

# Making Changes to Your Benefits



The Total Health Benefits Program is a flexible benefits plan regulated by federal laws that restrict when you may change your benefit elections. According to these laws, you may request a benefit change during the year only if you have a qualified status change (event) that affects your eligibility or coverage.

## Steps to Change Your Benefits

- 1 Learn enrollment details about your qualifying event below
- 2 Make or change your benefit elections online within 31 days of event
- 3 Submit any required supporting documentation within 31 days of event

### Questions?

Contact THR Benefits Support at [THRBenefitsSupport@texashealth.org](mailto:THRBenefitsSupport@texashealth.org) or 1-877-MyTHRLink, option 9

<b>Event:</b>	Newly Benefits Eligible
<b>Event definition:</b>	You change from a Non Benefit Eligible position to a Benefits Eligible position.
<b>Election deadline:</b>	You must make your elections online within 31 days of event date.
<b>How to make elections:</b>	Log on to <a href="http://www.MyTHR.org">www.MyTHR.org</a> . Select the <b>Benefits</b> tile. Click the <b>Life Change Event</b> section on the left and select your event. Then, make your applicable benefit changes.
<b>Required documentation:</b>	Documentation to verify any newly added dependents.
<b>Where to submit documentation:</b>	You will need to complete a documentation cover sheet located <a href="#">here</a> . You can scan and email the cover sheet and supporting documentation to <a href="mailto:THRBenefitsSupport@texashealth.org">THRBenefitsSupport@texashealth.org</a> .
<b>Effective Date:</b>	Coverage will be effective the pay period begin date following elections being made online and submission of documentation (if applicable).

## WHEN YOUR EFFECTIVE DATE MAY BE DIFFERENT THAN ABOVE

- If you have not met the initial one month waiting period, your effective date will be the first of the pay period following one month of service in a benefits eligible position.