

## Gain or Loss of Coverage Life Event

\*Please remember all changes must be made within 31 days of the event and will require supporting documentation.

### How to Make Changes:

1. Log in to Workday through Okta
2. Click the Benefits button
3. Click Benefits under the Change column
4. Choose Gain/Loss of Coverage from Another Source
5. Enter the Benefit Event Date
6. Attach documentation by clicking the plus sign under Attachments
7. Click Submit
8. The "Up Next" window will open, click Open
9. Choose your elections
10. You can add any new dependents by clicking the open box under Enroll Dependents
11. Click Add My Dependent From Enrollment
12. Choose if you'd like them to also be a beneficiary
13. Enter your new dependent's info, including SSN
14. Click Continue through to the last step
15. Click the "I Agree" box
16. Click Submit
17. Print or Click Done

### Supporting Documentation:

For this life event, you need to submit copies of all pertinent paperwork regarding the gain or loss of coverage. You can attach this directly in Workday.

Please email [benefits@maxar.com](mailto:benefits@maxar.com) or call 303-684-4088 with any questions.