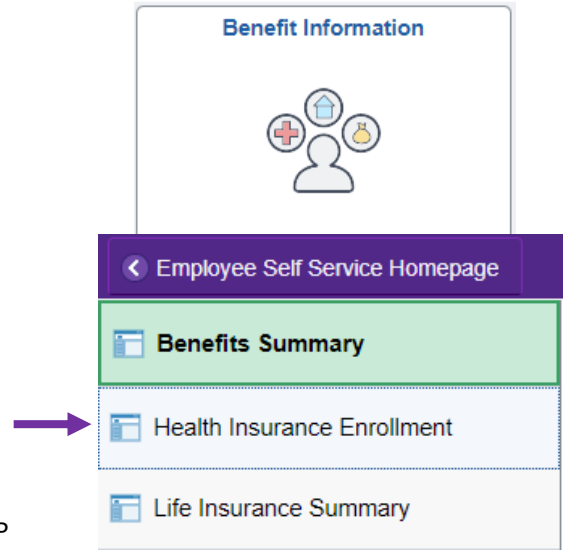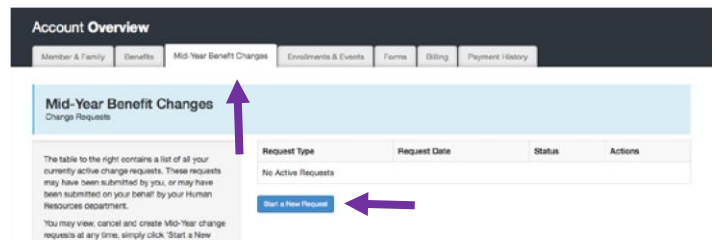## ADDING A DEPENDENT DUE TO LOSS IN OTHER COVERAGE

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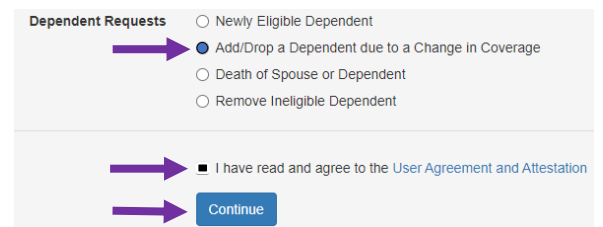
- Log into HRIS as you do to review your paycheck.
  https://hris.k-state.edu/
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
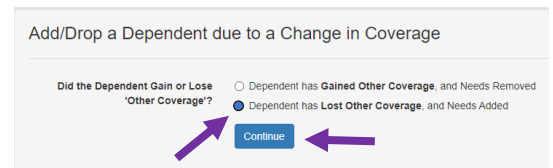- You may need to re-enter your **eID** and **password** to login to the MAP portal.

- 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**.
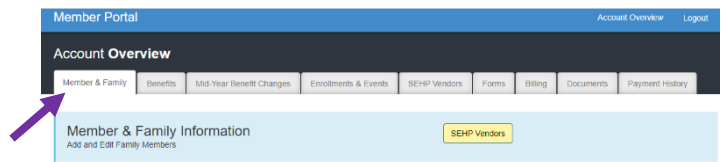- Click on "**I have read and agree…**".
- Click **Continue**.

- Select the second option "Dependent has **Lost Other Coverage**, and Needs Added"
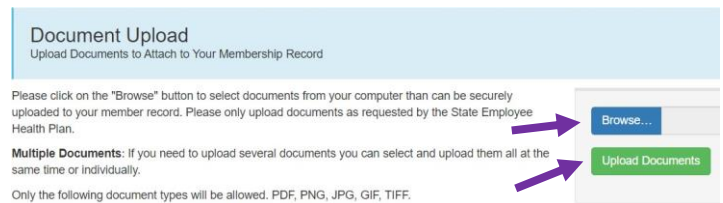- Click **Continue**

- Enter the **date** the dependent(s) **lost** other coverage.
- Select whether the dependent is losing coverage with the SEHP.
- 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.*
- 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 coverage ends
- - The type of coverage that ends (medical, dental, etc.)
- - The names of all individuals affected by the loss in coverage

- Log out of the Member Portal