

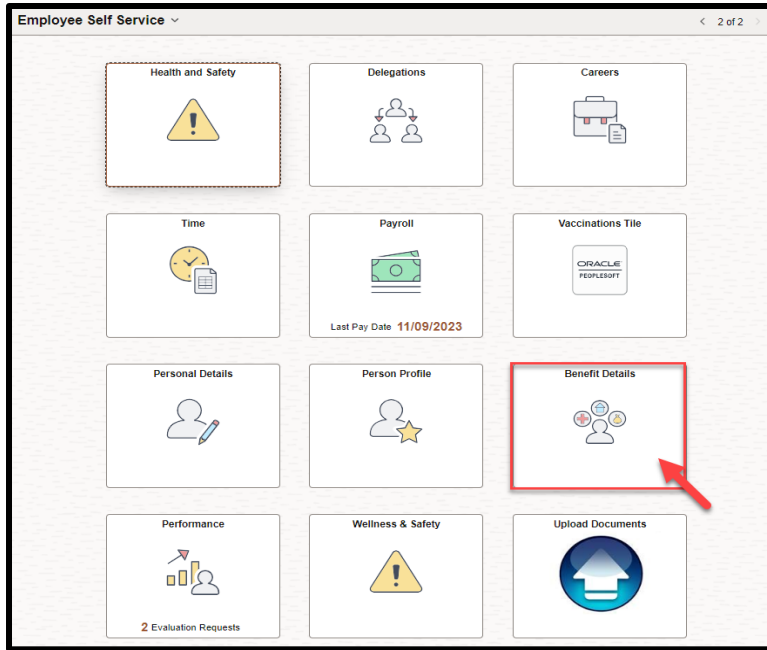
Birth/Adoption Event

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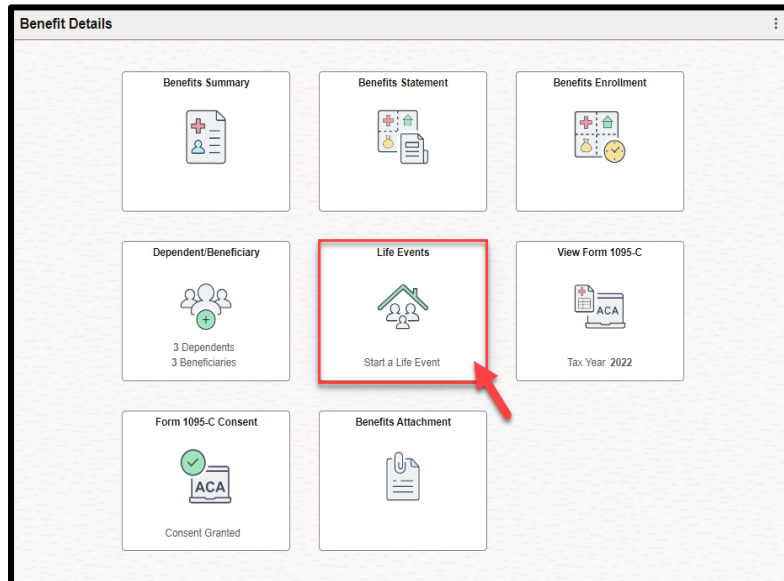
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Navigating to the Birth/Adoption Event

1. After successfully authenticating and logging into [Employee self service](#), click on the **Benefits Details** tile.



2. Click on **Life Events** tile:

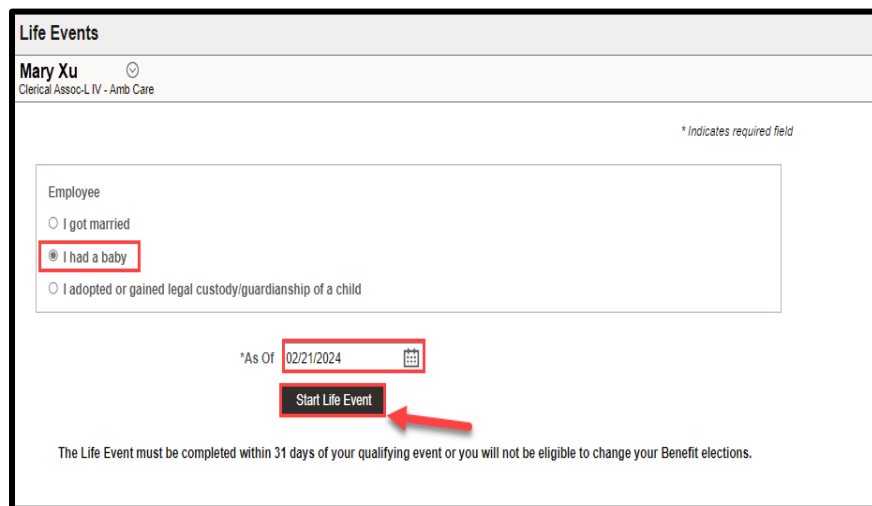


Creating Birth/Adoption Event

IMPORTANT: You have **31 days** from the date of birth to enroll your child into your health benefits.-If you have passed your 31 day mark, please refer to the following guide for **Qualifying Event**

3. Select “I had a baby” or “I adopted or gained legal custody/guardianship of a child”.
 - **For birth-** input the date that the child was born,
 - **For adoption-** input the date that the child was placed in your home for adoption.

Click the **Start Life Event** button to continue.



Life Events
Mary Xu
Clerical Assoc-L IV - Amb Care

* Indicates required field

Employee

I got married

I had a baby

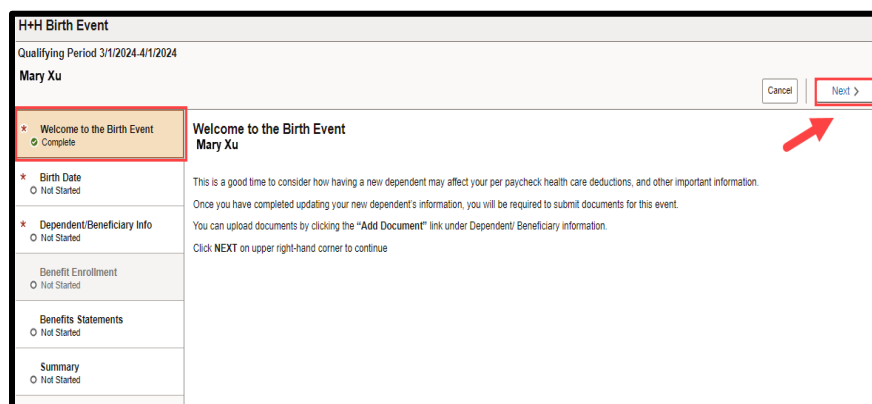
I adopted or gained legal custody/guardianship of a child

*As Of 02/21/2024

Start Life Event

The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections.

4. On the welcome page, click **Next** to continue.



H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel **Next >**

* Welcome to the Birth Event
○ Complete

* Birth Date
○ Not Started

* Dependent/Beneficiary Info
○ Not Started

Benefit Enrollment
○ Not Started

Benefits Statements
○ Not Started

Summary
○ Not Started

Welcome to the Birth Event
Mary Xu

This is a good time to consider how having a new dependent may affect your per paycheck health care deductions, and other important information. Once you have completed updating your new dependent's information, you will be required to submit documents for this event. You can upload documents by clicking the "Add Document" link under Dependent/ Beneficiary information. Click NEXT on upper right-hand corner to continue

Birth/Adoption Date

5. Verify that the date of birth and/or date of adoption is correct and click **Submit**.

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | Next >

- * Welcome to the Birth Event
 Complete
- * **Birth Date**
 In Progress
- * Dependent/Beneficiary Info
 Not Started
- Benefit Enrollment
 Not Started
- Benefits Statements
 Not Started
- Summary
 Not Started

Birth Date
Select the **Submit** button to initiate your birth event.
Required Documentation: You **must** upload a copy of the foot prints and/or discharge papers from hospital until you receive the birth certificate.
Click **NEXT** on upper right-hand corner to continue

Date of Birth: 03/01/2024

Submit

6. Click **Next** to continue.

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | **Next >**

- * Welcome to the Birth Event
 Complete
- * **Birth Date**
 Complete
- * Dependent/Beneficiary Info
 Not Started
- Benefit Enrollment
 Not Started
- Benefits Statements
 Not Started
- Summary
 Not Started

Birth Date
Select the **Submit** button to initiate your birth event.
Required Documentation: You **must** upload a copy of the foot prints and/or discharge papers from hospital until you receive the birth certificate.
Click **NEXT** on upper right-hand corner to continue

Date of Birth: 03/01/2024

Dependent/Beneficiary Info

7. Select **Add Individual** to add the dependent's information.

The screenshot shows a web form titled "H+H Birth Event" for "DAVID MARTINEZ" with a "Qualifying Period 3/1/2024-4/1/2024". On the left is a progress sidebar with items: "Welcome to the Birth Event" (Complete), "Birth Date" (Complete), "Dependent/Beneficiary Info" (In Progress, highlighted in red), "Benefit Enrollment" (Not Started), "Benefits Statements" (Not Started), and "Summary" (Not Started). The main content area is titled "Dependent/Beneficiary Info" and contains the text "No data exists". A red box highlights the "Add Individual" button, with a red arrow pointing to it. Navigation buttons "Cancel", "< Previous", and "Next >" are at the top right.

8. Click **Add Name** to enter the dependent's name. Click **Done** to submit dependent's name.

The screenshot shows a form titled "Add Individual Dependent/Beneficiary Information" with a "Cancel" button in the top left. A note at the top right says "* Indicates required field". Below this, a message reads: "Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 3/1/2024." A "Name" label is followed by a text input field. A red box highlights the "Add Name" button, with a red arrow pointing to it.

Dependent/Beneficiary Info

9. Make sure all areas marked with an asterisk are filled out correctly.

Cancel
Add Individual Dependent/Beneficiary Information
Save

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 3/1/2024.

Name

AMY XU >

Personal Information

Date of Birth: 03/01/2024

*Gender: Female

*Relationship to Employee: Child

Dependent: Yes

Beneficiary: Yes

*Marital Status: Single As of: MM/DD/YYYY

*Student: No As of: MM/DD/YYYY

*Disabled: No As of: MM/DD/YYYY

*Smoker: Non Smoker As of: MM/DD/YYYY

Address

Address	Address Type	Same Address as mine
137 5TH AVENUE APT13 NEW YORK, NY 10026	Home	Same as mine >

National ID

No National ID exists.

[Add National ID](#)

Phone

Dependent/Beneficiary Info

10. To update your dependent's SSN information, click on **Add National ID**. Enter in the SSN number and **Click Done**.

The screenshot shows a web form titled "Add Individual Dependent/Beneficiary Information". A modal window titled "National ID" is open over the form. The modal has a "Cancel" button on the left and a "Done" button on the right. Inside the modal, there are three red boxes highlighting the following fields:

- "Country": A dropdown menu set to "United States".
- "National ID Type": A dropdown menu set to "Social Security Number".
- "National ID": A text input field.

 Below these fields is a "Primary" checkbox which is currently checked. A red arrow points to the "Done" button in the top right corner of the modal.

11. If your dependent does not have their SSN, click **Save** at the top right corner of the page.

The screenshot shows the same "Add Individual Dependent/Beneficiary Information" form. In this view, the "National ID" modal is closed. A red arrow points to the "Save" button located in the top right corner of the form's header area. The form fields are filled with the following information:

- Name: AMY XU
- Date of Birth: 03/01/2024
- Gender: Female
- Relationship to Employee: Child
- Dependent: Yes
- Beneficiary: Yes
- Marital Status: Single
- Student: No
- Disabled: No
- Smoker: Non Smoker
- Address: 1370 5TH AVENUE APT13D, NEW YORK, NY 10026

Dependent/Beneficiary Info

1. Supporting Documentation will be required for all modifications and additions of Dependents. Click **OK**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

<p>★ Welcome to the Birth Event ✔ Complete</p> <p>★ Birth Date ✔ Complete</p> <p>★ Dependent/Beneficiary Info ✔ Complete</p> <p>Benefit Enrollment <input type="radio"/> Not Started</p> <p>Benefits Statements <input type="radio"/> Not Started</p> <p>Summary <input type="radio"/> Not Started</p>	<p>Dependent/Beneficiary Info</p> <p><input type="button" value="Add Individual"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Relationship</th> <th style="width: 25%;">Beneficiary</th> <th style="width: 25%;">Dependent</th> <th style="width: 20%;">Attachment</th> </tr> </thead> <tbody> <tr> <td>AMY XU</td> <td>Child</td> <td style="text-align: center;">✔</td> <td style="text-align: center;">✔</td> <td style="text-align: center;">▲ Add Document <input type="button" value=">"/></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Click on arrow > on the right to edit dependent information.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px; text-align: center;"> <p style="font-size: x-small;">Supporting documents are required for the changes made. Select the Attachments link from Dependent/Beneficiary Info or use Benefits Attachment to attach the documents. Click on the arrow > on the right to edit dependent information</p> <p style="border: 1px solid red; display: inline-block; padding: 2px 10px;">OK</p> </div>	Name	Relationship	Beneficiary	Dependent	Attachment	AMY XU	Child	✔	✔	▲ Add Document <input type="button" value=">"/>
Name	Relationship	Beneficiary	Dependent	Attachment							
AMY XU	Child	✔	✔	▲ Add Document <input type="button" value=">"/>							

REMEMBER, check your Outlook email in order to make sure your changes have been approved by HRSS/Benefits. If there are any problems, HRSS/Benefits will contact you via email. If you fail to respond, your requests will **NOT** be processed.

Submitting Supporting Documentation for Birth/Adoption Event

12. To the right of the child's name, click the words **Add Document**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu Cancel | < Previous | Next >

<ul style="list-style-type: none"> ★ Welcome to the Birth Event ✔ Complete ★ Birth Date ✔ Complete <li style="border: 2px solid red;">★ Dependent/Beneficiary Info ✔ Complete Benefit Enrollment ○ Not Started Benefits Statements ○ Not Started Summary ○ Not Started 	<p>Dependent/Beneficiary Info</p> <p style="margin-left: 20px;">Add Individual</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Relationship</th> <th style="width: 25%;">Beneficiary</th> <th style="width: 25%;">Dependent</th> <th style="width: 25%;">Attachment</th> </tr> </thead> <tbody> <tr> <td>AMY XU</td> <td>Child</td> <td style="text-align: center;">✔</td> <td style="text-align: center;">✔</td> <td style="text-align: center;"> ⚠ Add Document > </td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Click on arrow > on the right to edit dependent information.</p>	Name	Relationship	Beneficiary	Dependent	Attachment	AMY XU	Child	✔	✔	⚠ Add Document >
Name	Relationship	Beneficiary	Dependent	Attachment							
AMY XU	Child	✔	✔	⚠ Add Document >							

13. Click **Add Attachment**.

Dependent Attachments Cancel | Done

Dependent's Name AMY XU

▼ **Instructions**

You are required to submit the document(s) listed here. Select the "Add Attachment" button to upload your document. Enter a description of your document, after the document(s) have been uploaded. *Document Type must be changed when uploading multiple required documents. CLICK ON THE DONE BUTTON on the top right-hand corner of page.

▼ **Document List**

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required Attachment Missing	Required

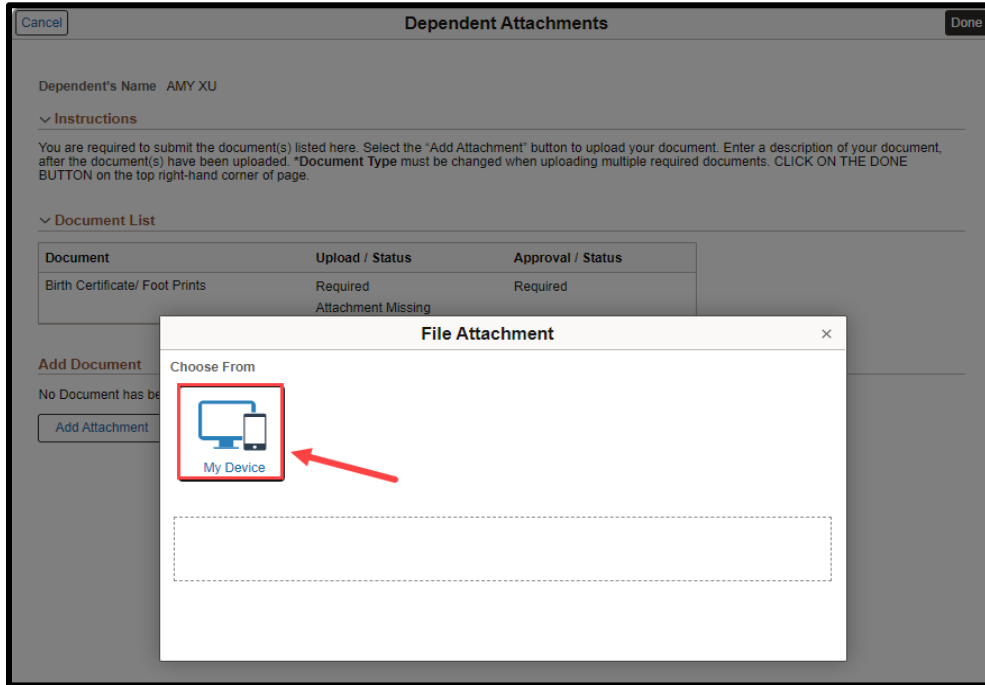
Add Document

No Document has been attached.

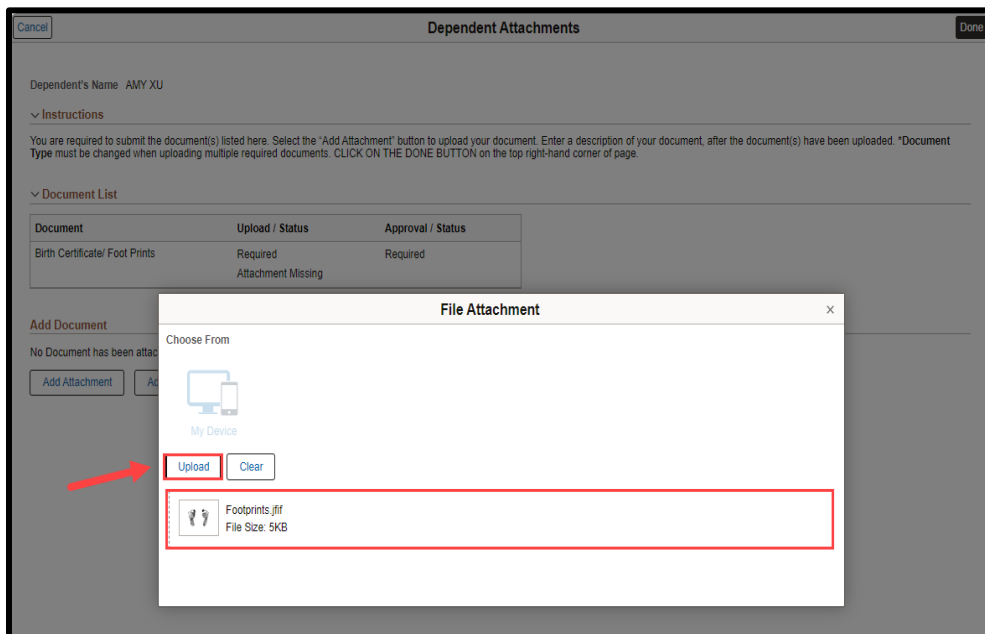
Add Attachment
Add Note

Submitting Supporting Documentation for Birth/Adoption Event

14. Click **My Device**. Search for you supporting document.

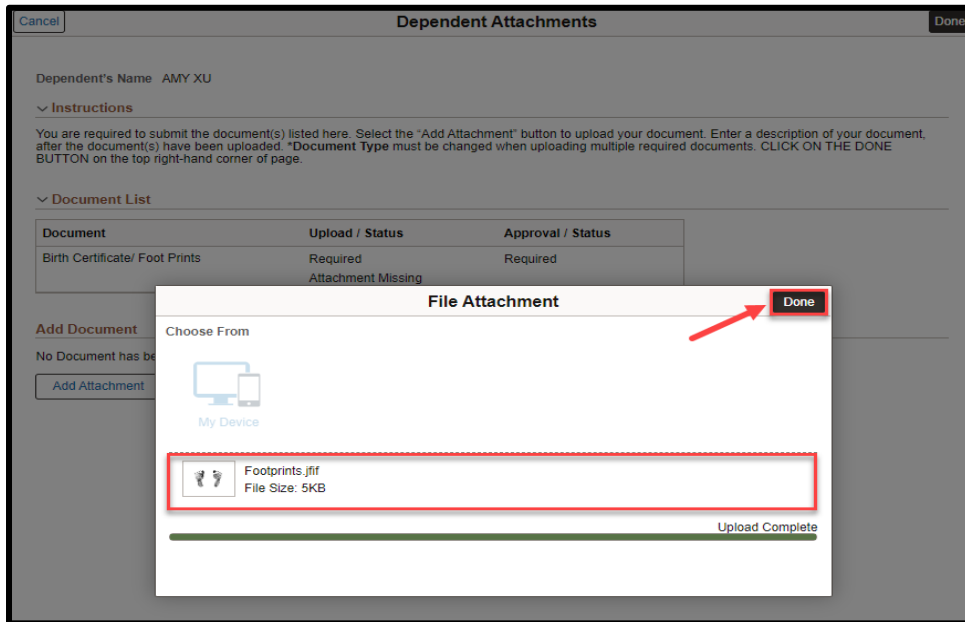


15. After attaching the document, wait for the document to appear on the screen then, click **Upload**.

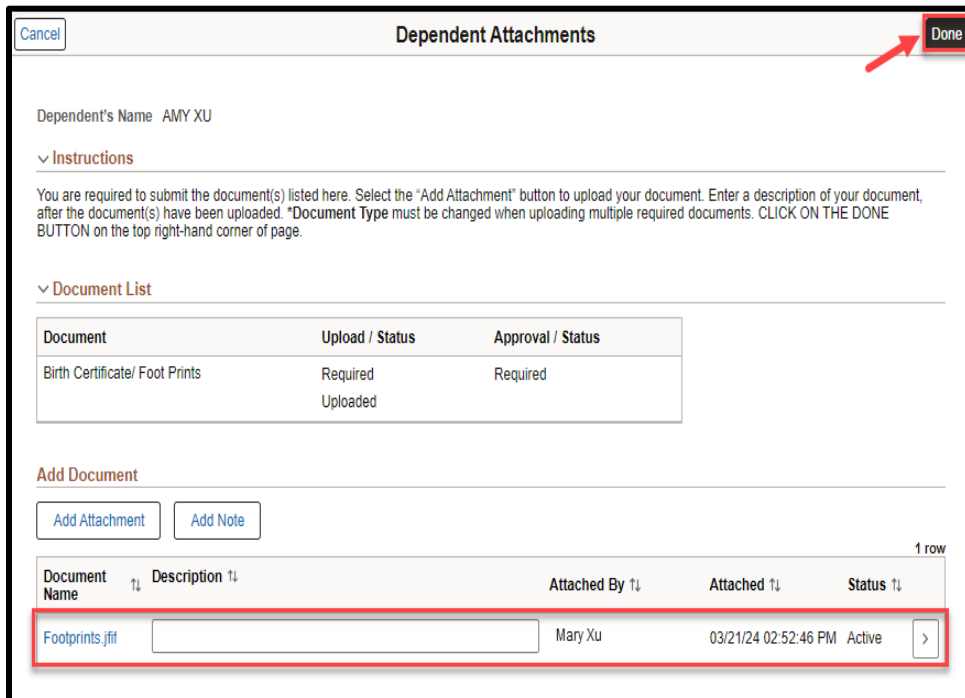


Submitting Supporting Documentation for Birth/Adoption Event

16. Click **Done**.



17. Once the document has been uploaded, click **Done** on the top right corner.



Submitting Supporting Documentation for Birth/Adoption Event

18. A pop-up notification will appear specifying approval is required, Click **OK**.

The screenshot shows the 'H+H Birth Event' form for 'Mary Xu' with a qualifying period of 3/1/2024-4/1/2024. The 'Dependent/Beneficiary Info' section is active, showing a table with one entry: AMY XU, Child, Beneficiary, and Dependent. A pop-up notification is displayed in the center, stating: 'Approval is required. The document must be approved to qualify the dependent. A notification has been sent to the Benefits Administrator requesting approval.' An 'OK' button is highlighted with a red box and a red arrow pointing to it.

Name	Relationship	Beneficiary	Dependent	Attachment
AMY XU	Child	✓	✓	View

19. Click Next.

This screenshot shows the same 'H+H Birth Event' form, but the pop-up notification is gone. The 'Next >' button in the top right corner is highlighted with a red box and a red arrow pointing to it, indicating the next step in the process.

Completing Benefits Enrollment For Birth/Adoption Event

20. Click Continue My Enrollment

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | Next >

- Welcome to the Birth Event Complete
- Birth Date Complete
- Dependent/Beneficiary Info Complete
- Benefit Enrollment** Visited
- Benefits Statements Not Started
- Summary Not Started

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to determine impacts to your eligibility for health benefits. Select the "Continue My Enrollment" button to complete your benefit enrollment.

[Continue My Enrollment](#)

21. Click Medical

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | Next >

- Welcome to the Birth Event Complete
- Birth Date Complete
- Dependent/Beneficiary Info Complete
- Benefit Enrollment** Visited
- Benefits Statements Not Started
- Summary Not Started

Benefit Enrollment

The "Medical" tile below displays your current coverage, new coverage, status, and how many dependents if any are covered. * Indicates required field

The Flexible Spending Accounts and Retirement plan options are listed as view only. You must reach out to each agency directly to enroll or make changes.

Click on the "Medical" tile to select/make changes to your medical benefits.

Once you have updated your medical enrollment, please make sure to click on **Submit Enrollment** to finalize.

∨ Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost **\$0.00**

Status **Pending Review**

[Enrollment Preview Statement](#)

Submit Enrollment

Benefit Plans

Medical	403(b)	NYCERS
Current HIP HMO Basic New HIP HMO Basic Status Pending Review <small>0</small> Dependents Pay Period Cost \$0.00 Review	Current 403B TDA Program 3% 0% New 403B TDA Program 3% 0% Status Not Available	Current Tier 4 New Tier 4 Status Not Available Pay Period Cost \$0.00

Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

Completing Benefits Enrollment For Birth/Adoption Event

22. Check the box next to the dependent’s name to add them to your current health insurance plan then then click **Done**. **Please note that only dependents with a check next to their name as shown will be covered. Also note, you are adding a dependent for health coverage purposes only. This has no effect on your Tax Withholding.**

Medical Done

If you would like more information on the health plans provider, click on the plan under the Resources section on the top right-hand side.

Resources
Emblem Health

Enroll Your Dependents

Dependents registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent. Place a check mark next to the dependent(s) you would like to enroll. After you completed your elections click the Done button on the top right-hand corner of page to continue.

Dependents	Relationship
<input checked="" type="checkbox"/> AMY XU	Child

Add/Update Dependent

Enroll in Your Plan

The Family cost shown for each plan is based on the dependents enrolled. Adult Domestic Partner dependents will have an additional tax implication. Dependents not enrolled will not be covered. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

To complete a side by side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost	Compare Plan
<input checked="" type="checkbox"/> HIP HMO Basic ⓘ			\$0.00	<input type="checkbox"/>
Select Waive			\$0.00	<input type="checkbox"/>

Overview of All Plans Compare

23. Click **Submit Enrollment** to submit changes made to your health plan.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel Previous Next

Welcome to the Birth Event Complete

Birth Date Complete

Dependent/Beneficiary Info Complete

Benefit Enrollment Visited

Benefits Statements Not Started

Summary Not Started

Benefit Enrollment

The "Medical" file below displays your current coverage, new coverage, status, and how many dependents if any are covered.
The Flexible Spending Accounts and Retirement plan options are listed as view only. You must reach out to each agency directly to enroll or make changes.
Click on the "Medical" file to select/make changes to your medical benefits.
Once you have updated your medical enrollment, please make sure to click on **Submit Enrollment** to finalize.

Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost \$0.00

Status **Pending Review**

Enrollment Preview Statement

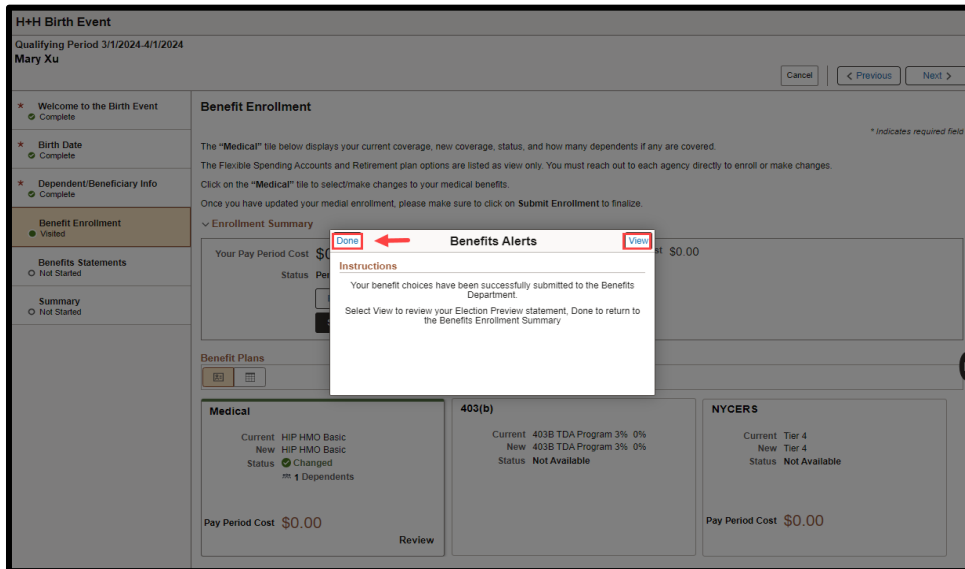
Submit Enrollment

Benefit Plans

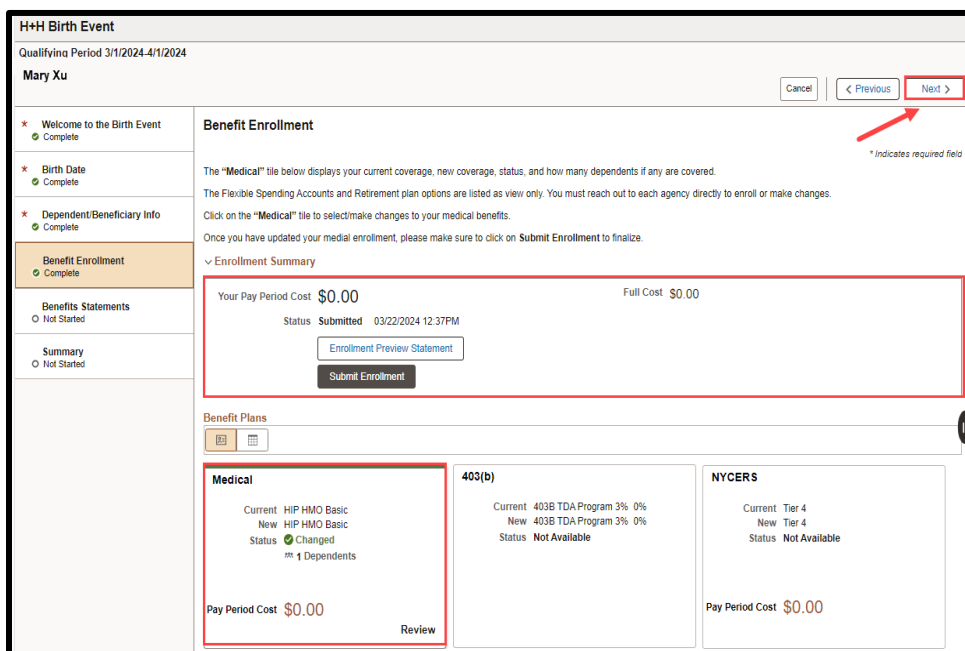
Medical	403(b)	NYCERS
Current HIP HMO Basic New HIP HMO Basic Status <input checked="" type="radio"/> Changed # 1 Dependents Pay Period Cost \$0.00	Current 403B TDA Program 3% 0% New 403B TDA Program 3% 0% Status Not Available	Current Tier 4 New Tier 4 Status Not Available Pay Period Cost \$0.00

Completing Benefits Enrollment For Birth/Adoption Event

24. To review your enrollment, select **View**. There you can view information including dependents, personal details and health plan. To finalize enrollment, click **Done**.



25. Click Next.



Benefit Statement

26. Click on **Statement Type** drop down, then click on **Confirmation Statement**. Select which confirmation statement you would like to review. Once you are finished reviewing, click **Next** again.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

- * Welcome to the Birth Event
✔ Complete
- * Birth Date
✔ Complete
- * Dependent/Beneficiary Info
✔ Complete
- Benefit Enrollment
✔ Complete
- Benefits Statements
● Visited
- Summary
○ Not Started

Statement Type

1 row

Event Date ↑↓	Issue Date ↑↓	Enrollment Event ↑↓	Statement Type ↑↓
03/01/2024	03/22/2024 12:37:32PM	Birth or Adoption	Submitted Enrollment >

Summary of Birth/Adoption Event

27. Review and confirm all steps are in complete status then click **Complete**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
Mary Xu

<ul style="list-style-type: none"> ★ Welcome to the Birth Event ✔ Complete ★ Birth Date ✔ Complete ★ Dependent/Beneficiary Info ✔ Complete Benefit Enrollment ✔ Complete Benefits Statements ● Visited <li style="background-color: #f4b084;">Summary ● Visited 	<p>Summary</p> <p>Congratulations!</p> <p>Here is a list of things to keep in mind now that you have a new child:</p> <ul style="list-style-type: none"> Make sure to upload your child's birth certificate once you have receive it. Make sure to contact your Union or Welfare Fund to add your dependent. Once your enrollment has been updated by your health plan, medical insurance card(s) will be sent via postal mail. <p>Select the Complete pushbutton to end this event.</p> <p>Steps 5 rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Step</th> <th>Status</th> <th>Date Completed</th> <th>Required</th> <th>Go to Step</th> </tr> </thead> <tbody> <tr> <td>Welcome to the Birth Event</td> <td style="text-align: center;">✔ Complete</td> <td>03/22/2024</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Go to Step</td> </tr> <tr> <td>Birth Date</td> <td style="text-align: center;">✔ Complete</td> <td>03/22/2024</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Go to Step</td> </tr> <tr> <td>Dependent/Beneficiary Info</td> <td style="text-align: center;">✔ Complete</td> <td>03/22/2024</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Go to Step</td> </tr> <tr> <td>Benefit Enrollment</td> <td style="text-align: center;">✔ Complete</td> <td>03/22/2024</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Go to Step</td> </tr> <tr> <td>Benefits Statements</td> <td style="text-align: center;">● Visited</td> <td></td> <td style="text-align: center;">No</td> <td style="text-align: center;">Go to Step</td> </tr> </tbody> </table>	Step	Status	Date Completed	Required	Go to Step	Welcome to the Birth Event	✔ Complete	03/22/2024	Yes	Go to Step	Birth Date	✔ Complete	03/22/2024	Yes	Go to Step	Dependent/Beneficiary Info	✔ Complete	03/22/2024	Yes	Go to Step	Benefit Enrollment	✔ Complete	03/22/2024	No	Go to Step	Benefits Statements	● Visited		No	Go to Step
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Benefits Statements	● Visited		No	Go to Step																											

You will be taken back to the main Life Event screen. You have now completed your Life Event Enrollment and you may close Peoplesoft.

If you have any questions about your elections you can contact HRSS/ NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.