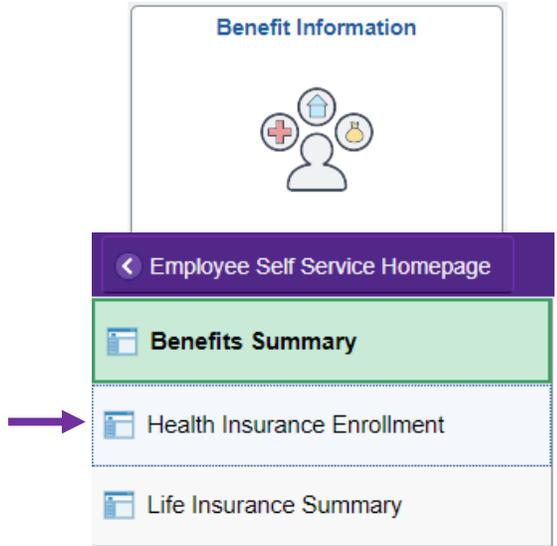


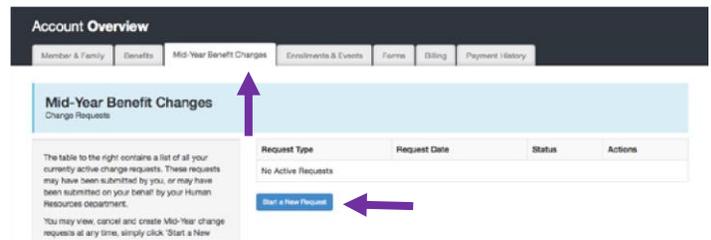
**REMOVING A DEPENDENT DUE TO DEATH**

When a covered dependent passes away, 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 event.

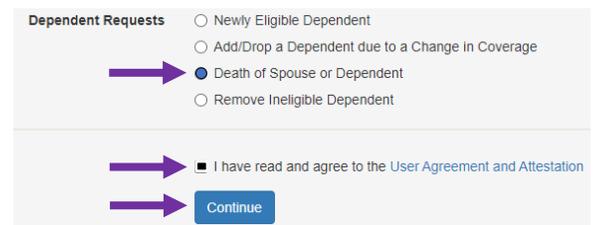
- Log into HRIS as you do to review your paycheck. <https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP portal.



- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.
- Click on **Start a New Request**.



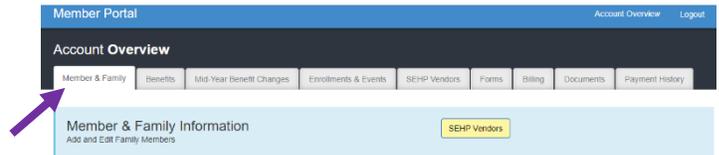
- Click on **Death of Spouse or Dependent**.
- Click on **"I have read and agree..."**.
- Click **Continue**.



- State the **Date of Death**.
- Select the **dependent** that passed away.
- *Note: If you believe a dependent is in the system, but is not shown in the list, please contact SEHP at SEHPMembership@ks.gov*
- Click **Submit Request**.



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



- 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**.



**Note: For this situation, you will need to upload a death certificate of the dependent.**

- Log out of the Member Portal