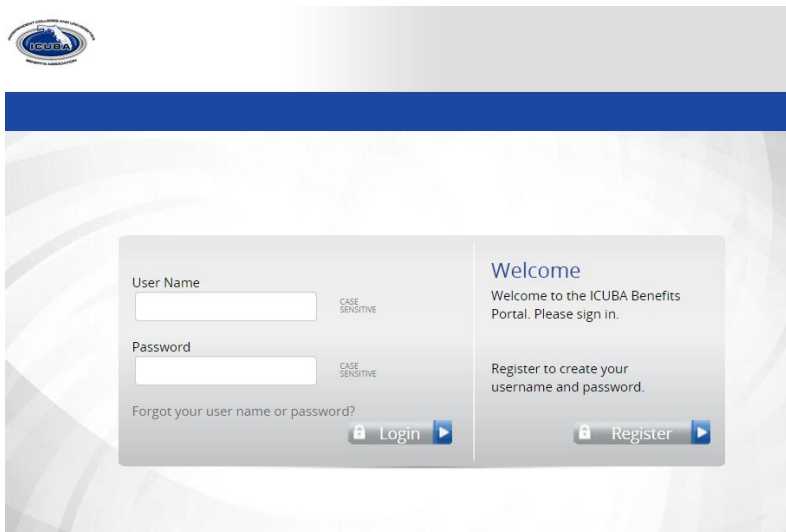


Did you experience a qualified life event, such as get married, divorced, or have a baby? Did your spouse/partner or child gain or lose coverage elsewhere? **You can process these qualified life events on the ICUBA website no later than 30 days after the event.** Also, you will need to [email](#) or drop off proof of your life event to HR no later than 30 days from the event. Your changes and premiums will be effective retroactive to the life event date.

Here are the instructions for the ICUBA site:

1. Go to <http://icubabenefits.org>
2. Sign in. If you can't remember your user name or password, you can click on "forgot password" and enter the employee information. The company key is "ICUBA". If you have not yet created an ICUBA account, you can click on "Register" to set up an account. The company key is "ICUBA".



3. Click on the "Start Here" button on the main page of the site and proceed with your changes.

