

Dependents must be properly registered before you begin the 2017 Open Enrollment process. If not, you will be unable to enroll them into a Benefit Plan.

If you have registered your dependents on previous occasion, they will appear under the Current Dependent section. Therefore you will not need to register the dependents again. Please review your dependent information to ensure that it is accurate.

There are two sections to this user guide:

1. How to **Add a Dependent**;
2. How to **Review Existing Dependent** Information.

How to Add a Dependent to your Employee Profile

1. Click **Add Dependent** on the left portion of the screen.
2. The Dependent section will appear.
3. Then, click **Add** in the lower right corner.

Name	Social Number
GEORGE BOWLING	6215
SONYA BOWLING	3014

4. The Dependent Detail screen will appear.
5. Enter the dependent information and please remember this **information should match the information provided on your tax documentation:**

The following fields are required:

- a. First Name;
- b. Middle Initial (only if you provide on tax documentation);
- c. Last Name;
- d. Birthdate;
- e. Social Security Number;
- f. Type;
 - Select if dependent is **Spouse** or **Dependent**. Note, you can only have one spouse on file;
- g. Relationship;
 - Describe the **Type** you selected above;
- h. Address ;
 - If your dependent lives at a different address, please select “**Different from my home address**” and you will be directed to enter an alternate address;
 - If your dependent lives at the same address, select “**Home**”;
- i. Gender;

Example of Dependent Detail

The screenshot shows a web form titled "Detail" with a sub-tab "Address". The form contains the following fields: First Name (required), Middle Initial, Last Name (required), Name Suffix (dropdown), Birth Date (required, date picker), If Adopted, Date (date picker), If Adopted, Placement Date (date picker), Social Number (required), Type (required, dropdown), Relationship (required, dropdown), Address (required, dropdown), Gender (required, dropdown), Student (No), Disabled (No), and Smoker (No). There are "Save" and "Cancel" buttons at the bottom. A legend indicates that an asterisk (*) denotes a required field.

- 6. When completed, click **Save**.

Important Note regarding Dependent Supporting Documentation

If you add a dependent with a different last name and / or a relationship other than a spouse or child, you will need to submit supporting documentation such as marriage certificate, birth certificate or other court ordered documentation to Benefits Services Division.

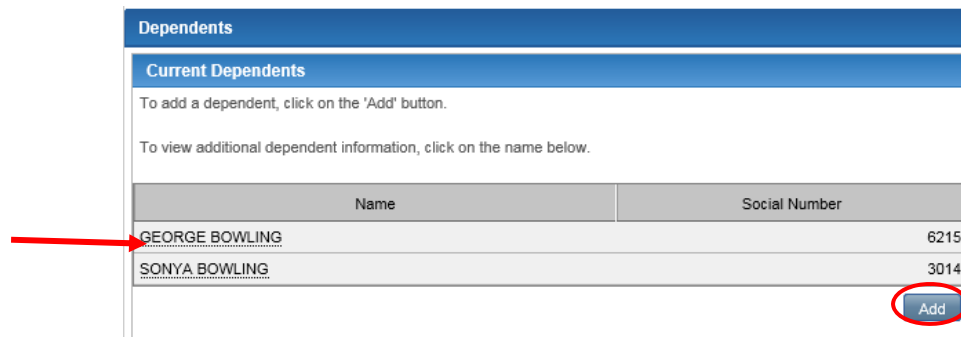
The Benefits Services Division may audit a members supporting documentation to determine whether an enrolled dependent is eligible according to the plan requirements. An audit may occur either randomly or in response to uncertainty concerning dependent eligibility.

Falsifying information/documentation or failing to provide information/documentation in order to obtain/continue coverage under the State of Arizona Health Plan is considered a fraudulent act. The State of Arizona will impose a financial penalty, including, but not limited to, repayment of all premiums the State made on behalf of the employee and/or dependent, as well as expenses incurred by the Plan.

How to Review Existing Dependent Information

Please complete the following steps:

1. Click **Add Dependent** on the left portion of the screen.
2. The Current Dependent section will appear.
3. Click on the **Name of the Dependent** you want to review.



4. The Demographic information will appear on the right side of the screen.
 - a. The following details are most critical:
 - i. First Name
 - ii. Middle Initial
 - iii. Last Name
 - iv. Birthdate
 - v. Social Security Number

5. If the information is incorrect, please contact ADOA Benefits Member Services at 602.542.5008 (Toll Free 1-800-304-3687) or your Agency Benefit Liaison as soon as possible. If the information is accurate, there is no further action required.

Once you have completed Adding or Reviewing your Dependent Information, you can continue with Open Enrollment by clicking on **Online Enrollment** on the left portion of the screen.

