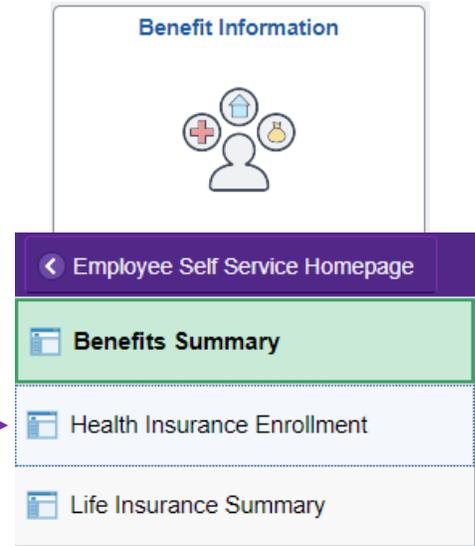


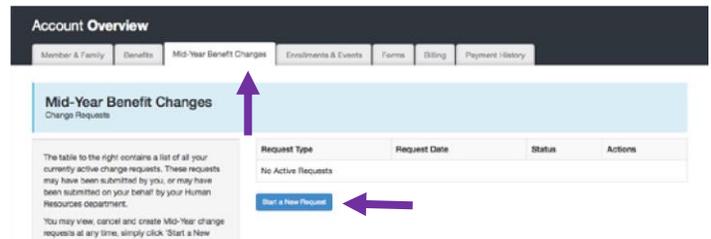
**REMOVING A DEPENDENT DUE TO GAIN IN OTHER COVERAGE**

When a covered dependent gains 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 event.

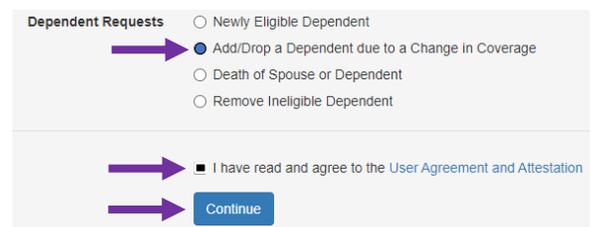
- Log into HRIS as you do to review your paycheck.  
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.



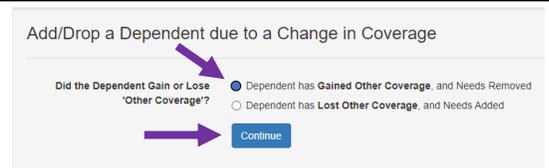
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.
- Click on **Start a New Request**.



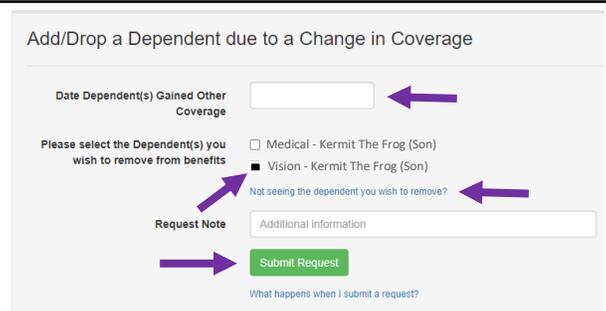
- Click on **Add/Drop a Dependent due to Change in Coverage**.
- Click on **"I have read and agree..."**.
- Click **Continue**.



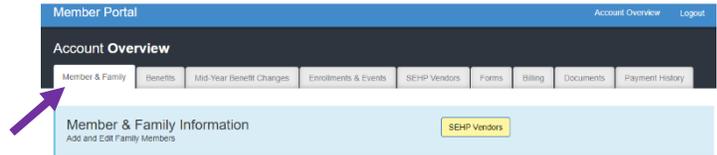
- Select the first option **"Dependent has Gained Other Coverage, and Needs Removed"**
- Click **Continue**



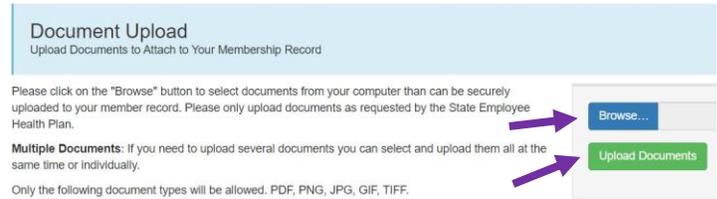
- Enter the **date** the dependent(s) **gained** other coverage.
- Select the dependent(s) you wish to remove from your benefits.
- *Note: If you believe a dependent is covered under your benefits, but is not shown in the list, please contact SEHP at [SEHPMembership@ks.gov](mailto:SEHPMembership@ks.gov)*
- 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: The documentation needed for this event is typically a document on company letterhead that contains the following information:**

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

- Log out of the Member Portal