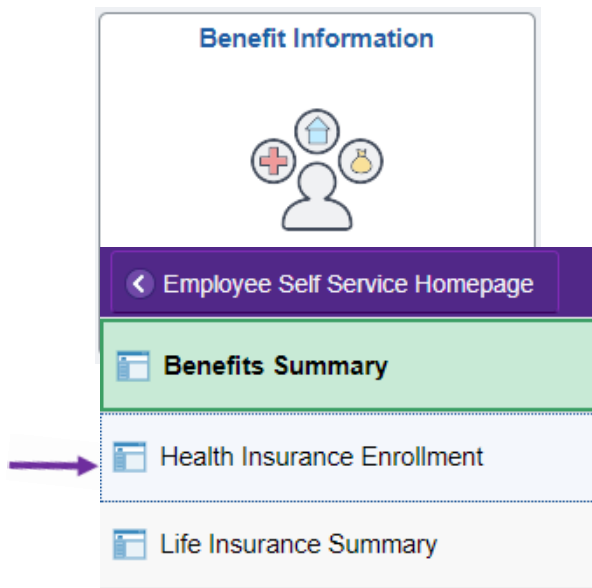


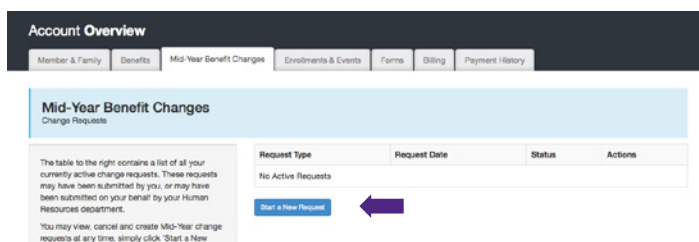
MAKING A MID-YEAR CHANGE/ADDING AND DROPPING DEPENDENT

Mid-year changes can be made in the event of the birth of a dependent, death of a dependent, a dependent enrolling in separate coverage, etc.

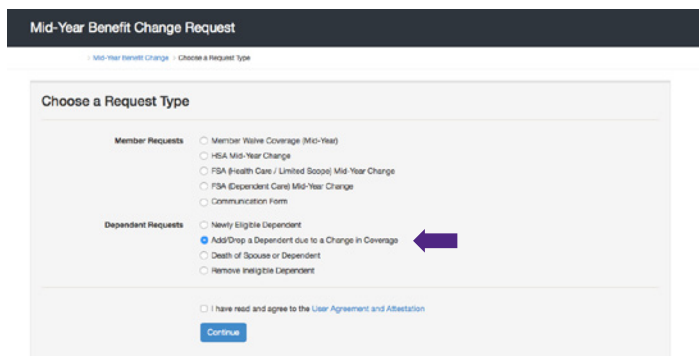
- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.



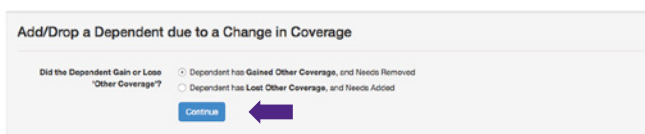
- Click on **Start a New Request**.



- Click on the radio button that applies to your situation. In this example, the employee needs to Add or Drop a dependent due to a change in coverage.
- Click on the **"I have read and agree..."**
- Click **Continue**.



- Select the dependent to be added or removed from your coverage. Detail your reasons for change in the **Request Note** field.



- Click on **Submit Request**.
- **Supporting documentation is required to process a mid-year change.** To upload documentation, navigate to the Member and Family tab. Scroll to the bottom, and upload a PDF copy of the documentation.
- Log out of the Member Portal.

Add/Drop a Dependent due to a Change in Coverage

Date Dependent(s) Gained Other Coverage

Please select the Dependent(s) you wish to remove from benefits Name
 Name
 Name

Not seeing the dependent you wish to remove?

Request Note Additional information ←

What happens when I submit a request?

Document Upload
Upload Documents to Attach to Your Membership Record

Please click on the "Browse" button to select documents from your computer that can be securely uploaded to your member record. Please only upload documents as requested by the State Employee Health Plan.

Multiple Documents: If you need to upload several documents you can select and upload them all at the same time or individually.

Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.