



Qualifying Event: Birth/Adoption or Placement of a Child for Adoption

THIS JOB AID IS FOR: TEAMMATES

TASK: QUALIFYING EVENT: BIRTH OR ADOPTION OR PLACEMENT OF A CHILD FOR ADOPTION

The following steps outline how to change benefits due to the birth or adoption or placement of a child for adoption.

From the Home Page:

1. Select the **Benefits and Pay** app.

Note: if the **Benefits and Pay** app does not appear on your home page, go to the upper left of the page, and select **MENU**.

2. Under **Tasks and Reports**, select **Change Benefits**.

On the Change Benefits screen

3. Select **Birth, adoption, or placement of child up for adoption** in **Change Reason** Box
4. Enter the date of birth (birth of child) or the adoption date (for an adoption) in the **Date of Birth or Adoption** box.
Note: The **Submit Elections By** is the date you must submit your coverage changes to the benefits team
Note: what is listed in **Benefits offered** are the benefits you can update.
5. Enter your birth or adoption documents by either dragging and dropping the file in the **Attachments** box or selecting **Select Files** and uploading the documents (**optional**)
6. Enter any comments you would like for the benefits to consider (**optional**)
7. Select **Submit**

From your My Task Inbox

8. Select **Let's Get Started** on the **Change Benefit Elections** page
9. Select **Enroll** or **Manage** to add a child to your coverage
10. Select, **select** on the plan you want to enroll in

Note: if you are adding a child, select **Add New Dependent** button; enter the child's information

11. Once you finish updating your benefits, select **Review and Sign**
12. Review your coverage (highly recommended) on the **View Summary** page
13. Enter your **birth or adoption documents** by either dragging and dropping the file in the attachments box or selecting **Select Files** and uploading the documents



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Note: you must add a Government Issued Birth Certificate listing the teammate as the mother or Father, an Adoption Placement Agreement, a Petition for Adoption Legal Adoption Certificate

14. Read the Legal Notice (**MANDATORY**)

15. Click the box next to **I Accept**

16. Select **Submit**

Note: you may view and print your benefit statements by selecting *View 20XX Benefits Statement*; if you view it, select the McLane icon at the top to go to your profile page. This will complete the process, and you do not have to go back to the page to hit **Done**

17. **Select Done**

Note:

- Ensure you add or remove your child adopted child from your benefits.