

Life Event Change Tutorial

Workday login if you are NOT currently on your leave of absence, use the link below:

[Click Here to login to Workday \[account.activedirectory.windowsazure.com\]](https://account.activedirectory.windowsazure.com)


Workday login if you are currently on your leave of absence, use the link below:

[Click Here to login to Workday \[wd5.myworkday.com\]](https://wd5.myworkday.com)



← liveWell/Benefits

Please contact the Benefits Team at liveWell@loanDepot.com if you experience any issues.

 Link to Your Benefits

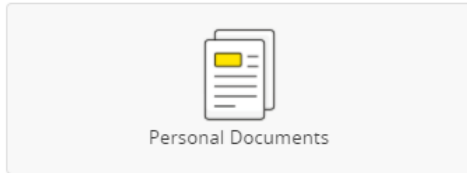
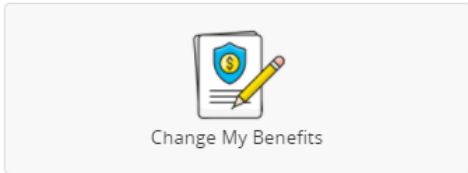
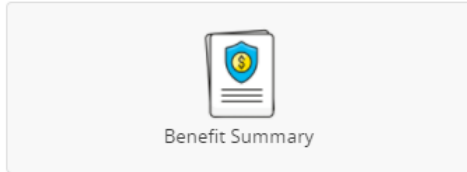
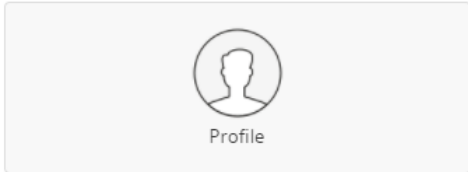
Click here to access your Benefits

Step 1: Log in to Workday

Step 2: Click the liveWell/Benefits icon

Step 3: Click the gray link that says 'Click here to access your Benefits'

Welcome to your benefits site!



Step 4: Click the Change My Benefits box

Step 5: From the LIFE EVENT box, select the link that pertains to your particular life event

****NOTE: Be sure to use the correct effective date**

Step 6: Complete all fields and hit Approve then I Agree

****Action Required: You will be asked to upload your event verification documentation in the message center**

Action Required

⚠ Required Action 1 of 1

Pending Event Verification

After saving this transaction, please upload your event verification documentation in the message center.

Next >

Thank You!

Transaction Complete - Pending Event Verification

[Benefit Summary PDF](#)

Your information has been submitted.
Select Home to return to your benefits home page or Log Out to end this session.

Thank You.

Confirmation Number

131-36-22-8649

[Home](#)

[Logout](#)

loanDepot

[Home](#) [Message Center](#) [Help](#) [Reference Center](#)

[Home](#) [My Health](#) [My Life](#) [My Future](#)

Message Center

[Inbox](#) [Sent Items](#)

[Mark As Read](#) [Delete](#)

Filter:

<input type="checkbox"/>	From	Subject	Date Sent
<input type="checkbox"/>	loanDepot Verification	Upload your verification documents	Aug 06, 2021 17:05 PM
<input type="checkbox"/>	loanDepot Verification	Upload your verification documents	Aug 06, 2021 17:04 PM

[Reply](#) [Delete](#)

From: loanDepot Verification
Subject: Upload your verification documents
Date: Fri, Aug 6, 2021 5:05 PM
To: [Upload Document](#)

Upload a Document

Select file(s) for upload:

[Choose File](#) No file chosen
Supported formats are: '.rtf', '.doc', '.docx', '.pdf',
'jpg', '.jpeg', '.tiff', '.bmp', '.png', '.gif'

Disclaimer: Some states and county clerk offices prohibit the photocopying of vital records (e.g. Florida, Pennsylvania, Wisconsin). Typically, there's a warning on the document stating that copying is not allowed. We recommend that residents in these states obtain the non-certified vital record for the verification process which is usually available at a reduced cost compared to the certified vital record cost. You should also label any document you are submitting for verification with "For Administrative Purposes."

[Cancel](#) [Send](#)

****Transaction is Complete when you receive a confirmation number. However, documentation is still required before benefits are made effective.**

Step 7: Click on Message Center and select the message with the envelop icon.

Step 8: Click on Upload Document icon, Choose File to upload, check the boxes next to who the document references for the life event, then click Send.

****Make sure you submit relevant documentation ([click here for specific examples](#)).**

****Send email to liveWell@loanDepot.com to expedite transaction approval.**