



Had a Change in Your Life?

Update your benefits within 31 days to ensure you and your loved ones are covered.

Your Life.

If you get married, have a baby, move or experience some other *qualifying* life event, you have 31 days to make changes to your benefits. If you miss this important deadline, you'll have to wait until the next open enrollment period in the fall to change your benefits (unless you have a second qualifying event that allows changes) and your benefits won't take effect until January of the next year. Even if you don't plan to make changes to your benefits, it's still important to report the event just to make sure records have been appropriately updated.

Have a New Dependent? You must take action!

Remember that new dependents are not automatically covered under your medical and dental coverage, even if you're paying for family coverage. You have to report the event to Chevron and then enroll your new dependent. Do not contact your health plan directly; we'll do that when you report the event. The deadline is the same — you have 31 days from the date of the event to act. If you're not sure your dependent is eligible for coverage under a certain plan, review the [summary plan description](#). (Just choose a plan from the list of benefits to read the eligibility rules for that plan.)

More Examples of Life Events

In addition to birth and marriage, there are other qualifying life events that allow you to make a change to some of your benefits. Every plan's [summary plan description](#) has a list of life events and the kinds of benefit changes each event allows. Example qualifying life events include:

- Getting divorced.
- Beginning or ending a domestic partnership.
- Fostering or adoption.
- Losing or gaining coverage due to a spouse's job change.
- Going on a leave of absence or a part-time schedule.
- Moving to a location where your current health plan is not available.

How to Report an Event

When you report an event, your updated information will automatically be sent to Chevron payroll and the appropriate Chevron benefit plan administrators. There are two ways to report a life event:

- Call the [HR Service Center](#).
- Go to the [Benefits Connection website](#). For most events, you can model benefit changes and review how the event will affect your coverage, if at all. Choose the **Report or Manage a Life Event** link in the **Work/Life Events** box to get started.