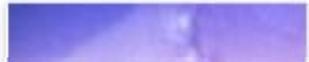


Welcome, On behalf of: March, Jo



Announcements
1 item



Inbox
1 item

Open Enrollment Change: March 15, 2021
19 hour(s) ago - Due 11/11/2020; Effective 01/01/2021

[Go to Inbox](#)

How to add a Dependent in Open Enrollment

If you are enrolling your loved ones in benefits for the first time next year, create a new Dependent Profile in your Open Enrollment Task



Applications
8 items



Pay



My Expenses
Dashboard



Directory



Personal Information



Cash Balances

Health Care Elections 3 items

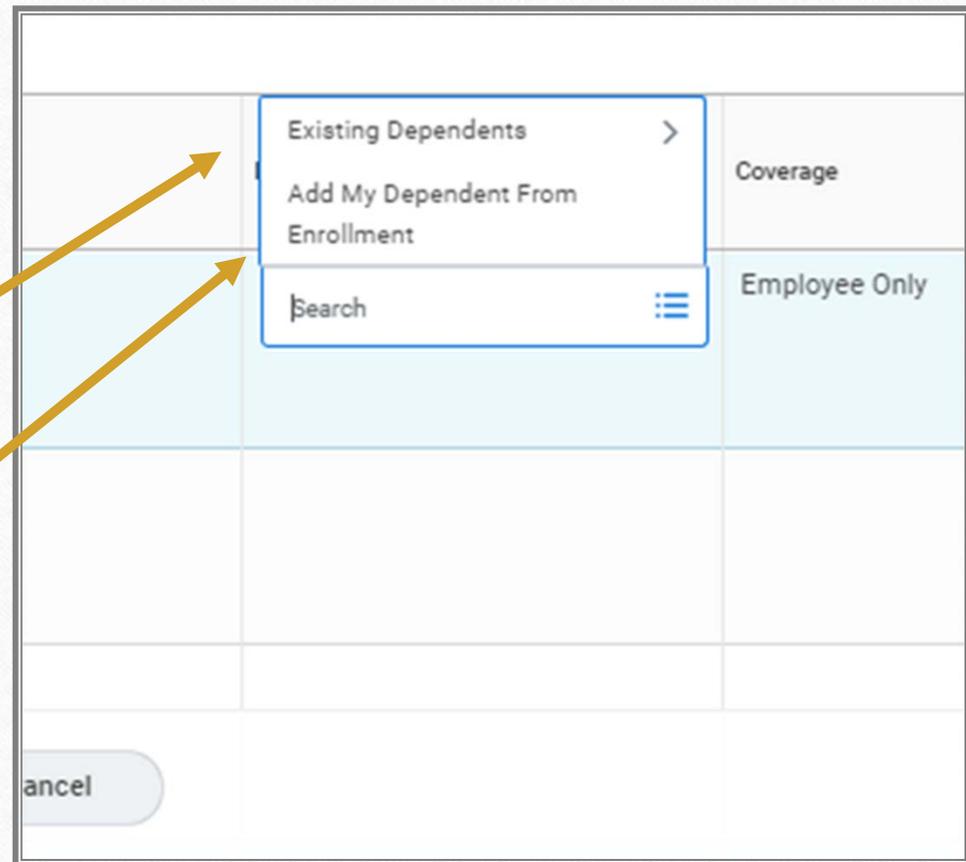
Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Aetna Global HDHP Field Staff US	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	Employee Only
Dental - MetLife Dental	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Vision - Aetna Global Vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Step One: Electing Medical, Dental, and Vision Coverage

- First remember to elect your coverage if you are currently not enrolled. Dependents are only eligible for coverage if you are covered as well
- You will be able to add dependents using the menu bar that appears under Enroll Dependents. There will be an option to add a new dependent

Step Two: Choose your Dependents

- If you already created a dependent profile or are enrolling dependents that have or previously have had coverage, you can find them under Existing Dependents
- If you need to create a Dependent Profile for a new Dependent select “Add My Dependent From Enrollment”



Add My Dependent From Enrollment

March, Jo Actions

1 hour(s) ago - Due 11/11/2020; Effective 01/01/2021

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

INSTRUCTIONS:
Use this page to add any new dependents that do not already exist below. If you wish to also include them as a beneficiary, check the "Use as Beneficiary" checkbox above BEFORE clicking OK at the bottom of the page to add your new dependent information.

Existing Dependents 0 items

Dependent	Relationship
No Data	

Step Three: Create your Dependents

- For new dependents, you will continue forward by clicking “OK”
- If you would like to copy information from an existing Beneficiary or Emergency Contact person you may do so. However, there will be additional information required.

Step 4: Add your Dependent's Personal Information

- Add your Dependent's information here.
- This information will be sent to the vendors so it is important to use the information you will be using with your insurance companies and doctors.

Add My Dependent From Enrollment

1 hour(s) ago - Due 11/11/2020; Effective 01/01/2021

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

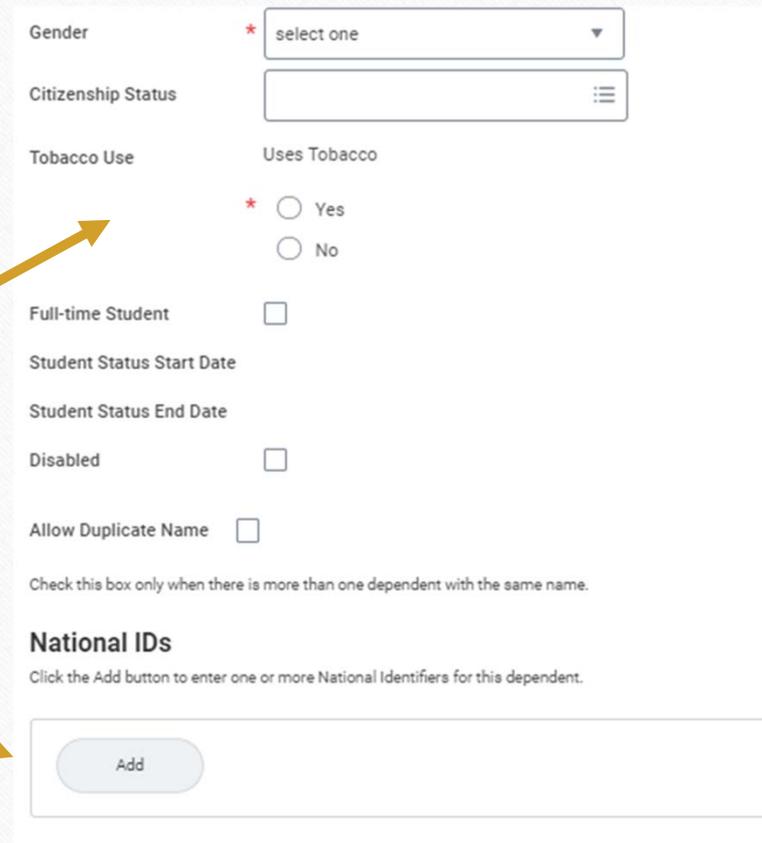
Suffix

Personal Information

Relationship *

Step 4: Add your Dependent's Personal Information

- Continue to fill in all required information. These are the fields with red asterisks (*)
- You will also need to add a “National ID” this is typically a social security number. You will need to click Add to open this field



The screenshot shows a form for adding a dependent's personal information. The fields are as follows:

- Gender**: A dropdown menu with a red asterisk (*) and the text "select one".
- Citizenship Status**: A text input field with a menu icon on the right.
- Tobacco Use**: A section header with the text "Uses Tobacco" below it.
- Uses Tobacco**: A red asterisk (*) followed by two radio buttons: "Yes" and "No".
- Full-time Student**: A checkbox.
- Student Status Start Date**: A text input field.
- Student Status End Date**: A text input field.
- Disabled**: A checkbox.
- Allow Duplicate Name**: A checkbox.

Below the checkboxes, there is a note: "Check this box only when there is more than one dependent with the same name."

National IDs
Click the Add button to enter one or more National Identifiers for this dependent.

An "Add" button is located at the bottom of the form. Two yellow arrows point from the text in the left column to the "Uses Tobacco" field and the "Add" button.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Country *	<input type="text" value="Search"/>
National ID Type *	<input type="text"/>
Current ID	(empty)
Add/Edit ID *	<input type="text"/>
Issued Date	<input type="text" value="MM/DD/YYYY"/>
Expiration Date	<input type="text" value="MM/DD/YYYY"/>
Issued By	
Series	
Verification Date	10/28/2020
Verified By	March, Jo
<input type="button" value="Remove"/>	
<input type="button" value="Add"/>	

Step 4: Add your Dependent's Personal Information (National ID)

- Select the Country and National ID Type that you have been assigned. For Example:

United State of America

Social Security Number

- Enter the number in the given format. It is crucial that this is accurate.
- You will not need to click anything else, the ID will automatically save

Address

Use Existing Address

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Phone & Email

Use Existing Phone

Country Phone Code

Phone Number *

Phone Extension

Email Address

Step 4: Add your Dependent's Personal Information

- You will need to add contact information for your dependent. This information will also go to the vendors for obtaining insurance information.
- The Address and phone number will default to your current address of record.
- If the address/phone number is different from your own, you can de-select the existing address/phone and edit the information.
- Click OK to finish adding your Dependent's Information

Health Care Elections 3 items 🏠 ↗

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)
Medical - Aetna Global HDHP Field Staff US	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> X March, Edgar ↗ ☰ </div>	Employee + 1	
Dental - MetLife Dental	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> X March, Edgar ⋮ ☰ </div>	Employee + 1	\$67.00
Vision - Aetna Global Vision	<input type="radio"/> Elect			

Step 5: Enroll Your Dependents

- Once you have completed the Dependent Profile, your Dependent will automatically be enrolled in the plan you first selected.
- You may continue to add your dependent to any other plan and continue on in Open Enrollment

Thank you for electing your benefits

Access detailed information 24/7 at www.navbenefits.org

For additional help, please email benefits@navigator.org and someone will reach out to you in 1-2 business days