
Supporting Documentation for Benefits

If you are enrolling as a new hire and you would like to:

- **Add your spouse:** you will need a copy of your marriage certificate uploaded to the employee portal.
- **Add your children:** you will need to have a copy of their birth certificate uploaded to the employee portal.
- **Add a step child:** you will have to have a copy of your marriage certificate and a copy of the child's birth certificate uploaded to the employee portal.

If you are a current employee and you are trying to change your benefits:

- **For individuals trying to add family members who recently lost coverage:** you will need to include supporting documentation stating that the individual(s) you are adding lost coverage. (The former benefits provider will be able to provide this to you)
- **For individuals who just got married and wanted to add their spouse:** Please just upload the marriage certificate to the employee portal.
- **For individuals who have just been divorced:** Please attach a copy of your signed divorce decree to your employee portal.
- **For individuals who just had a baby:** when the baby is born they typically take footprints- this can be used as temporary documentation until you receive the birth certificate. Once you get the birth certificate in please upload it to the employee portal and include the child's social security number.