

Benefits Status Change Guide

Effective January 1, 2019

Annual Benefits Enrollment is generally the only time you can enroll in or make changes to your benefits during the year, including your method for receiving payments from your MRA and HCSA (automatic claim payment or debit card), unless you experience a qualified family status change (such as marriage, divorce, the birth or adoption of a child or a move) or work status change (such as an adjustment to your regularly scheduled work hours that results in a change to your eligibility for benefits). Any resulting coverage changes must be made **within 31 days after the date of the event** (90 days if the qualifying event is the birth or adoption of a child). You cannot change your health care company or payment method during the year, even if you have a qualified status change.

This guide outlines what life events are considered allowable qualified status changes, the timeline for making changes, and when changes become effective. Remember, any changes must be made *within 31 days of the qualified event*.

Contact information

To make qualified status changes to your health care and insurance plans coverage, contact the Benefits Web Center or accessHR Contact Center.

For changes to your health care and insurance plans coverage...	
Benefits Web Center	Go to My Health > Benefits Web Center
For changes to your health care and insurance plans coverage and general benefits questions...	
accessHR Benefits Contact Center	1-877-JPMChase (1-877-576-2427) or 1-212-552-5100 If calling from outside the United States; 8 a.m. to 7 p.m. Eastern Time, Monday through Friday

About My Health

Benefits information is available throughout the year on [My Health](#) to help you use your benefits.

- From work, type “go/myhealth” into your Intranet browser (for the best user-experience, use Internet Explorer or Firefox browsers).
- From home: visit myhealth.jpmorganchase.com

For detailed information about the U.S. Benefits Plans for active employees, please see the summary plan descriptions (SPDs).

For summary plan descriptions...	
For online PDF (via My Rewards or My Health)	From me@jpmc , go to My Rewards > Your Guide to Benefits at JPMorgan Chase (Summary Plan Descriptions-SPDs) Or go to My Health > Benefits Plan Details (Summary Plan Descriptions)

For paper copy	accessHR Benefits Contact Center: 1-877-JPMChase (1-877-576-2427) (or 1-212-552-5100 if calling from outside the United States) 8 a.m. to 7 p.m. Eastern Time, Monday through Friday
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Eligible dependents

The JPMorgan Chase Benefits Program provides dependent coverage to meet a variety of lifestyle needs. For details on dependent eligibility, go to **My Health > 2019 Dependent Eligibility Requirements**. You are responsible for understanding and complying with the dependent eligibility rules. You will be asked at annual benefits enrollment and any time you make a qualified benefit change to confirm your dependent's eligibility, provide a Social Security number and other supporting documentation.

Complete eligibility verifications promptly

JPMorgan Chase reserves the right to conduct eligibility verifications on dependents at any time.

- Within 30 days of adding a new dependent, information will be sent to your home address requesting materials verifying your dependent's eligibility (i.e., birth certificate, marriage license, etc.). You must supply acceptable supporting documents within 60 days.
- If you fail to provide satisfactory proof that your dependent(s) meet the current eligibility requirements, your dependent's coverage will be terminated.

Qualified Events

Several life events permit you to adjust your JPMorgan Chase benefit coverage. These events, known as qualified status changes, include:

Marriage/Domestic Partnership/Civil Union

- You get married or establish a domestic partnership or civil union
- You get legally separated, divorced or end a domestic partnership or civil union

Children

- You have a baby, complete an adoption, or assume guardianship
- Your child no longer qualifies for JPMorgan Chase benefits

Family Members

- You or your family member loses benefits coverage under another employer's plan
- You or your family member gains benefits coverage under another employer's plan
- Your child/elder care arrangements change
- A family member who is covered by JPMorgan Chase benefits dies

Moving

- You move out of your medical or dental plan option's service area

Timing of your changes

31 day rule



You have 31 days* to contact the accessHR Contact Center or log onto the Benefits Web Center to report a status change for benefit changes to be effective on the date of the qualifying event (e.g., marriage, divorce, birth or adoption of a child, etc). It's your responsibility to report a status change within 31 days of the date of the qualifying event.

If you miss the 31-day* deadline to report a status change for benefit changes, you will not be able to make the change in coverage until the following annual benefits enrollment period. However should you experience a subsequent status change during the year, you may make any changes consistent with your qualified change in status within 31 days of the qualified change in status.

**90 days if the qualifying event is the birth or adoption of a child, in which case coverage will be retroactive to the date of the change. You will also have 90 days to add any newly eligible dependents should that dependent pass away within this 90-day period. Please contact the accessHR Benefits Contact Center if this situation applies to you.*

When changes take effect

When you report your status change within 31 days, the chart below shows the effective dates for benefits changes.

Effective dates for benefits changes	
Benefits Plans	Allowable Changes
Medical Dental Vision Health Care Spending Account	<ul style="list-style-type: none">• Enrollments are effective on the date of the status change if you newly enroll yourself or any eligible dependent(s)• Coverage will end on the last day of the month in which the status change occurs if you cancel coverage for yourself or any eligible dependent
Child/Elder Care Spending Account Supplemental Term Life Insurance Accidental Death and Dismemberment (AD&D)	<ul style="list-style-type: none">• Enrollment and cancellations are effective on the date of the status change if you enroll or cancel coverage for yourself or any eligible dependent

Note: Long-Term Disability, Group Personal Excess Liability Insurance and Group Legal Plans allow changes only during annual benefits enrollment

Your paycheck

You will see changes to your payroll deductions (including any amounts owed) on the next available pay following your reported status change.

Allowable changes

The chart below details the allowable changes due to a qualified benefits status change

Qualified Benefits Status Change	Allowable Changes			
	Medical, Dental, Vision Plans	Health Care Spending Account	Dependent Care Spending Account	Supplemental Term Life Insurance
You get married, enter into a domestic partner relationship or civil union	Add coverage for yourself, your domestic partner and/or your eligible dependents or children	Start or increase contributions (your domestic partner must be a qualified tax dependent for his or her expenses to be covered)	Start, change or stop contributions (your domestic partner must be a qualified tax dependent for his or her expenses to be covered)	Add, change or cancel coverage
You have, adopt, or obtain legal guardianship of a child*	Add coverage for yourself and/or your eligible dependents	Start or increase contributions	Start, change or stop contributions	Add, change or cancel coverage
You and/or your eligible dependents lose other benefits coverage	Add coverage for yourself and/or your eligible dependents who have lost other coverage	Start or increase contributions	Start, change or stop contributions	Add, change or cancel coverage
You and/or your covered dependents gain other benefits coverage*	Cancel coverage for yourself and/or your covered dependents who have gained other coverage	Not applicable	Not applicable	Add, change or cancel coverage
You get legally separated or divorced or end a domestic partner relationship or civil union	Cancel coverage for your former spouse, domestic partner and/or children who are no longer eligible, including your domestic partner's eligible children who are no longer eligible	Decrease or stop contributions	Start, change or stop contributions	Add, change or cancel coverage
A child is no longer eligible for JPMorgan Chase benefits*	Cancel coverage for your child	Decrease or stop contributions	Decrease or stop contributions	Decrease or cancel coverage

Qualified Benefits Status Change	Allowable Changes			
	Medical, Dental, Vision Plans	Health Care Spending Account	Dependent Care Spending Account	Supplemental Term Life Insurance
A covered family member dies*	Cancel coverage for your deceased dependent and any children who are no longer eligible	Decrease or stop contributions	Decrease or stop contributions	Add, change or cancel coverage (in the case of a child's death you can only reduce or cancel coverage)
You move out of a Medical and/or Dental Plan option service area and your current option is no longer available	Change Medical and/or Dental Plan option for yourself and your covered dependents. (Please Note: In this situation, you will be assigned new coverage by JPMorgan Chase based on your new service area. However, you will have the ability to change this assigned coverage within 31 days of the qualifying event.)	Not applicable	Not applicable	Not applicable
Your Dependent Care costs significantly change or it's necessary to change caregivers	Not applicable	Not applicable	Start or change contributions	Not applicable

*Also applies to a domestic partner relationship

Continuation of coverage

Your former dependents may continue certain JPMorgan Chase benefits coverage at their own cost if you notify accessHR Contact Center and remove them from your coverage within 60 days of your divorce/end of domestic partnership or your child turning age 26.

They can continue medical, dental and vision coverage

Former spouses/domestic partners and dependent children can get a temporary extension of these JPMorgan Chase benefits through COBRA, the Consolidated Omnibus Reconciliation Act of 1985. Domestic partners can enroll in a similar continuation coverage program provided by JPMorgan Chase. For more information, contact the accessHR Contact Center.

They can continue supplemental term life or AD&D insurance

Your former spouse/domestic partner can port this coverage at his or her own cost, which means they can keep the same terms of the policy regardless of any pre-existing health condition. For more information, contact MetLife at 1-800-638-5433.

If you and your spouse/domestic partner both work for JPMorgan Chase

If you and your spouse/domestic partner both work for JPMorgan Chase and one or both of you have a qualified benefits status change, please call accessHR for more information.

Things to consider

As you think about your benefits needs and options, ask yourself these types of questions before adding or cancelling coverage:

Medical, Dental and Vision Plans

- Does your spouse/domestic partner have other health care or insurance coverage available?
- Do the JPMorgan Chase Medical, Dental, and Vision Plans meet your family's needs?
- Do your dependents meet the eligibility requirements? (Review the 2019 Dependent Eligibility Requirements found on My Health)
- If you choose to cover your spouse/domestic partner, remind him or her to complete the biometric Wellness Screening and online Wellness Assessment during the required timeframes (go to **My Health** for more information)
- Does your spouse/domestic partner qualify as a tobacco user under the Medical Plan?

Health Care and Dependent Care Spending Accounts

- Do you expect your spouse/domestic partner will have additional expenses which can be paid by the Health Care Spending Account?
- Will you have more child or elder care expenses?
- Will your spouse/domestic partner stay at home to care for your children?

Life, Supplemental Term Life and AD&D Insurance

- Does your insurance coverage provide adequate financial support in case of an accident or death?
- Does your spouse/domestic partner qualify as a tobacco user under the Supplemental Term Life insurance plan?
- Remind your spouse/domestic partner to complete and submit/mail any required evidence of insurability forms

Other to-do's

Eligibility Verification

Respond to the request for documentation showing that your new dependent is eligible for the benefits plans, including adding a Social Security number when you are adding your dependent.

Personal Information

Update your name, address, marital status, and contact information on **My Personal Profile**. Go to: **mpp.jpmorganchase.com**.

Note: You need to apply for a new Social Security card for any name changes. Contact the Social Security Administration or access the application online at www.ssa.gov. To initiate a name change in the JPMorgan Chase systems, call the accessHR Contact Center.

Taxes

Adjust your withholding allowances and/or marital status for federal, state and/or local taxes, as needed on **My Personal Profile**. Go to: **mpp.jpmorganchase.com**.

Claims

Contact accessHR Contact Center if your deceased dependent was covered by any JPMorgan Chase life and accident insurance plans.

Beneficiaries

Think about who you want as beneficiaries for your insurance plans as well as your 401(k) Savings and Retirement Plans. To add a beneficiary or to make changes, go to **beneficiary.jpmorganchase.com**.

For complete plan details, see the Summary Plan Descriptions (SPDs) found on My Health > Benefits Plan Details (Summary Plan Descriptions). The Medical Plan SPD has been updated, effective Jan. 1, 2019. For all other plans, use the Bulletins and other Summaries of Material Modifications (SMMs) together for complete plan details.

The JPMorgan Chase U.S. Benefits Program is available to most employees on a U.S. payroll who are regularly scheduled to work 20 hours or more a week and who are employed by JPMorgan Chase & Co. or one of its subsidiaries to the extent that such subsidiary has adopted the JPMorgan Chase U.S. Benefits Program. This information does not include all of the details contained in the applicable insurance contracts, plan documents, and trust agreements. If there is any discrepancy between this information and the governing documents, the governing documents will control. JPMorgan Chase & Co. expressly reserves the right to amend, modify, reduce, change, or terminate its benefits and plans at any time. The JPMorgan Chase U.S. Benefits Program does not create a contract or guarantee of employment between JPMorgan Chase and any individual. JPMorgan Chase or you may terminate the employment relationship at any time.