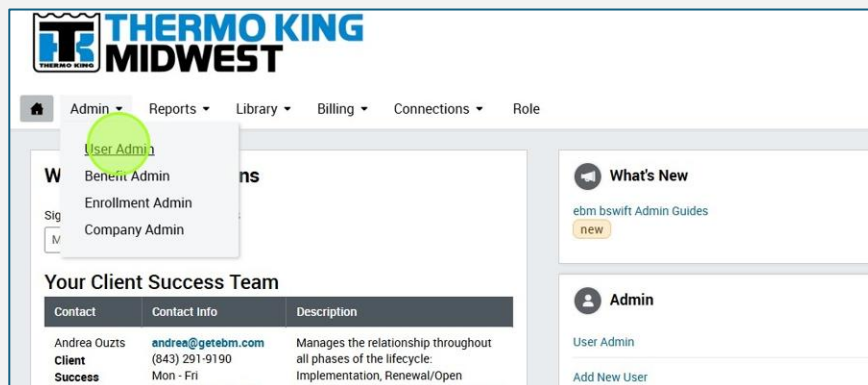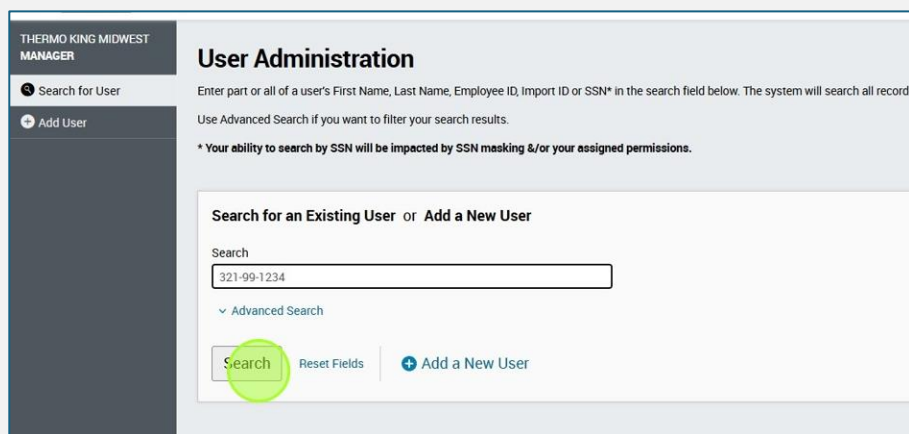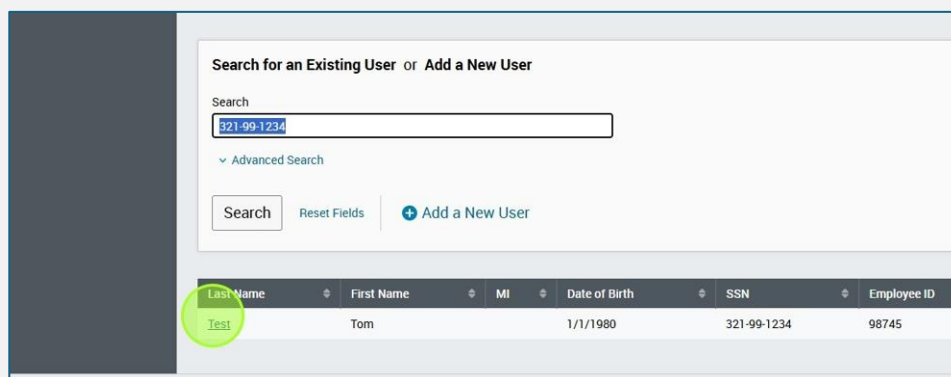# Adding a Life Event in Bswift

1. From the Bswift manager dashboard, select **User Admin** from the **Admin** dropdown.

2. Enter the employee's first name, last name, or social security number and click **Search** to access the employee's record.

3. Select the employee you want to edit.

4. From the employee's record, click the **Life Events** option on the left side of the screen.

5. Select the type of **Life Event** you wish to enter. In this example, we will add a new child.

6. Enter the **date** the Life Event occurred.

7. If you select a life event that is adding a spouse or dependent, you must enter those details at this time. Click **+Add Dependents** to proceed.

8. Enter new **Dependent Demographic Information.**

9. Continue scrolling to complete **Dependent Demographic Information**.
   *Import User ID is social security number. In the case of a newborn, if SSN isn't available, use employee's SSN and add "–1".

10. Confirm Address information. Click Save to move to the next step.

11. Confirm Life Event details are correct. If you need to add more dependents as part of this life event, click **+Add Dependent** again and follow the steps. If not, click **Continue**.

12. Tick the box to confirm all details are correct.
13. Click **Save and Start Life Event Enrollment**.

14. You may now make changes to the employee's benefits. Follow the prompts for each line of coverage. Click **Continue** when finished.
15. If you prefer the employee completes the benefit changes themselves, click **Save and Finish Later**. The employee can now login and complete their own benefit updates.