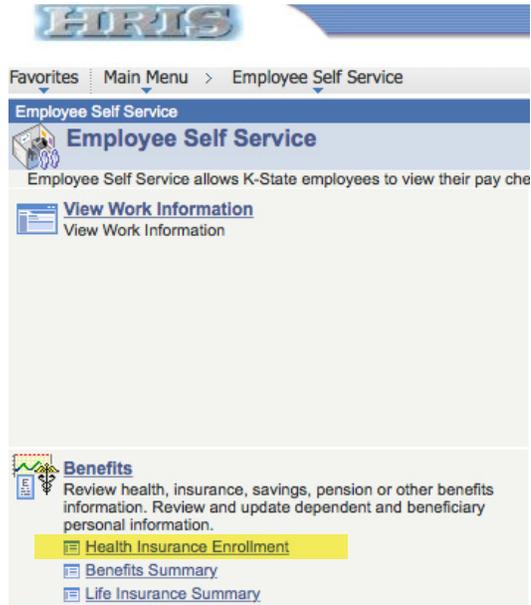


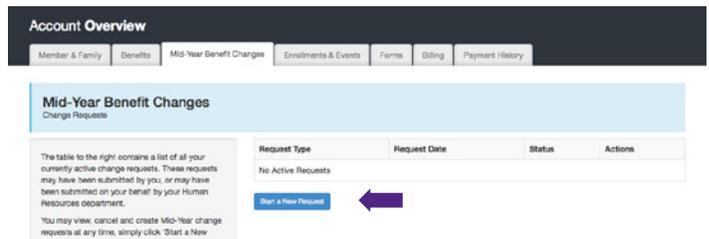
MAKING A MID-YEAR CHANGE/ADDING AND DROPPING DEPENDENT

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.

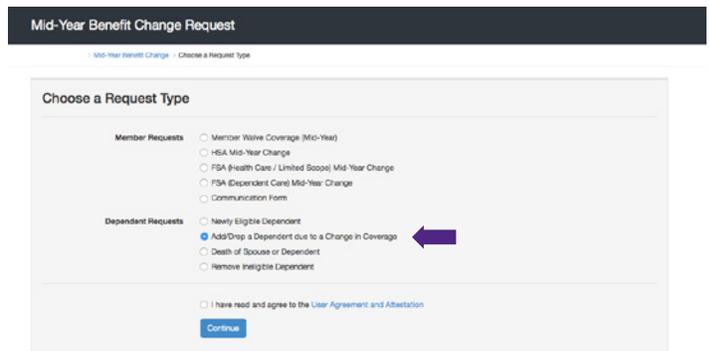
- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefits**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal,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

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?