



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** to enter your change within 30 days of the event. Documentation will need to be provided to support your change. For a list of acceptable documents go to the [Documents Library](#).

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**, call **877.399.5349**. For benefit-related questions, call the Ingram Benefits Department at **800.876.7266**.