



LIFE EVENTS QUICK REFERENCE GUIDE

BIRTH/ADOPTION LIFE EVENT

- Navigation: Main Menu > Self Service > Benefits > Life Events > Birth/Adoption
- Select the "Start" or "Continue" push button.
- Select the radio button for BIRTH or ADOPTION and select NEXT.
- Enter the Date of Birth or the date the child was placed in your home if Adopted.
- Attachments
 - Select the ["Attach Supporting Documentation"](#) link.
 - Select the **ADD ATTACHMENT** push button.
 - Select 'Browse' and locate the document you wish to upload.
 - Select 'UPLOAD.'
 - Select 'OK.'
- Add any comments.
- Select the **SUBMIT** push button.
- Select the Link ["Yes, I want to enter information about my new dependent\(s\) now."](#)
 - Review your current list of dependents
 - Select the **ADD A DEPENDENT OR BENEFICIARY** push button.
 - Complete the information requested regarding your dependent.
 - Select the **SAVE** push button.
 - Select the **OK** Push button on the submit confirmation page
 - Select the ["Return to Dependent/Beneficiary Summary"](#) link.
 - Return to Life Events - Birth Adoption.
- Select the Link ["Select here to continue with your life event."](#)
- Select the **NEXT** push button .
- Benefits Summary – Review your current benefit elections and Select the **NEXT** push button.
- Dependent and Beneficiary Coverage Summary – Review and Select the **NEXT** push button.
- Select the Link ["Yes, I'd like to prepare my benefit options now."](#)
- Select the **PREPARE MY BENEFIT OPTIONS** push button. Select this button only ONCE.
- Select the **CANCEL** push button to continue with your life event.
- Select the link ["Click here to continue your Life Event."](#)
- Select the link ["Enroll in Benefits."](#)
- Enrollment
 - Click the **SELECT** push button to launch the Benefit Enrollment pages.
 - Click the **EDIT** push button(s) next to the Benefits that you want to change .
 - Click the **SUBMIT** push button to submit your benefit elections.
 - Authorize Your Elections by selecting the **SUBMIT** push button .
- You have successfully submitted your life event. Either Log off or select the ["Return to Life Events – Birth/Adoption."](#)
- You will receive an email notification when your attachments and enrollment changes are approved by the Personnel department.

Help & Support:

Customer Service Center
(530) 889-4357 • HLPCSC@placer.ca.gov
Mon-Fri: 7:00am - 5:00pm

FAQ: www.placer.ca.gov/employees/acorn-system

Internal Browser Settings:

- Add "*.placerco.ad" to local intranet
- On the advanced tab, check "Enable Integrated Windows Authentication"
- Allow pop-ups for "*.placerco.ad"

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MARITAL STATUS CHANGE EVENT

Navigation: Main Menu > Self Service > Benefits > Life Events > Marital Status

- Select the "Start" or "Continue" push button.
- Enter the "Date Change Will Take Effect."
- Select the "Change Marital Status To" drop down and select the appropriate status.
- Attachments
 - Select the ["Attach Supporting Documentation"](#) link.
 - Select the **ADD ATTACHMENT** push button.
 - Select 'Browse' and go to the Desktop folder.
 - Find the 'UAT testing.txt' file and double-Select.
 - Select 'UPLOAD.'
 - Select 'OK.'
- Add any comments.
- Select the **SUBMIT** push button.
- Select the Link ["Yes, I want to enter information about my new spouse now."](#)
 - Review your current list of dependents.
 - Select the **ADD A DEPENDENT OR BENEFICIARY** push button.
 - i. Complete the information requested regarding your dependent.
 - ii. Select the **SAVE** push button
 - iii. Select the **OK** push button on the submit confirmation page.
 - Select the ["Return to Dependent/Beneficiary Summary"](#) link.
- Select the ["Return to Life Events - Marriage"](#) link.
- Select the link ["Click here to continue your Life Event."](#)

Select the **OK** push button on the submit confirmation page.

- Select the **NEXT** push button.
- Benefits Summary – review your current benefit elections and Select the **NEXT** push button.
- Personal Information Summary – Review then Select the **NEXT** push button.
- Select the Link ["Yes, I'd like to prepare my benefit options now."](#)
- Select the **PREPARE MY BENEFIT OPTIONS** push button. Select this button only ONCE.
- Select the **CANCEL** push button to continue with your life event.
- Select the link ["Click here to continue your Life Event."](#)
- Select the link ["Enroll in Benefits."](#)
- Benefits Enrollment

- Select the **SELECT** push button to launch the Benefit Enrollment pages.
- Select the **EDIT** push button(s) next to the Benefits that you want to change.
- Select the **SUBMIT** push button to submit your benefit elections.
- Authorize Your Elections by selecting the **SUBMIT** push button.

Select the **OK** push button on the submit confirmation page.

- You have successfully submitted your life event. Either Log off or select the ["Return to Life Events Marriage"](#) link.
- You will receive an email notification when your attachments and enrollment changes are approved by the Benefits department.



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