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/](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.

- 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**.

• Log out of the Member Portal.