Steps for Making a Prospective Mid-Year Election Change

Please note:

- Your change can only be prospective, which means the change is effective going forward only
- Duke will recoup any overpayments
- Refunds are not allowed for deductions already taken
- The deadline for making a prospective mid-year change is August 31, 2021.

To make a prospective mid-year election change, log in to the Duke@Work online portal. Select *My Benefits*:

Select *Qualifying Life Event Enrollment* under the **Manage Your Benefits** tab:

**Description of Qualifying Life Event (QLE)**

<table>
<thead>
<tr>
<th>QLE:</th>
<th>Select from dropdown list:</th>
</tr>
</thead>
<tbody>
<tr>
<td>QLE Date</td>
<td>02/25/2021</td>
</tr>
</tbody>
</table>
Prepare a Word document that states your reason for the mid-year election change, which, in this case, is the Consolidated Appropriations Act or CAA. Upload your document here and check the Certification box.

**Upload Supporting Certificates/Documents**

- **Browse...** No file selected.
  - **Upload**
  - **Attached Documents**
    - **The table does not contain any data**
  - **Remove Selected Files**

  (click 'Browse', select the file you wish to upload (if file is in a folder, then you may need to click 'open'), and then click 'Upload'. Please do not include special characters (i.e. period, comma, hyphen) or spaces in the file name of supporting documents that you upload.)

**Certification**

- Click here to read our terms and conditions

  * I have read, understand, and agree to the terms and conditions in the link above:  
  - **Date:** 02/25/2021

Submit your change.

**Status Overview**

- **Submit**
- **Check**
- **Close Window**