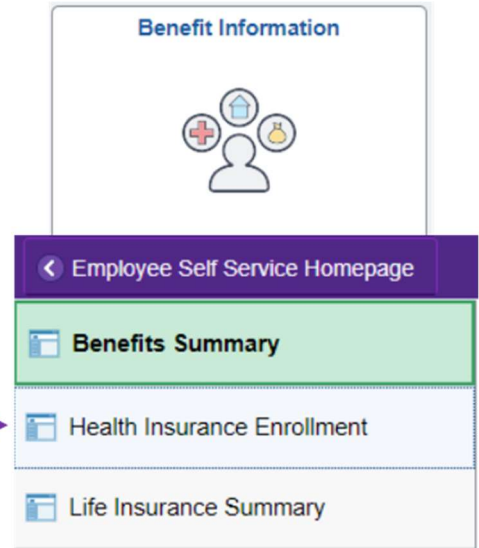


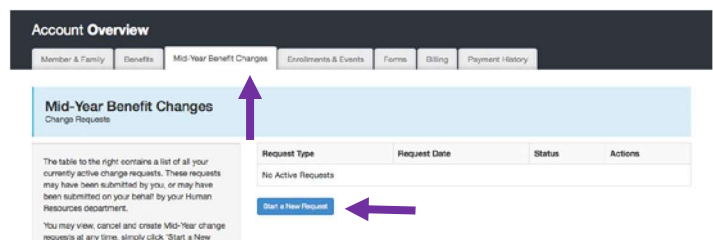
ADDING A NEWLY ELIGIBLE DEPENDENT

When you experience a birth, adoption, or marriage, 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.

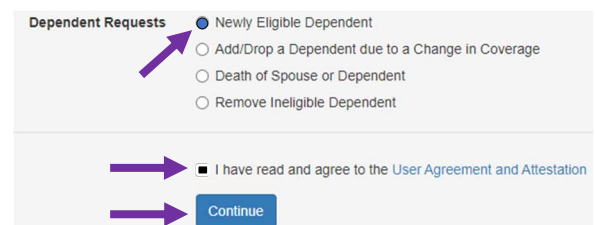
- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP portal.



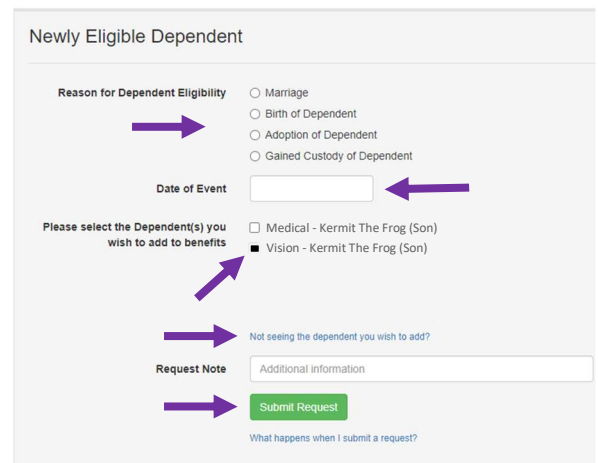
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.
- Click on **Start a New Request**.



- Click on **Newly Eligible Dependent**.
- Click on **"I have read and agree..."**.
- Click **Continue**.

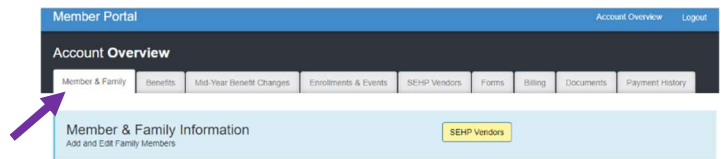


- Select the correct option that applies to you under **Reason for Dependent Eligibility**.
- State the date the life event took place.
- Select the dependent(s) you wish to add to your benefits.
- *Note: If you do not see the dependent you wish to add to coverage, you must first create that dependent using the 'Add Family Member' button found on your **Account Overview** screen.*

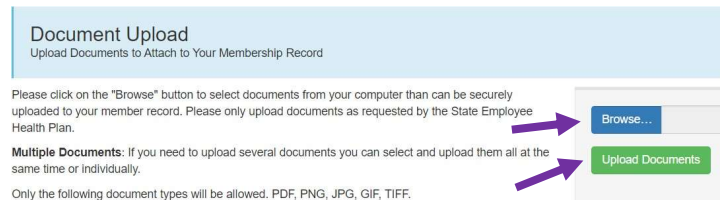


- **Newborn Children – a temporary SSN of 777-77-7777** should be entered in MAP for a newborn until a valid SSN is obtained. Generally, the SSN is assigned within 14 days of application for the SSN. **The valid SSN must be provided to the SEHP within 41 days of the child’s date of birth.**
- Click **Submit 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: Depending on your situation, listed below is the documentation you will need to provide:

- Marriage License (for proof of spouse and stepchild eligibility)
- Birth announcement for newborns and dependent children including full name of the parent(s). **(Birth registration cards are not acceptable proof for newborns and dependent children)**
- Petition for adoption or placement agreement for dependent child
- Legal custody or guardianship document issued by the court including Judge’s signature and court date stamp.
- Court order for dependents who are not natural or adopted children of the primary member including Judge’s signature and court date stamp.
- Certificate of birth a notarized Dependent Grandchild Affidavit for children born to a covered dependent (grandchild) and copies of pages 1 and 2 from the current year’s filed Federal tax return for proof of financial dependency and residency.

- Log out of the Member Portal