



**BENEFITING YOU**  
— at every stage —

# HOW TO CHANGE YOUR BENEFITS OUTSIDE OF OPEN ENROLLMENT

Don't Miss Your Chance to Change Your Coverage Elections!

## You Can Make Changes to Your Benefits During the Plan Year If You Experience a Qualifying Change in Status Event

If you experience a qualifying change in status event, you must go to [MyIngramBenefits.com](https://MyIngramBenefits.com) to enter your change within 30 days of the event. Documentation will need to be provided to support your change. A list of acceptable documents can be found [here](#).

The following are examples of qualifying change in status events:

- Change in legal marital status (e.g., marriage, divorce, legal separation, death of a spouse)
- Change in number of dependents (e.g., birth, adoption, death of dependent)
- Your child reaches age 26 and is no longer an eligible dependent
- A change in the number of hours worked that impacts your full-time or part-time status or commencement or return from an unpaid leave of absence
- A court issued Qualified Medical Child Support Order (QMCSO) requiring the plan to provide medical coverage for your dependent child(ren)

If you experience a technical issue with [MyIngramBenefits.com](https://MyIngramBenefits.com), call **877.399.5349**. For benefits-related questions, call the Ingram Benefits Department at **800.876.7266**.