

Ease Central Instructions for updating your coverage:

1. On the first screen you will want to select "**Benefits**". (from the left side of the screen)
2. Select "**Change My Benefits**" (from the upper right side of the screen)
3. Select **Change Coverage**
4. Select **Qualifying Event:** Enrolled in other coverage, Baby, Marriage, Loss of Coverage
5. Enter Event date: (example) 12/31/18
6. Details: write any info needed.
7. Follow the prompts to enter in any necessary information.
8. Change the box to enrolled or waived for whichever insurance selections you are choosing.
9. Select **Next** to go to the next page.
10. Sign Forms