

LIFE EVENT: Having a Baby/Adoption

Congratulations! The steps below outline what to consider and action to take after you have, or adopt, a baby.

☐ **Step 1 – Enroll Dependent in Medical, Dental and/or Vision Coverage**

You have 60 days after a child is born or adopted to enroll them in your medical, dental, and/or vision coverage. Coverage begins on the date of birth or adoption. To add a new dependent, sign onto [Bellevue Benefits](#), and follow the steps below. If you miss the above deadline, you will need to wait until the next open enrollment period to enroll him/her.

*To make the change, logon to <https://cityofbellevuehr.workterra.net>. Click on the **Make Changes** icon. Select the appropriate **Life Event Type** and enter the **Life Event Date**. Click **Save** and an enrollment window will open that will step you through the benefits that you are able to change, specific to your life event. You will know that you have completed your changes in Bellevue Benefits when you click the **Finish** button at the bottom of the Confirmation Statement.*

☐ **Step 2 – Life Insurance**

Voluntary life insurance is available for your new dependent. You may find out more information or purchase this insurance by logging into [Bellevue Benefits](#). You may also want to review and/or make changes to your life insurance.

☐ **Step 3 – Beneficiary Designations**

Review and/or update your beneficiary designation for your life, AD&D and retirement plans. You can view your current life/AD&D beneficiary information by signing onto Bellevue Benefits.

☐ **Step 4 – Flexible Spending Accounts**

Within 60 days of the arrival of your dependent, you may enroll, through Bellevue Benefits, in a Health Care and/or Daycare Flexible Spending Account (FSA). If you are already enrolled, you may be able to increase your contribution amount. Changes must be consistent with your life event.

☐ **Step 5 – Time Off**

Please contact your HR Consultant and/or Leave Specialist for information about your pay and leave of absence options.

☐ **Step 6 – Change Tax Withholding**

You may want to review and/or change the amount of taxes withheld from your paycheck. To do so, submit a new W-4 form to Payroll, available through MySelf Service.