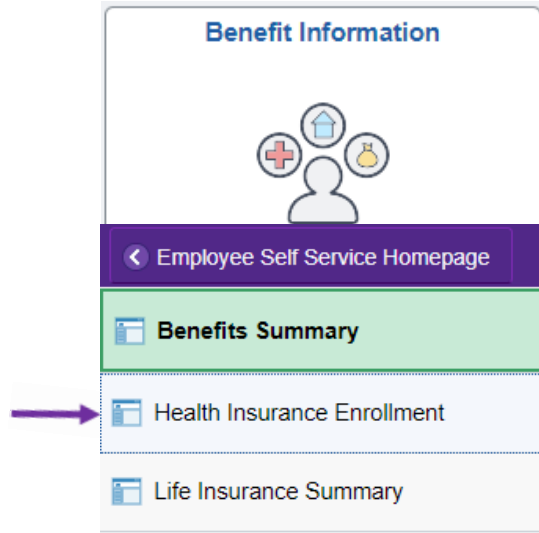## ADDING A DEPENDENT

To be used for adding demographic information for dependents who need to be covered under your insurance.

- 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.

- If you are adding a dependent, click on **Add Family Member** in the MAP Portal home screen.
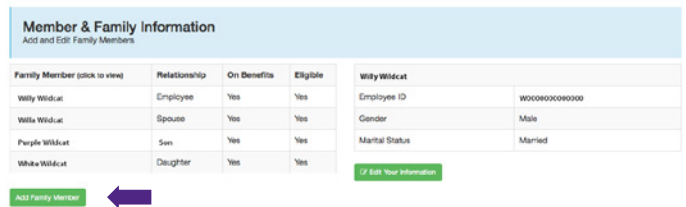
- Enter the dependent's information.

- A Social Security Number is required.
    - » If you have a newborn who does not yet have a Social Security card, enter 777-77-7777 into the Social Security Number field and this will allow you to add the child as a dependent until the child's Social Security card arrives.

    - » If your dependent is a Non-Resident Alien, enter in 888-11-1111 as the Social Security Number, and this will allow you to proceed.

- You will be required to upload **Supporting Documents.**

- Click Add Family Member.

- Feel free to do a screen print (Ctrl + P) for your personal records.
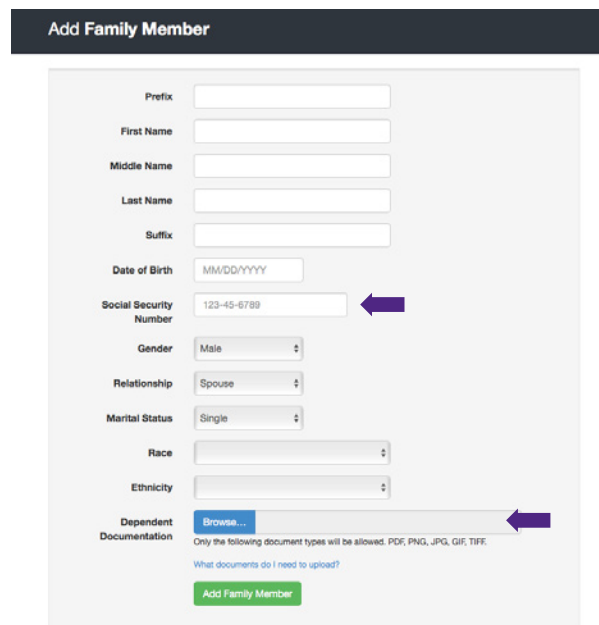
- Log out of the Member Portal.

This does not add the dependent to your insurance — it only adds the dependent to your portal. To add the dependent to your insurance, see TO ENROLL FOR HEALTH INSURANCE.

- For a listing of dependent documentation visit

    https://sehp.healthbenefitsprogram.ks.gov/cobra/cobra-enrollment-resources/dependent-documentation-requirements-for-state-employee-health-plan-sehp-members