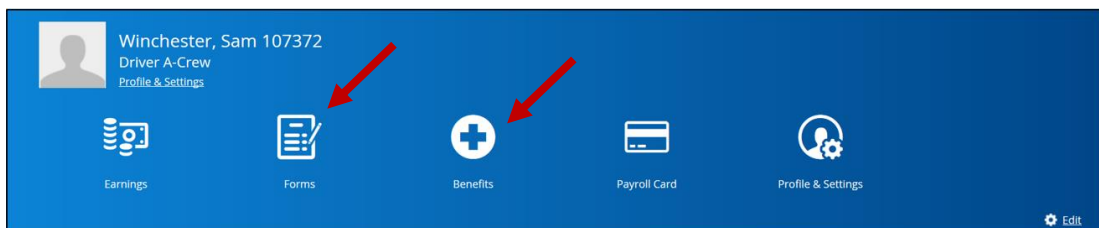


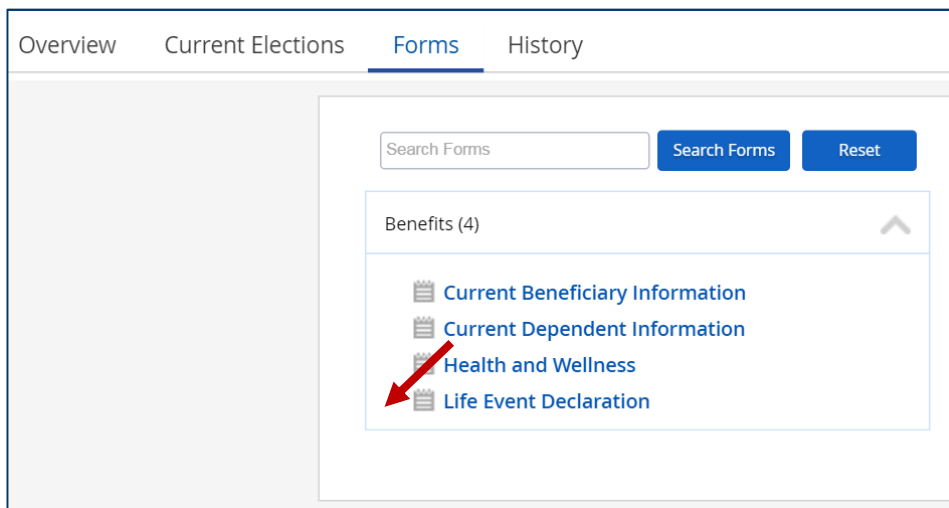
1. Login in to DayForce using your username and password.



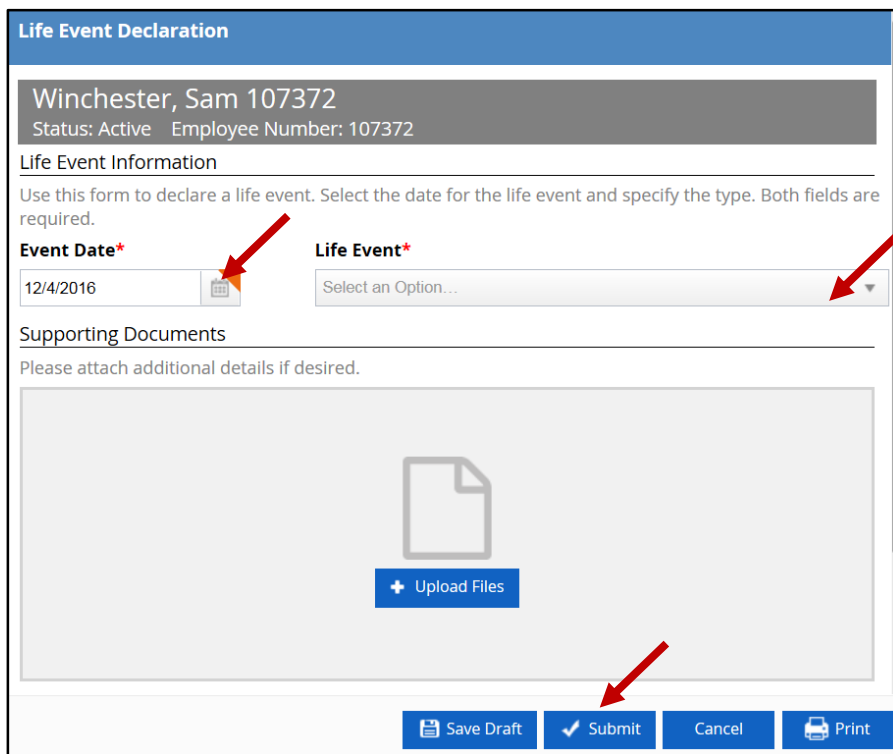
2. From the Home Screen you can access by selecting **Forms** or **Benefits**.



3. From this screen, select Life Event Declaration.



4. This screen allows you to enter a change in marital status or add someone to, or remove them from your benefits. You must enter the date of the event, and select a reason for the change from the drop down menu in the "Life Event" screen. Once you make changes, click on Submit.



**Life Event Declaration**

Winchester, Sam 107372  
Status: Active Employee Number: 107372

**Life Event Information**

Use this form to declare a life event. Select the date for the life event and specify the type. Both fields are required.

**Event Date\*** 12/4/2016 **Life Event\*** Select an Option...

**Supporting Documents**

Please attach additional details if desired.

+ Upload Files

Save Draft Submit Cancel Print