domestic partnership creation
- Legal Separation

**Birth**

Congratulations and best wishes to you and the new baby.

Birth is a qualified change in status, so you may need to update your coverage. If you have a new baby, you may change your medical coverage from individual to family.

Event Date \*

Go through each step making the needed changes. Make sure to follow any specific directions on the page or error messages. You will be prompted to download any required forms.

Forms can be turned in to the Benefits Office in room 112 of the District Office, uploaded to Plan Source, or emailed to [benefits@pusd.us](mailto:benefits@pusd.us). Please note, the confirmation page may show changes pending until documents are received and processed.

**Make sure to check the page for documents needed for changes to make sure you submit the correct documents for changes.**