

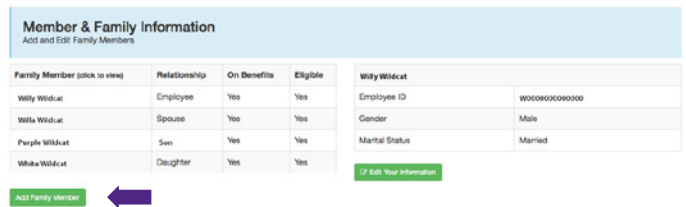
ADDING A DEPENDENT

To be used for adding demographic information for dependents who need to be covered under your insurance.

- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefits**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.



- If you are adding a dependent, click on **Add Family Member** in the MAP Portal home screen.



- Enter the dependent's information.
- A Social Security Number is required.
 - » If you have a newborn who does not yet have a Social Security card, enter 777-77-7777 into the Social Security Number field and this will allow you to add the child as a dependent until the child's Social Security card arrives.
 - » If your dependent is a Non-Resident Alien, enter in 888-11-1111 as the Social Security Number, and this will allow you to proceed.
- You will be required to upload **Supporting Documents**.
- Click Add Family Member.
- Feel free to do a screen print (Ctrl + P) for your personal records.

- Log out of the Member Portal.

This does not add the dependent to your insurance — it only adds the dependent to your portal. To add the dependent to your insurance, see TO ENROLL FOR HEALTH INSURANCE.

- For a listing of dependent documentation visit

<http://www.kdheks.gov/hcf/sehp/DependentDoc.htm>.