How to Update DEERS

You Have a Qualifying Life Event ... Now What?

When you experience a qualifying life event—or QLE—you can make a change to your plan or enroll in a new plan.

To get started, just remember, there are...

Two Steps:

1. Update DEERS
2. Make Changes to your TRICARE Plan

In most cases, you’ll have **90 days** to complete your enrollment change, but some QLEs give you a little extra time.

Step One: Updating DEERS

The Defense Enrollment Eligibility Reporting System—DEERS—is a database of uniformed service personnel and family members who are eligible for benefits, including TRICARE.

Step Two: Make Changes To Your TRICARE Plan

You can make changes to your current plan or switch to a new plan.

**TRICARE Prime**


2. Download and Mail the Enrollment Form. If switching to TRICARE Prime, you’ll also need to select a primary care manager as part of the enrollment process. To learn more, visit [www.TRICARE.mil/enroll](http://www.TRICARE.mil/enroll).

3. Call your Regional Contractor:
   - TRICARE East: Humana Military East: 1-800-444-5445
   - TRICARE West: Health Net West: 1-844-866-9378

Adding/Removing Family Members

Only sponsors can add or remove family members.

1. Find your local RAPIDS site (ID card office)
2. Set up an appointment
3. Bring all required paperwork

Updating Addresses and Other Contact Information

Sponsors and family members can update contact information.

2. Phone: 1-800-538-9522 (TTY/TDD: 1-866-363-2883)
3. Fax: 1-800-336-4416 (Primary) 1-502-335-9980 (Alternate)
4. Mail: Defense Manpower Data Center Support Office Attn: COA 400 Gigling Road Seaside, CA 93955-6771

For more information, visit [www.tricare.mil/DEERS](http://www.tricare.mil/DEERS).