

Purpose: A child(ren) can be added to Workterra Benefits in the enrollment workflow as part of new hire enrollment, open enrollment, or a qualified live event. A child(ren) can also be added from the Home Page.

Audience: Benefits eligible employees

Step	What to do	Visual Aid		
1.	Access Child(ren) information via an Enrollment workflow, the 'My Profile' dropdown, or via a quick link on the home page.	Spouse Child		
		Name		
		Child Test2		
2.	To review or edit existing Child(ren) information, select the pencil icon	Action		
3.	 To add a Child(ren), select Add New If there is not a child(ren) on your profile, the system will default to Add Child Note: If you newly enroll a 	Add New		
	child, you will need to upload proof of relationship if adding them to health plans.			
4.	When reviewing your Child(ren) info outside of the Enrollment workflow, a popup message displays asking if you want to open a Qualifying Event. If a Qualifying Event does not need to be initiated, select Cancel	Initiate Qualifying Event × Currently, you do not have an Event open in order to make changes. Do you want to initiate a Qualifying Event?		
		Cancel OK		



5.	Complete all fields preceded by an asterisk (*) Note: In the Child Relationship dropdown menu the following options are not benefits eligible: Foster child, Grand child, and Military dependent . These options are available to use to capture the dependent information if choosing to designate as a beneficiary.	Edit Child "Inst Name "Last Name Test2 Middle Initial "Last Name 000251526 "Gender at Birth "Date of Birth "Child Belationship 000251526 Pagles - no dates / spaces "Child Testationship Grand child " *Optimizer * D'Optimizer "Child Belationship Grand child " *Optimizer Yours D'Optimizer Birteet Address 2 Apt A Topical Code "City "State "Postati Code Yours Yours Yours Topical Code "City "State "Youtal Code Yours Yours Topical Code Yours Topical Code
6.	If enrolling a disabled child, select the Child Relationship as Disabled child , enter the Disability Reason and Date of Disability. You must provide this information for the child(ren) to remain on health plans past age 26.	Health Details Disabled Child: No Yes Disability Reason Disability Reason
7.	The Reset button at the bottom of the page will clear data entered on screen.	Reset
8.	Click Save or Save & Continue once you review, add, or edit the Child(ren) fields	Save & Continue



9.	Select Continue to move forward in the workflow		Continue	
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Revision History						
Revision Date	Summary of revision	Revision Author				
11/22/2022	SME Review	N Bruce				