

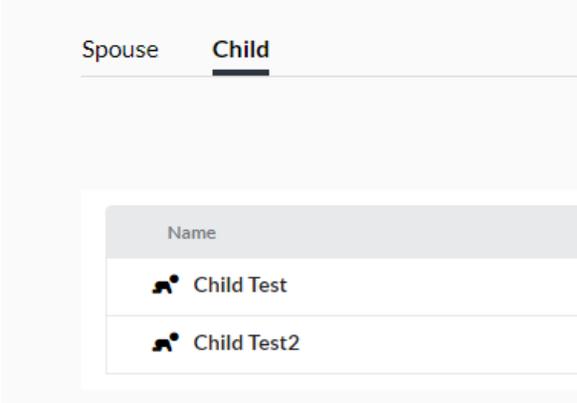
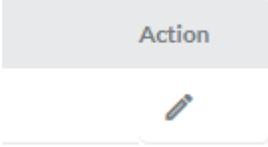
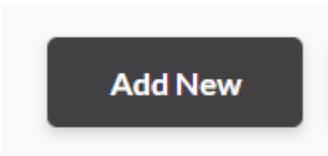
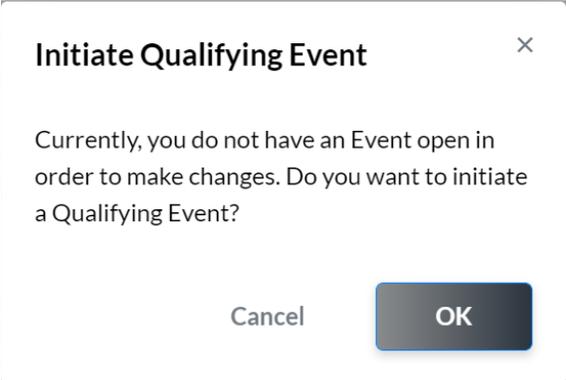
Standard Operating Procedure: Workterra

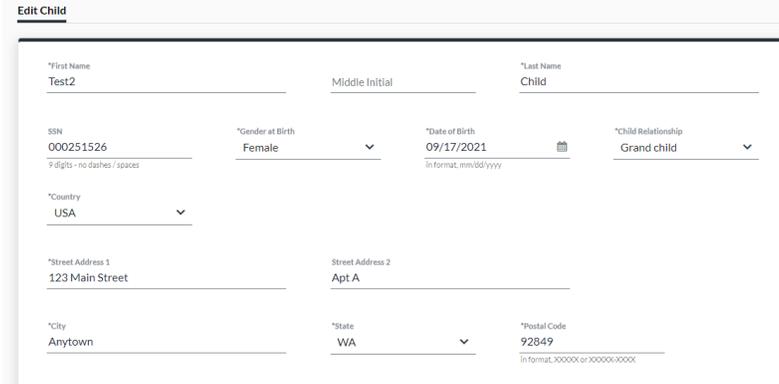
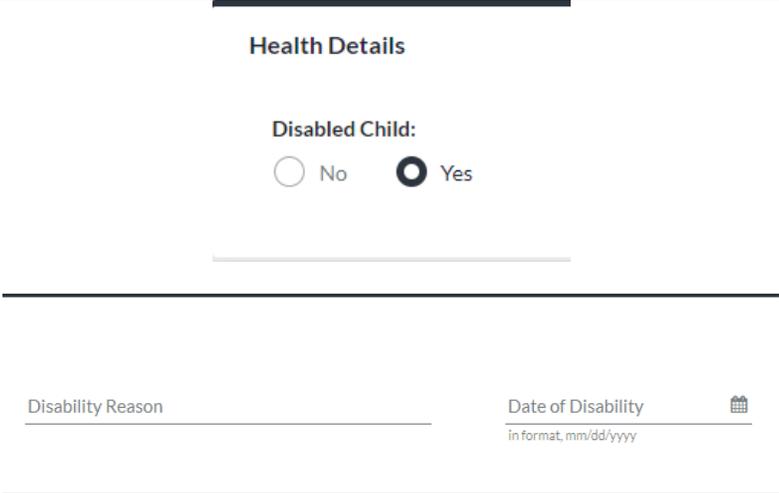
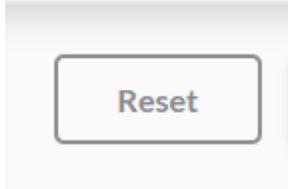
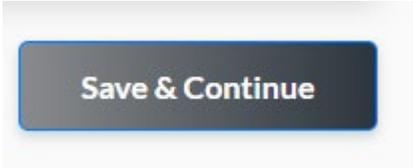
Adding a Child(ren)



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

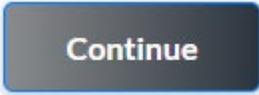
Step	What to do	Visual Aid
1.	Access Child(ren) information via an Enrollment workflow, the 'My Profile' dropdown, or via a quick link on the home page.	
2.	To review or edit existing Child(ren) information, select the pencil icon	
3.	To add a Child(ren), select Add New <ul style="list-style-type: none"> If there is not a child(ren) on your profile, the system will default to Add Child <p>Note: If you newly enroll a child, you will need to upload proof of relationship if adding them to health plans.</p>	
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	

5.	<p>Complete all fields preceded by an asterisk (*)</p> <p>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.</p>	
6.	<p>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.</p>	
7.	<p>The Reset button at the bottom of the page will clear data entered on screen.</p>	
8.	<p>Click Save or Save & Continue once you review, add, or edit the Child(ren) fields</p>	

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Adding a Child(ren)



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