

ADDING A DEPENDENT DUE TO LOSS IN OTHER COVERAGE

When a dependent loses other coverage, this qualifies as a life event and enables you to make a mid-year coverage change to some or all of your benefits, within 31 days of the loss of coverage.

- 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**.



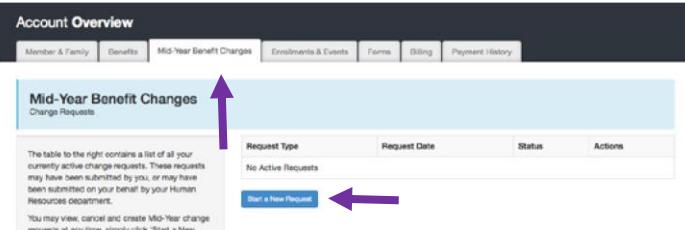
Employee Self Service Homepage

Benefit Information

Benefits Summary

Health Insurance Enrollment

Life Insurance Summary

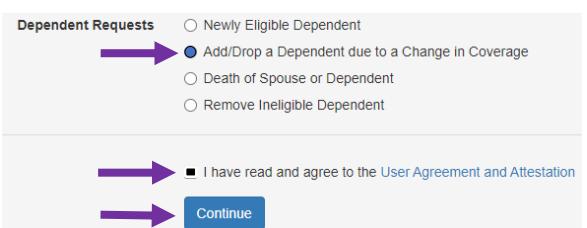


Account Overview

Mid-Year Benefit Changes

Start a New Request

- Click on **Add/Drop a Dependent due to Change in Coverage**.
- Click on “**I have read and agree...**”.
- Click **Continue**.



Dependent Requests

Add/Drop a Dependent due to a Change in Coverage

Newly Eligible Dependent

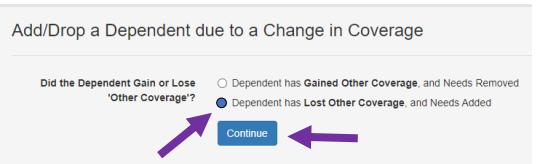
Death of Spouse or Dependent

Remove Ineligible Dependent

I have read and agree to the [User Agreement and Attestation](#)

Continue

- Select the second option “Dependent has **Lost Other Coverage**, and Needs Added”
- Click **Continue**



Add/Drop a Dependent due to a Change in Coverage

Did the Dependent Gain or Lose 'Other Coverage'?

Dependent has **Lost Other Coverage**, and Needs Added

Dependent has **Gained Other Coverage**, and Needs Removed

Continue

- Enter the **date** the dependent(s) **lost** other coverage.
- Select whether the dependent is losing coverage with the SEHP.
- Select the dependent(s) you wish to add to your benefits.
- **Note: If you do not see the dependent you wish to add to coverage, you must first create that dependent using the 'Add Family Member' button found on your Account Overview screen.**
- Click **Submit Request**.

Add/Drop a Dependent due to a Change in Coverage

Date Dependent(s) Lost Other Coverage

Is the Dependent Losing Coverage with the SEHP

Please select the Dependent(s) you wish to add to benefits

Request Note

Submit Request

- Supporting documents are required to process this Mid-Year change. To upload documentation, navigate to the **Member and Family** tab.

Member Portal

Account Overview

Member & Family Information

- Scroll to the bottom of the page.
- Click on **Browse** to locate and select the PDF document(s) on your device.
- Upload the document(s) by clicking on **Upload Documents**.

Document Upload

Upload Documents to Attach to Your Membership Record

Please click on the "Browse" button to select documents from your computer than 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.

Browse...

Upload Documents

Note: The documentation needed for this event is typically a document on company letterhead that contains the following information:

- The date coverage ends
- The type of coverage that ends (medical, dental, etc.)
- The names of all individuals affected by the loss in coverage

- Log out of the Member Portal