

# How to Add a Dependent to Your Benefits - Birth & Adoption

- Log in to your Workday account
- On your Home Page under Your Top Apps, click View all Apps,

 [View All Apps](#)

- Select the “Benefits and Pay” icon



**Benefits and Pay**

- Select “ Change Benefits”

## Tasks and Reports

Payment Elections

**Change Benefits**

Change Retirement Savings

## Overview

- Select “Birth/Adoption of a Child” from the list of change reasons

- Change Reason ★
- ☐ Beneficiary Change
  - ☒ **Birth/Adoption of a Child**
  - ☐ Change HSA Contributions
  - ☐ Death of Spouse/Child
  - ☐ Divorce
  - ☐ Employee or Dependent Gains/Loses Other Coverage
  - ☐ Marital Status - Marriage
  - ☐ Retirement Contribution Change
  - ☐ Spouse Gains / Loses Coverage from Another Source

- Enter the date of birth

Benefit Event Date \* 04/26/2021 

- Select “Submit” located at the bottom of the page

**Submit**

- The following message will show, select “Open”

## You have submitted

Up Next:  Change Benefit Elections

[View Details](#)

**Open** →

- Select “Let’s Get Started”

## Change Benefit Elections

Initiated On 04/26/2021

Submit Elections By 04/26/2021

**Let's Get Started**

- Answer the tobacco use question and select “Continue”

## Update Your Information

### Health Information

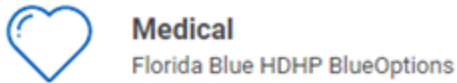
#### Tobacco Use

Question Has any adult (19 and older) person to be insured used tobacco in the last 12 months?

Answer \* ☐ Yes

☒ No

- Select “Manage” for the benefit plan/s you would like the new dependent added to.



Cost per paycheck

Coverage

Dependents

Manage

- Confirm the plan type (your current plan should already be selected)

## Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes:

3 items

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Florida Blue HDHP BlueOptions
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Florida Blue HMO BlueCare
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Florida Blue PPO BlueOptions

- Click on the “Confirm and Continue” button
- Select “Add New Dependent”

## Dependents

Add a new dependent or select a

Coverage \* Er

Plan cost per paycheck \$1

Add New Dependent

- Click OK on the next prompt and follow the onscreen instructions to add your dependent.

## Add My Dependent From Enrollment

Instructional Text  
Click OK to add dependents.

OK


Cancel

- Once you have entered the information for your dependent, select “Save”

Save

- Your new dependent will now be listed
- Add the Social Security Number if available, if not available add the reason
- If all the information is accurate, select “Save”
- Your new coverage will now be displayed, including the updated bi-weekly cost.

**Health Care and Accounts**

**Medical**  
Florida Blue HDHP BlueOptions

Cost per paycheck	\$101.04
Coverage	Employee + Child(ren)
Dependents	3

[Manage](#)

- Review your changes and select the “Review and Sign” button located at the bottom of the page.

Review and Sign

- The “View Summary” page will be displayed, confirm the information is correct and check off the “I Accept” box shown at the bottom of the page. Then select “Submit”

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Elec

- You understand and approve the enrollment a
  - You understand and acknowledge that under
  - You understand that you will not pay income t
  - Company-provided life insurance that exceed
  - Each year, during the annual enrollment perio
  - If you decline medical insurance enrollment fi
- your other coverage ends. In addition, if you h

**REPRESENTATION.** I have read or had read to me th  
and are true, complete, and correctly recorded. AUI  
other organization, institution or person, that has rel  
Inc. I understand that there is a possibility of redisc  
Privacy and MIB Notice form. A copy of this authori  
by notifying AHL in writing of my desire to do so.

**FRAUD NOTICE:** Any person who knowingly and with



Your changes will be directed to the Benefits Manager for review and approval.



Related articles

Content by label

There is no content with the specified labels