Bellevue Benefits
Adding a Child(ren)
GUIDE TO ONLINE ENROLLMENT

OVERVIEW

An eligible child is one who is less than age 26. To enroll your eligible child in medical, dental or vision coverage or to insure them in the child life plan, they must have a dependent child record in the enrollment system. A child life election option will not appear in the enrollment workflow if you do not have your child entered into Bellevue Benefits.

INSTRUCTIONS

1. Click **"Continue"** to advance to the next screen if you are not adding or making any changes to an existing child record.
2. Click **"Add New"** to enter the name, relationship, address, gender, social security number, and date of birth information for your child. Fields preceded by a red bar are required.
3. Click on **"Add Another Child"** to open another child page.
4. Click **"Edit"** to review and make changes to information for a child already entered into Bellevue Benefits.
5. Click **"Save & Continue"** to save the information added/changed and advance to the next screen.
6. Click **"Save"** to save the information added/changed and stay on the current screen.
7. Click **"Reset"** to clear the information added/changed and start over.
8. Click **"Back"** to return to the last screen from which you advanced.