

Qualifying life Events

Changes to your benefit elections can only be made during the annual enrollment process unless you experience a significant change in your life, known as a Qualified Life Event (QLE). If you experience a QLE, you may enroll, drop coverage, or add or drop dependents from coverage. The type of changes allowed must be consistent with the QLE. QLEs and the documentation required are noted here.

Life Event	Documentation Options for Verifying Life Event
Birth	Government-Issued Birth Certificate or Hospital Birth Record
Marriage	Government-Issued Marriage Certificate
Divorce / Legal Separation	Divorce Decree or Legal Separation Agreement
Adoption / Legal Guardianship	Document of Adoption or Document of Legal Guardianship / Custody
Loss of Employee / Spouse / Child's Other Coverage	A letter from employer, Medicaid / CHIP, the public health care exchange, Medicare, etc., showing: • type of coverage lost, • dependent(s) who were covered (if applicable), and • the date coverage ended
Gain of Employee / Spouse / Child's Other Coverage	A letter from employer, Medicaid / CHIP, the public health care exchange, Medicare, etc., showing: • type of coverage gained, • dependent(s) who are being covered (if applicable), and • the date coverage began
Death of a Spouse Death of a Child	Death certificate
Medicare Eligibility	Proof of Gain / Loss of Medicare Benefits



You have 30 days from the date of the event to make changes to your elections and to provide documentation to verify your life event. In some situations, additional dependent verification documents may be required. See the Dependent Verification document for more details.

- Vital Records Request: It can take 4-8 weeks for vital records to be processed in some states and countries. Order your documentation early in the verification process to ensure receipt.
- Photocopying Vital Records: Some states and county clerk offices prohibit the copying of vital records (e.g., Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

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To begin the Process:

- Log on to bswift by visiting jabilbenefits.bswift.com (<https://jabilbenefits.bswift.com/>).
- Once logged in, click on the “Birth, Marriage, or other Life Event” link under the Common Actions section of the Home Page.



- Select the type of Life Event you've experienced.

Life Event

If you had a recent Qualifying Life Event such as adoption/birth of a child, marriage, divorce, or your dependent has experienced a loss/gain of coverage, you may be eligible to make a change to your benefit elections.

[View History](#)

STEP 1 Please select your life event

[Birth](#)

[Marriage](#)

Other life events...

- Go through the enrollment / waiver process, whichever applies based upon the event you selected.
- Once completed, you will be reminded to submit supporting documentation to verify your QLE. There is a link to upload your verification documents.

Reminder: Important Dependent & Life Event Verification Information

- Please keep in mind that if you are adding dependents to any of your benefit plans, supporting documentation must be provided to the Jabil Benefit Service Center within 30 calendar days from today. Required documentation is listed here:

Dependent Verification	Acceptable Document
Marriage (<1 year)	Marriage Certificate
Marriage (1+ years)	Marriage Certificate AND Proof of Joint Ownership
Child	Birth Certificate OR Document of Adoption/Legal Guardianship/Custody

Life Event	Acceptable Document
Marriage	Marriage Certificate
Birth	Birth Certificate OR Hospital Birth Record
Divorce/Legal Separation	Divorce Decree/Legal Separation Agreement
Adoption/Legal Guardianship	Document of Adoption OR Document of Legal Guardianship/Custody
Gain of Spouse's Benefit Eligibility /Dependent Becomes Eligible	Proof of Gain of Other Coverage
Loss of Spouse's Benefit Eligibility/Child no longer Eligible	Proof of Loss of Other Coverage
Spouse/Child Death	Copy of Death Certificate
Medicare Eligibility COBRA Medicare Event	Proof of Gain/Loss of Medicare Benefits

- Dependent coverage is contingent upon receipt and approval of all required documentation within the required time frame. If you have any questions regarding acceptable documentation or the time frame to submit, please contact the Jabil Benefit Service Center at 1-877-JBL-BENE(525-2363) from 8 a.m. to 8 p.m. EST Monday - Friday. If you are located outside of the U.S., please call: 872-299-9719.

To submit these documents online please click [here](#) to upload to your verification documents.

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- When uploading your documents, be sure you select the correct type of document you are uploading and that your document is labeled correctly so it can be identified. Some documents may be reviewed by AI. Correctly labeling your document is critical to avoid your documents being denied.

Uploaded Documents

Search for Uploaded Documents

Title

Description

Document Type

[Add Appeal Form](#)

[Add Birth Certificate](#)

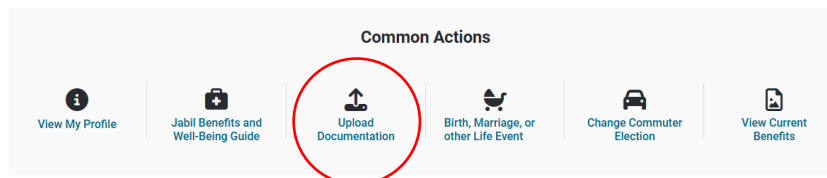
[Add Death Certificate](#)

[Add Marriage Certificate/License](#)

[Add Proof of Gain of Benefits](#)

[Add Proof of Loss of Benefits](#)

- If you need to upload documents later, you can do so by returning to the bswift Home Page and selecting “Upload Documentation” link under the Common Actions section.



- You may also submit documentation via the mobile app or by mail. If you mail, do not send original documents. Send copies only.
 - Jabil Benefits Service Center
Attn: Dependent Verification
P.O. Box 804057
Chicago, IL 60680
- Notice of approval, denial, or more information needed will be sent to your preferred method of communication as noted in bswift. Your HR partner may also help by reviewing the Employee File located in bswift.
- Information about the benefit plans offered by Jabil is located in the [Jabil Benefits & Wellbeing Guide](https://jabilbenefitsguide.com/) (<https://jabilbenefitsguide.com/>).
- You may be required to upload additional documentation to verify dependents. Refer to the [Dependent Verification](#) process located in the [Jabil Benefits & Wellbeing Guide](#). Dependents you add to your coverage during a qualifying life event will not be enrolled until you provide satisfactory proof of the dependent's status and of the life event.

Need Help?

877.525.2363

8 a.m. – 8 p.m. Eastern, Monday – Friday