

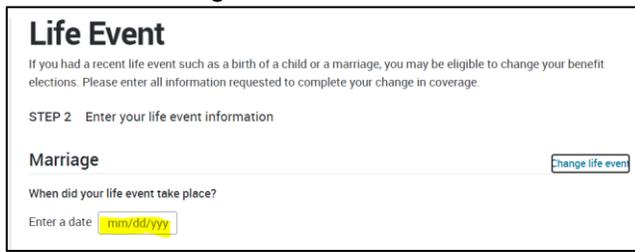
## HOW TO LOG A LIFE EVENT

1. Log in to <https://mymodine.bswift.com>
2. On the left hand side of your bswift home page, select the life event reason



A screenshot of a web interface showing a list of life events. The list is titled "Life Events" and includes the following options: Birth, Marriage, Loss of Spouse's Coverage, Elsewhere, and All other Life Events. Each option is a blue text link.

3. A new screen will appear with step 2
4. Enter the life event date. For example, date of marriage, first day of newly eligible coverage, or loss of coverage.



A screenshot of a web form titled "Life Event". The form includes the following text: "If you had a recent life event such as a birth of a child or a marriage, you may be eligible to change your benefit elections. Please enter all information requested to complete your change in coverage." Below this is a section labeled "STEP 2 Enter your life event information". Underneath, the word "Marriage" is displayed, followed by a "Change life event" button. Below that, the text "When did your life event take place?" is shown, followed by a date input field with a placeholder "mm/dd/yyyy".

5. The portal will then prompt you through the next steps
6. You will know you successfully completed your life event enrollment when you receive a confirmation statement

**Your life event must be recorded on the employee Bswift benefit portal (<https://mymodine.bswift.com>) within 30 days from the life event date to be approved.**

Your life event will be pending HR approval until documentation validating the life event is received. The documentation must be provided within 45 days from the life event date and must indicate the event date. A list of acceptable life event documentation can be found below.

If you are enrolling a dependent for the first time under the Modine medical, dental or vision plans, you will be required to provide dependent verification documentation within 45 days from the event date to validate that they are an eligible dependent as identified under Modine's health plan rules. A list of acceptable dependent verification documentation can be found below. If this doesn't apply, please disregard.

You may upload the life event and/or dependent verification documentation to your Bswift Employee File on <https://mymodine.bswift.com> using secure online upload with your computer or smartphone, instructions are provided at the end of this document, or you can email your documentation to [benefits@modine.com](mailto:benefits@modine.com).



## LIST OF ACCEPTABLE LIFE EVENT DOCUMENTATION:

- **Birth**
  - Copy of government-issued birth certificate or hospital verification
  - Copy of Notification of Birth Registration (provided by Depart. of Health Services)
- **Death**
  - Obituary
  - Copy of death certificate
- **Marriage**
  - Copy of government-issued marriage certificate or marriage license
- **Divorce / Legal Separation**
  - Copy of final court divorce decree or court-approved separation agreement
- **Adoption / Legal Guardianship**
  - Copy of final court decree of adoption or court-approved placement letter, court-approved custody or guardianship documents
- **Loss of Coverage**
  - COBRA Election Notice
  - Employer separation agreement, termination / resignation letter
  - Employer employment status change letter (FT to PT)
  - State/ other insurance termination letter confirming last day of benefits
- **Gain of Coverage**
  - COBRA Initial Notice
  - Employer offer letter
  - Employer employment status change letter (PT to FT)
  - Medicare card / coverage letter
  - Military order paperwork or enlistment contract
  - State / other insurance coverage letter
- **A Significant Change in your Spouse's Healthcare Coverage**
  - Employer AE rate sheet or employer announcement, if recent change
- **Change in Medicaid/CHIP status**
  - Copy of state letter

## LIST OF ACCEPTABLE DEPENDENT VERIFICATION DOCUMENTATION:

- **Legal Spouse**
  - Copy of government-issued marriage certificate or marriage license
- **Biological Child**
  - Copy of government-issued birth certificate, or hospital verification (recent birth)
- **Adopted Child**
  - Court-approved adoption documents or placement letter (recent adoption)
- **Step-Child**
  - Copy of government-issued birth certificate and marriage certificate to verify employee's legal spouse as the child's parent
- **Child by Custody or Guardianship**
  - Copy of court-approved custody or guardianship documents or court order for a Qualified Medical Child Support Order

Questions? Contact your local HR Representative or the Corporate Benefits Team at (262) 619-8200 or email [benefits@modine.com](mailto:benefits@modine.com).

## HOW TO UPLOAD DOCUMENTATION

1. Log in to <https://mymodine.bswift.com> On the top blue menu bar, select “My Profile”



2. On the left-hand navigation page under “Personal Information”, select “Employee File”



3. Click on the “View and Upload Documents” link next to the corresponding dependent

Employee File			
Name	Relationship	Date of Birth	View and Upload
	Employee		<a href="#">View and Upload Documents</a>
	Spouse		<a href="#">View and Upload Documents</a>
	Child		<a href="#">View and Upload Documents</a>

4. Select the document type from the drop down menu, select the “Choose File” button to upload the document from your computer, enter a title for the document and click “Save”

\* Fields are required

\* Document Type:

\* File:  No file chosen

\* Title:

Description:

\* Document Date:

5. To confirm your document was uploaded successfully, go back into your Employee File and scroll down to the bottom of the screen

Name	Date of Birth	Title	Description	Document Type	Document Date	Employee Viewable	Saved On	Saved By	View
		Proof of Birth Document		Birth Certificate	11/07/2023	Yes	11/7/2023 5:03:20 PM		<a href="#">View</a>
		Marriage Certificate v2		Unspecified	08/23/2023	Yes	8/23/2023 2:13:19 PM		<a href="#">View</a>
		Marriage Certificate		Marriage Certificate	08/15/2023	Yes	8/15/2023 8:44:52 AM		<a href="#">View</a>