

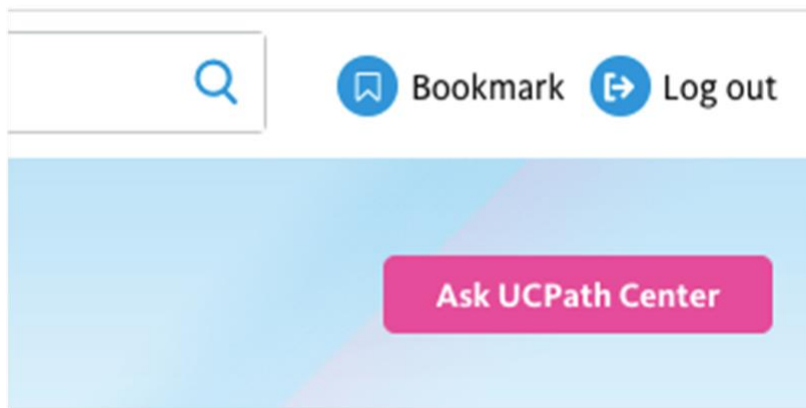
Instructions for Requesting COVID-19 Life Events in UCPATH

Log in to [UCPath online](#)

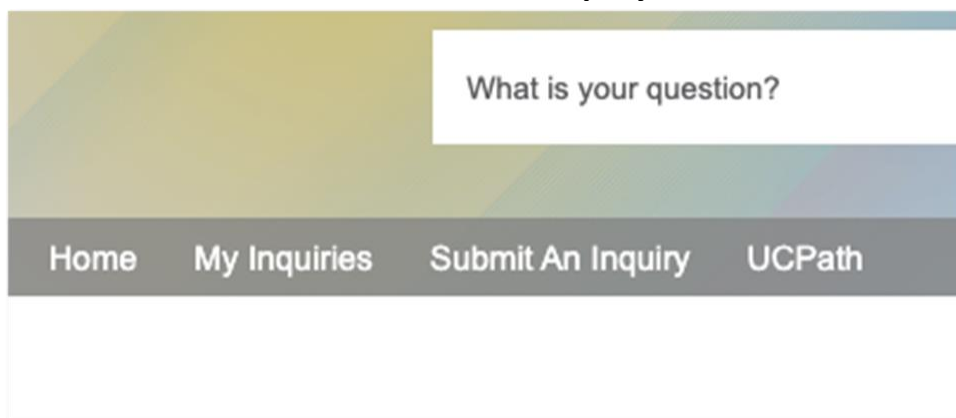


The image shows the UCOP Applications Login page. At the top, it features the University of California logo with the tagline "It Starts Here". Below the logo, the text "UCOP Applications Login" is displayed. There are two input fields: "UCOP User name:" and "Password:". A "Login" button is positioned to the right of the password field. Below the input fields, a note states: "This login page is for current UCOP employees only." followed by a bulleted list of instructions: "Use your Windows/AD user name and password.", "If you are associated with another institution, please use your institution's single sign-on function.", and "For problems logging in, contact [ServiceDesk](#) or (510) 987-0457."

From the home page, select Ask UCPATH Center

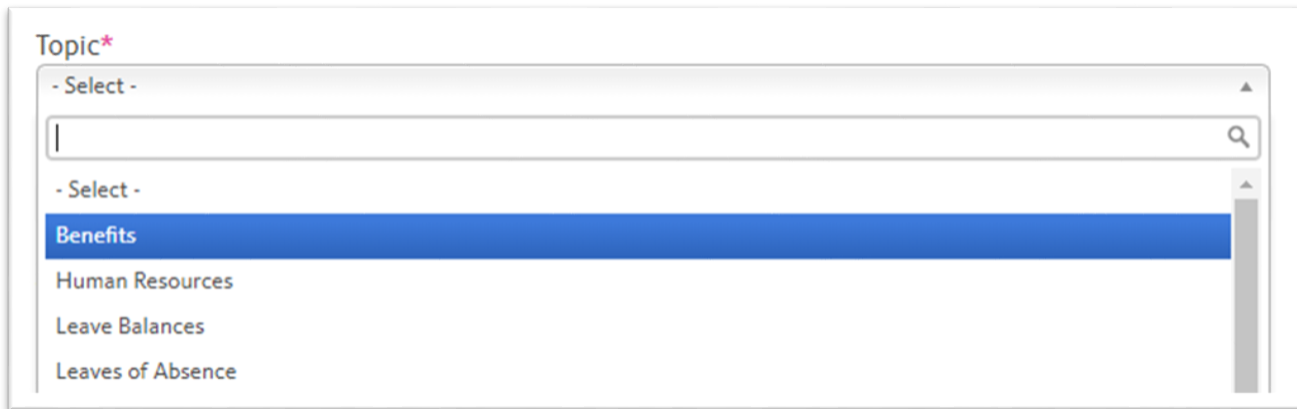


On the menu bar, select Submit an Inquiry.



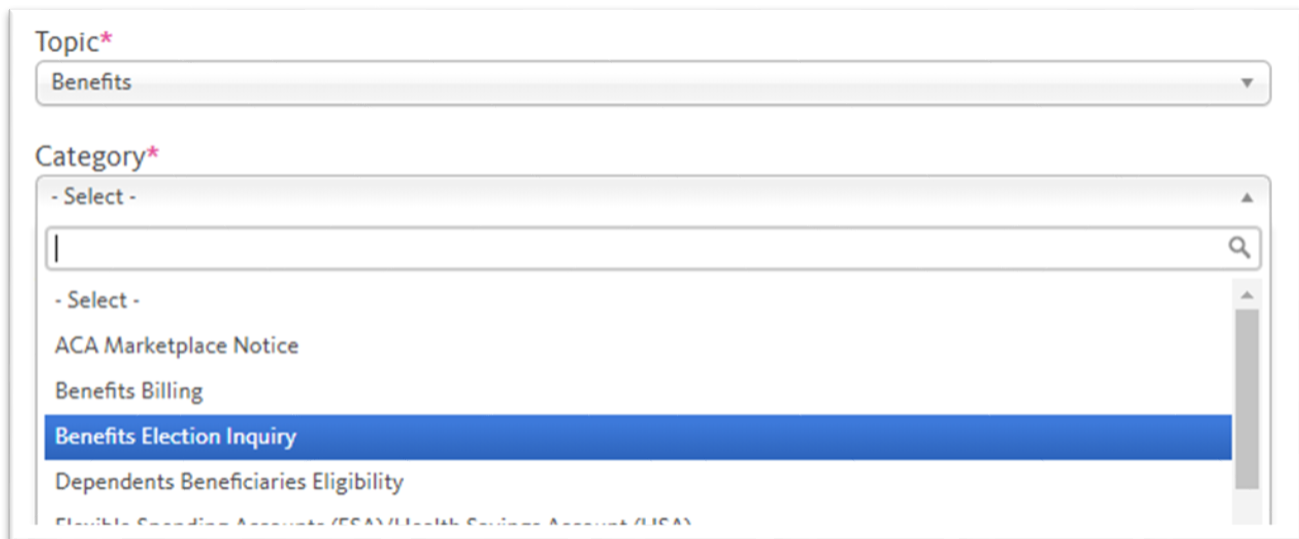
From the inquiry page:

- Under Topic, select Benefits



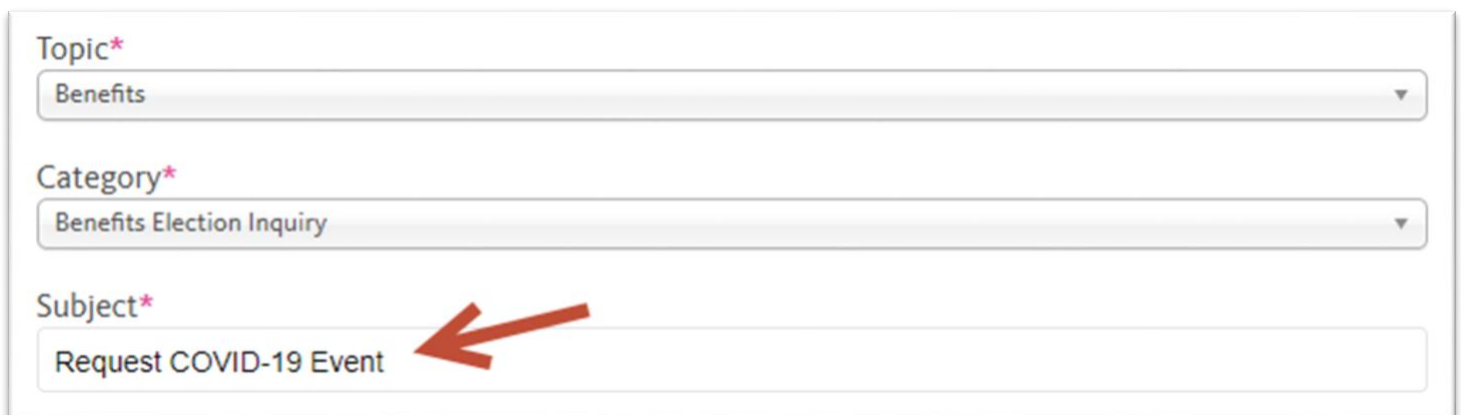
The screenshot shows a 'Topic*' dropdown menu. The current selection is '- Select -'. Below the dropdown is a search input field with a magnifying glass icon. The dropdown list is open, showing several options: '- Select -', 'Benefits' (highlighted in blue), 'Human Resources', 'Leave Balances', and 'Leaves of Absence'.

- Under Category, select Benefits Election Inquiry



The screenshot shows a 'Category*' dropdown menu. The current selection is '- Select -'. Below the dropdown is a search input field with a magnifying glass icon. The dropdown list is open, showing several options: '- Select -', 'ACA Marketplace Notice', 'Benefits Billing', 'Benefits Election Inquiry' (highlighted in blue), and 'Dependents Beneficiaries Eligibility'.

- In the Subject box, type Request COVID-19 Event



The screenshot shows three input fields: 'Topic*' with 'Benefits' selected, 'Category*' with 'Benefits Election Inquiry' selected, and 'Subject*' with 'Request COVID-19 Event' typed in. A red arrow points to the text in the Subject field.

- In the Description box, please provide answers to the following questions:
 1. Did you add a family member, through marriage, establishment of a domestic partnership, birth, adoption, or placement for adoption?
 2. Did you lose medical coverage (for example, loss of coverage through your spouse/domestic partner or parent, moved out of the HMO service area, or became ineligible for Medicaid/CHIP)?
 3. Did you become eligible for Medicaid or the CHIP Premium Assistance Program?


Please type in and number your answers, as shown below:

Topic*
Benefits

Category*
Benefits Election Inquiry

Subject*
Request COVID-19 Event

Description*
1. Yes or No
2. Yes or No
3. Yes or No



Click Submit Inquiry to send your request.

You will receive an email from UCPATH when a life event has been created for you. At that time, you can log in to UCPATH again to request your benefit changes.