

Congratulations!

In order to add your new child to your insurance, you will need to complete the following steps. This request must be completed within 60 calendar days following the birth of your child or placement of your child for adoption or legal guardianship. Documentation will also be required and is explained below.

All insurance changes are completed on the MyBenefits portal found here:

<https://mybenefits.illinois.gov>

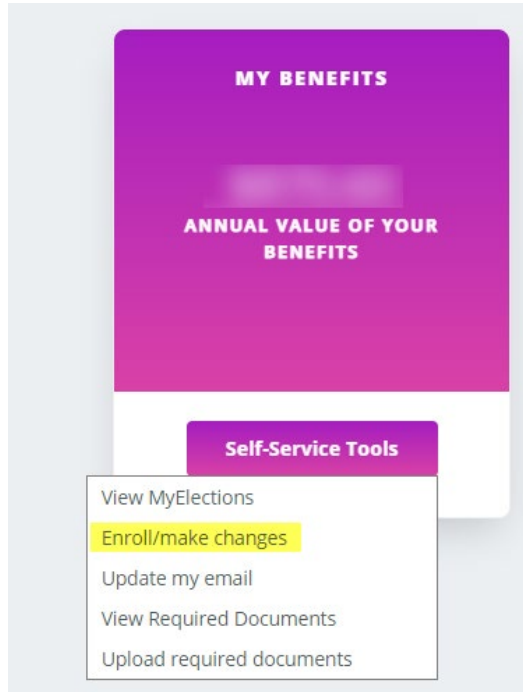
If you need assistance making your changes on the MyBenefits portal,
please contact the MyBenefits Service Center:

Phone: 844-251-1777 or TDD/TTY 844-251-1778

Hours: 8:00 am – 6:00 pm CST, Monday through Friday

Once you have logged onto the **MyBenefits portal**, please follow these steps:

1. Click on **Self-Service Tools** (in the purple MY BENEFITS box) and select **Enroll/make changes**




2. Click on the **Birth/Adoption/Legal Guardianship** event

Enroll & Make Changes

UPDATE YOUR COVERAGE

To make changes to your current selections and/or personal information, choose the applicable link from the table. In some cases, you may need to make your changes within a certain time period.

EVENTS

Description	Eligibility Period	Actions
Life Event		
Birth/Adoption/Legal Guardianship	60 days of the event date	 Start >
Dependent Data Change	n/a	Start >
Divorce/Legal Separation Non MAPD	60 days of the event date	Start >
Gain of Dependent Eligibility	60 days of the event date	Start >
Gain of Other Coverage	60 days of the event date	Start >
Loss of Dependent Eligibility	60 days of the event date	Start >
Loss Of Other Coverage	30 days of the event date	Start >
Significant change in Daycare Provider costs	n/a	Start >
Temporary Guardianship Verification	60 days of the event date	Start >
Any Time Change		
Voluntary Benefit Change (Anytime Event)	n/a	Start >

- The **effective date** of the event is the date the child was born or the date the child was placed for adoption or legal guardianship.
- When adding the child as a dependent, the system will request a Social Security number. It is not required for a newborn. Once you have entered the date of birth, the system will recognize this and allow you to continue through the enrollment process. *If you do not have a Social Security Number for your adopted child or a child for whom you have legal guardianship who is not a newborn, please contact your Benefits Counselor for assistance with this process.*
- If you are enrolled in an HMO, you will need to enter the NPI number (10-digits) for the Primary Care Physician (PCP) for Aetna or the Facility Code (3-digits) for the Blue Cross/Blue Shield plans. The system will not allow you to continue without identifying a PCP.
 - To find a provider number, please use this [site](#) for directions.
 - *You may also be required to enter the NPI number for the PCP for yourself and any other dependents if they have not been entered before.*

*Coverage for the new child **must** mirror your coverage for health and dental.

- You may also add Child Life during the enrollment. This option can be found under the Life Insurance tab.

3. Once you have completed the enrollment, the system will prompt you to upload supporting documentation.

Required Documentation	
<i>Birth</i>	Birth certificate (hospital copy is acceptable if it has been signed by a physician)
<i>Adoption</i>	<ul style="list-style-type: none">• Adoption decree/order with judge's signature and the circuit clerk's file stamp, or• Petition for adoption with the circuit clerk's file stamp• Copy of an adoption agreement or pre-adoptive placement agreement establishing the member's obligation to provide support for the child in anticipation of adoption
<i>Placement for Legal Guardianship</i>	Court order with judge's signature and circuit clerk's file stamp

If you have any issues with uploading documentation, please feel free to email the documentation to hrbenefits@ilstu.edu or bring it to Human Resources in Room 101 of the Nelson Smith Building. We will gladly upload it on your behalf.

Insurance Cards and Billing

Currently, insurance elections are sent to the insurance vendors on Wednesdays. Your cards will be sent to your home address 2-3 weeks from the Wednesday following when your elections were made and documentation was approved.

- ❖ If you receive bills from your provider prior to completing this process, you will need to contact the provider once the insurance vendor's records have been updated and have the bills reprocessed under the insurance plan.
- ❖ If you need to have your child visit a medical provider and/or have a prescription filled before receiving confirmation, you may need to pay out of pocket for the services and work with the insurance vendor for a refund.

Other Items to Remember

You may wish to update your beneficiaries for your MetLife life insurance policy, form found [here](#). MetLife can be reached at 1-800-880-6394 if you have questions regarding the form or your beneficiaries. You will return the form directly to MetLife. Human Resources does not keep beneficiary information on file. You may also want to update your beneficiary information with the State University Retirement System (SURS). For help changing your SURS beneficiary, please contact SURS at 1-800-275-7877.

Once you have received your child's Social Security number, please reach out to your Benefits Counselor in Human Resources to have the number added to your insurance record.