

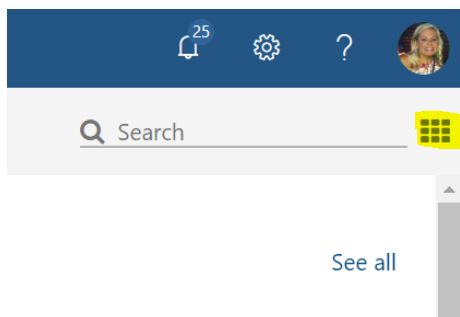
U.S. Benefits

How do you benefit?

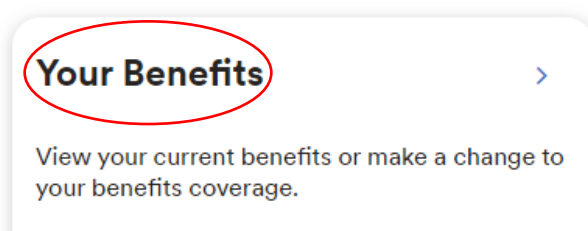
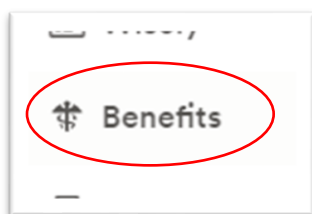


Steps on Removing a Dependent(s) from Health Insurance

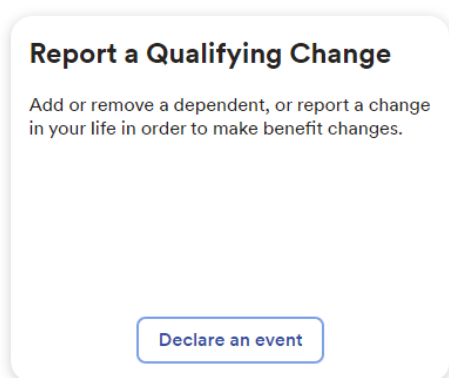
1. Log into United and click the application menu on the top right corner to search the “Vantage” application.



2. After clicking the Vantage application, click the Benefits tab then “Your Benefits”.



3. Click “Declare an Event” in the Report a Qualifying Change tile.




4. After clicking “Declare an Event” please select the appropriate life event that you are experiencing and the date this event happened. You must be within **31 days** of the life event in order to continue. Future dates cannot be entered.

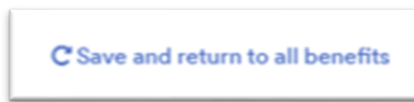
Note: If gaining other coverage, be sure to select the date the other coverage begins.

5. This step is **VERY** important! If this is missed, your dependent will **NOT** be removed from insurance. Click “Change Plan” under Medical.

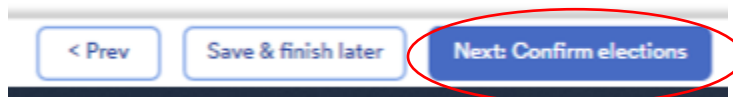


-  On the next screen, please make sure to uncheck the box next to the dependent you would like to remove from your health insurance.

6. Review your selections to make sure everything looks correct and all the dependents you want on your plan are listed. If the elections look correct, please click “Save and Return to all benefits.” From here, if you would like to make any other changes to the benefits that are not grey out you can do so.



7. After updating your benefits selections, please make sure you “Confirm Elections” until you receive a green confirmation number.



8. Once you have completed your enrollment, within 24 hours another box will appear within your Benefits tile titled, “View Verification”. This is where you will need to upload proof of your life event. You will have 30 days from the date you have made your elections in Vantage to upload these documents. Details about what is needed will be sent to you by the Dependent Verification team. If you have questions about this, please contact DVS at 800.553.3823.
9. Benefit elections can be reviewed at any time and/or a downloaded benefit confirmation statement by going to Vantage → Benefits → View Your Benefits.

Please submit a ticket to [Ask HR](#) if you have any questions.