

Member Administration Portal Guidance:

Adding a Newly Eligible Dependent

Log in to the MAP Portal at <https://sehp.member.hrissuite.com/>. Navigate to the Member & Family tab, and click, "Add Family Member".

Family Member (click to view)	Relationship	On Benefits	Eligible
[Redacted]	Employee	No	Yes

[Add Family Member](#)

Employee ID [Redacted]
Gender [Redacted]
Marital Status [Redacted]

[Edit Your Information](#)

Complete the required fields for each dependent. For each dependent who has not previously been reported, documentation of dependent status must be uploaded. The preferred file format is PDF. If you are unable to scan or download a PDF, you can instead upload a *high-quality, high-resolution* photo of the documentation and upload the image as a JPG or PNG file. If using either of these file types, please confirm that all four corners of each page are visible and that the document can be easily read before submission. Illegible or low-resolution photos may not be accepted by the plan administrators.

Note: If the SSN of a newborn is not available, a temporary placeholder of 777-77-7777 may be used for enrollment. This must be updated with a valid SSN within 41 days of birth to prevent loss of coverage.

Note: Adding a dependent to the portal does not enroll the dependent in coverage. Please add all dependent information, then continue to page two and complete steps to request coverage.

Member Portal

Add Family Member

Prefix

First Name

Middle Name

Last Name

Suffix

Date of Birth

Social Security Number

Gender

Relationship

Marital Status

Race

Ethnicity

Dependent Documentation

Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.

[What documents do I need to upload?](#)

[Add Family Member](#)

Navigate to the Mid-Year Benefit Changes tab and follow the menu prompts to request a mid-year addition of a newly eligible dependent. The request will be processed in 1-2 business days. It is the member's responsibility to check back on their request and make sure that the accompanying documentation has been accepted by plan administrators. When adding a dependent mid-year, the member will have the option to elect to add the dependent to any currently elected coverage. The elected plan cannot be changed, and previously waived dental and vision benefits cannot be elected at this time. Such changes may only occur during annual open enrollment.

The screenshot shows the Member Portal interface. At the top, there is a blue header with 'Member Portal' on the left and 'Account Overview' and 'Logout' on the right. Below the header is a dark grey navigation bar with the title 'Account Overview' and a series of tabs: 'Member & Family', 'Benefits', 'Mid-Year Benefit Changes' (highlighted with a red circle), 'Enrollments & Events', 'Forms', 'Billing', 'Documents', and 'Payment History'. The main content area is titled 'Mid-Year Benefit Changes' with the subtitle 'Change Requests'. On the left, there is a text box explaining that the table to the right contains a list of active change requests. On the right, there is a table with columns 'Request Type', 'Request Date', 'Status', and 'Actions'. The table currently shows 'No Active Requests'. Below the table is a blue button labeled 'Start a New Request' (highlighted with a red circle). Below this is another blue header with 'Member Portal' and 'Account Overview' / 'Logout'. The main content area is titled 'Mid-Year Benefit Change Request'. Below the title is a breadcrumb trail: 'Jennifer L Rodgers > Mid-Year Benefit Change > Choose a Request Type'. The main content area is titled 'Choose a Request Type' and contains two sections: 'Member Requests' and 'Dependent Requests'. Under 'Member Requests', there are five radio button options: 'Member Waive Coverage (Mid-Year)', 'HSA Mid-Year Change', 'FSA (Health Care / Limited Scope) Mid-Year Change', 'FSA (Dependent Care) Mid-Year Change', and 'Communication Form'. Under 'Dependent Requests', there are four radio button options: 'Newly Eligible Dependent' (highlighted with a red circle), 'Add/Drop a Dependent due to a Change in Coverage', 'Death of Spouse or Dependent', and 'Remove Ineligible Dependent'. At the bottom, there is a checkbox labeled 'I have read and agree to the User Agreement and Attestation' (highlighted with a red circle) and a blue 'Continue' button.

Select the type of dependent you are adding, and enter the date of event leading to their eligibility (e.g., date of birth to add a newborn, date of marriage to add a spouse). Any dependents added to the portal who are not currently on benefits are listed. Select the dependent(s) and coverage choices you wish to add, then submit the request.

Newly Eligible Dependent

Reason for Dependent Eligibility

- Marriage
- Birth of Dependent
- Adoption of Dependent
- Gained Custody of Dependent

Date of Event

Please select the Dependent(s) you wish to add to benefits

[Not seeing the dependent you wish to add?](#)

Request Note

[What happens when I submit a request?](#)

The member will receive an email in 1-2 business days to confirm that the selected dependents have been added to SEHP coverage. In most cases, the effective date for a newly eligible dependent will be the first of the month following the qualifying event. Newborn coverage is effective retroactive to the date of birth.