

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.

Member & Family Information				
Add and Edit Family Members				
Family Member (click to view)	Relationship	On Benefits	Eligible	Willy Wildcat
Willy Wildcat	Employee	Yes	Yes	Employee ID: W0000000000000
Willa Wildcat	Spouse	Yes	Yes	Gender: Male
Purple Wildcat	Son	Yes	Yes	Marital Status: Married
White Wildcat	Daughter	Yes	Yes	

[Add Family Member](#) ←

- 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.

Add Family Member

Prefix	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Date of Birth	<input type="text" value="MM/DD/YYYY"/>
Social Security Number	<input type="text" value="123-45-6789"/> ←
Gender	<input type="text" value="Male"/>
Relationship	<input type="text" value="Spouse"/>
Marital Status	<input type="text" value="Single"/>
Race	<input type="text"/>
Ethnicity	<input type="text"/>
Dependent Documentation	<input type="button" value="Browse..."/> ←

Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.
What documents do I need to upload?

- 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:

<https://healthbenefitsprogram.ks.gov/sehp/dependent-documentation-requirements>