

Birth/Adoption of a Child

1. Notify HR within 30 days of the birth or adoption of your child and provide a birth certificate or court documents from the adoption.
2. HR will then trigger a Qualifying Life Event, that allows you to add your new dependent to your benefits.
3. Once your QLE is started, you can log onto your benefits platform and make your elections. This process will look very similar to Open Enrollment.
4. Once you have completed your enrollment process, your elections will be sent to your insurance carriers, and your child will then have active coverage.

Note: Reminder, if your child's Social Security Number is delayed in being issued, make sure you let HR know once you receive your child's Social Security Number so their information can be updated.