

# Updating Coverage due to Marriage

**Getting married** is considered a qualifying event, and allows you to make changes to your benefits in the middle of the plan year.

## IMPORTANT

**You have 30 days from the date of the qualifying event to make changes to your benefits.** If you do not make changes (i.e. enroll or cancel) within the 30 day window, you will lose the opportunity. Outside of a qualifying event, the next opportunity to make changes will be during open enrollment which takes place in August for a September 1st effective date of the upcoming plan year. Additionally, you must have actively enrolled or decline coverage initially to be eligible to make changes to your benefits.

## REMINDERS

- You may reference the information on our [www.yesprepbenefits.org](http://www.yesprepbenefits.org) page about all YES Prep benefits.
- If you are enrolling in Active Care 1HD, you are eligible for a Health Savings Account (HSA). Please note that you are responsible for ensuring that your account is actively open. Some accounts are randomly selected and you may be asked to provide additional information due to the US Patriot Act. If you receive communication or a phone call from HSA Bank, please ensure that you provide the information requested in a timely manner. If the information is not correct or received in a timely manner, the account will be closed and you will forfeit any YES Prep contributions.

## WHAT IS THE EFFECTIVE DATE OF CHANGE?

All plans will be effective the first day of the month following the qualifying event date.

## CHANGING YOUR NAME?

If you are changing your name as a result of getting married, please follow the below action steps:

- Send an email to our team with a copy of the updated Social Security Card signed by your operations manager to [Talent.Support@yesprep.org](mailto:Talent.Support@yesprep.org)
  - If you are at the HO, you may come by the TS office and ask for Liliana Monsivais
- Once we receive the Social Security document, we will send a notification to:
  - All internal teams for systems processing
    - Please note that your email will also be changed. A member of the helpdesk will reach out to you when the change is made.
  - All benefit providers that you are enrolled in will be notified except for HSA Bank
    - If you have an HSA, you will need to update your name directly through HSA Bank. Please visit our [HSA Bank](#) page to obtain the Name Change Form and contact information. Failure to update your name may cause funding issues.

## [Action Steps]

- To make this change to your plan, please login to [InRoll](#) and create a **“Change of Family Status Request”** so we will have documentation of the qualifying event.
- Once logged in you will see on the left hand side of the screen and click the **“Request Change in Family Status”** link.
- From there, you will enter the required information including attaching any supporting documentation ( *ie. Marriage license*).
- Click Submit and the request is sent for review.
- Once a determination is made, you will receive an email from our team informing you of the change(s) applied, if any.
- Finally, we will communicate your benefit changes with our Payroll Team so they may adjust your deductions accordingly, if any.
  - Please also note that in some instances there may be retro deductions due to the timing of the request and processing time.

## NEED ASSISTANCE?

If you have trouble logging in to InRoll Plus, please reach out to Brady Scott at [bdscott@usebsg.com](mailto:bdscott@usebsg.com) or call him at 512-644-8226.

For all other questions, please reach out to [benefits@yesprep.org](mailto:benefits@yesprep.org).