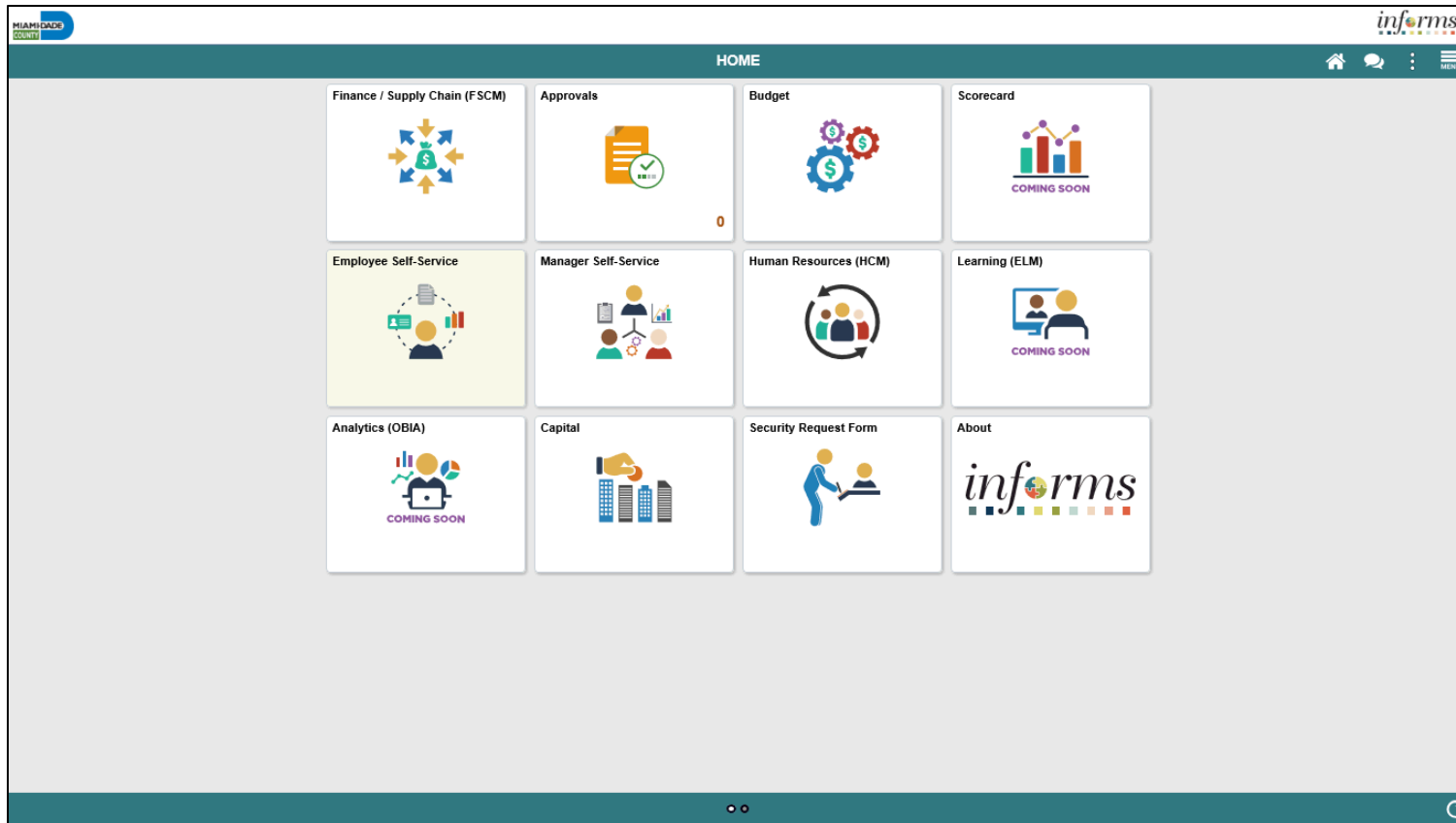




# Add A Dependent During Open Enrollment

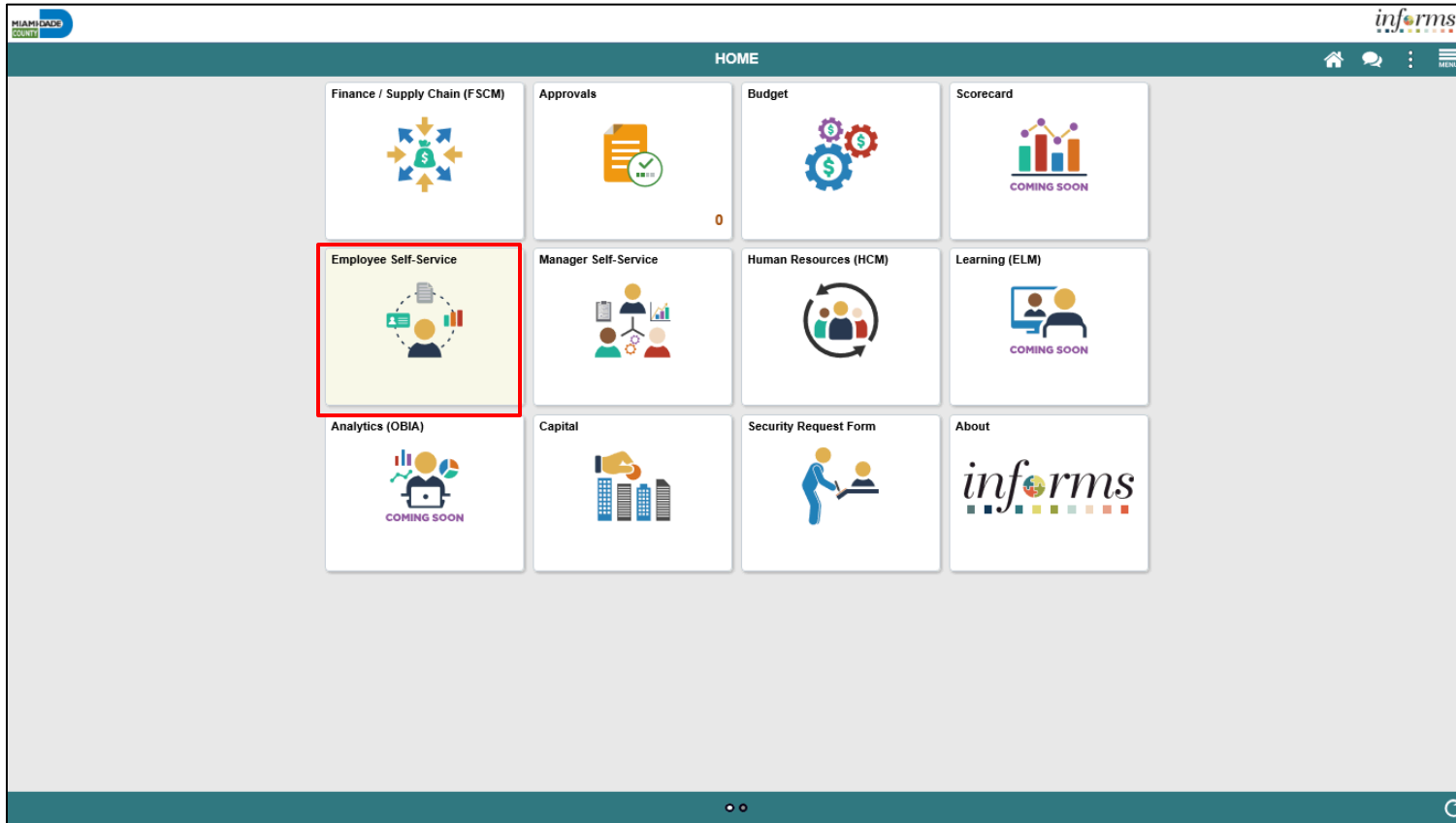
Visit the INFORMS home page at <https://informs.miamidade.gov/>

If not already logged in, enter your login credentials.



Step 1:

Click the **Employee Self-Service** tile.



Step 2:

Click the **Open Enrollment** tile.

The screenshot shows the 'Employee Self-Service' dashboard. The 'Open Enrollment' tile is highlighted with a red border. It contains the following text:

Starts now until 9/23/2022. Your final enrollment must be submitted by 11:59 PM EST, 9/23/2022

Countdown to	Days	HH	MM	SS
Open Enrollment Deadline:	0	10	14	34

Other tiles visible on the dashboard include: Approvals, EMASS Labor and Work Perform..., Careers, Time and Absence, Payroll, Personal Details, Talent Profile, Benefit Details, Performance, and Total Rewards. The 'Benefit Details' tile shows 'Enrollment Ends 09/23/2022' and the 'Payroll' tile shows 'Last Pay Date 08/26/2022'. The 'Total Rewards' tile shows 'MDC TOTAL REWARDS'.

## Step 3:

Click the **Dependent Info** tab.

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<b>Welcome</b> ● Visited	<b>Task: Welcome</b> <p>Open enrollment is your annual opportunity to modify your benefit choices. The video gives you step by step instruction on how to enroll your benefits. Your elections will begin on 1/1/2026.</p> <p><b>IMPORTANT OPEN ENROLLMENT REMINDERS:</b></p> <ul style="list-style-type: none"><li>Effective 1/1/2026, <b>Aetna</b> will be our new medical insurance carrier. Your Aetna medical coverage and benefits will be the same as your current coverage. Your online Open Enrollment form will reflect the Aetna plan that corresponds with your current coverage.</li><li>The <b>Flexible Spending Account (FSA)</b> does not automatically roll over. You must enroll in the plan every year during Open Enrollment to continue coverage.</li><li><b>ONE-TIME OPPORTUNITY!</b> If you are enrolling in the <b>LOW OPTION</b> for Short Term Disability or Long Term Disability, <b>no Statement of Health is required</b>. For any other new enrollment or coverage increase, you must complete and submit the Statement of Health form. <a href="#">Click here for the form.</a></li><li><b>ONE-TIME OPPORTUNITY!</b> Employees currently enrolled in Optional Life coverage with 1x, 2x or 3x salary may increase to 4x salary <b>without completing Evidence of Insurability</b>. To make an election for <b>Optional Life</b> coverage, visit the Minnesota Life benefits portal at <a href="#">Minnesota Life</a>.</li><li>Submit proof of eligibility for newly added dependents before Open Enrollment closes.</li><li>Submit Affidavit of Dependent Eligibility for your age 26-29 dependents enrolled in County medical coverage.</li><li>Remove any ineligible dependents from your coverage before Open Enrollment closes.</li><li>If you are waiving County medical coverage, go into the Medical section and select <b>Waive - Decline Coverage</b>.</li><li>Click <b>SUBMIT ENROLLMENT</b> to complete your elections. Then, click <b>ENROLLMENT PREVIEW STATEMENT</b> to view and print the confirmation of your elections.</li></ul>
<b>Dependent Info</b> ✔ Complete	
<b>Benefits Summary</b> ● Visited	
<b>Benefits Enrollment</b> ✔ Complete	
<b>Summary</b> ● Visited	
<b>Benefits Statements</b> ● Visited	

Step 4:

Click the **Add Individual** button.

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**Welcome**  
● Visited

**Dependent Info**  
● Complete

**Benefits Summary**  
● Visited

**Benefits Enrollment**  
● Complete

### Task: Dependent Info

**Add Individual**

Name	Relationship	Dependent	Attachment
Tom Brady	Child	✓	<a href="#">View</a>
DOMESTIC PARTNER	Domestic Partner Adult	✓	<a href="#">View</a>

Step 5:

Click the **Add Name** button.

**Cancel** **Add Individual Dependent Information** **Save**

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

**Add Name**

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

\*Marital Status  As of

\*Student  As of

\*Disabled  As of

\*Smoker  As of

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

No data exists

**Add National ID**

**Phone**

No data exists

**Add Phone**

Step 6:

Enter your dependent's **First Name** and **Last Name**.

Cancel Save

**Add Individual Dependent Information**

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Add Name

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

\*Marital Status

\*Student

\*Disabled

\*Smoker

**Address**

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Cancel Done

**Name**

Name Format

Name Prefix

\*First Name

Middle Name

\*Last Name

Name Suffix

Display Name

Formal Name

Name

### Step 7:

Click the **Done** button.

Cancel Save

**Add Individual Dependent Information**

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Add Name

**Personal Information**

Date of Birth

\*Gender

\*Relationship to Employee

Dependent

\*Marital Status

\*Student

\*Disabled

\*Smoker

**Address**

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Cancel **Done**

**Name**

Name Format

Name Prefix

\*First Name

Middle Name

\*Last Name

Name Suffix

Display Name **Holly**

Formal Name **Holly**

Name **.Holly**

Step 8:

Click the **Calendar Date of Birth** button and select the dependent's date of birth.


Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Holly Hill >


**Personal Information**


Date of Birth  


\*Gender


\*Relationship to Employee

Dependent

\*Marital Status  Single  As of  

\*Student  No  As of  

\*Disabled  No  As of  

\*Smoker  Non Smoker  As of  

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Step 9:

Click the **Gender** dropdown and select the dependent's gender.


Cancel Add Individual Dependent Information Save


Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.


**Name**

Holly Hill >



**Personal Information**



Date of Birth 01/01/2010 



\*Gender  



\*Relationship to Employee  

Dependent

\*Marital Status Single  As of  

\*Student No  As of  

\*Disabled No  As of  

\*Smoker Non Smoker  As of  

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Step 10:

Click the **Relationship to Employee** dropdown and select your dependent's relationship.

**IMPORTANT NOTE:**

You should only select **ADULT CHILD** if you are covering a dependent child who is currently age 26-29.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Holly Hill >

**Personal Information**

Date of Birth: 01/01/2010

\*Gender: Female

\*Relationship to Employee: >

Dependent

\*Marital Status: Single As of: >

\*Student: No As of: >

\*Disabled: No As of: >

\*Smoker: Non Smoker As of: >

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Step 11:

Click the **Add National ID** button. (National ID number = Social Security #)

Cancel **Add Individual Dependent Information** Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Holly Hill >

**Personal Information**

Date of Birth 01/01/2010

\*Gender Female

\*Relationship to Employee Child

Dependent Yes

\*Marital Status Single As of

\*Student No As of

\*Disabled No As of

\*Smoker Non Smoker As of

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

No data exists

**Add National ID**

**Phone**

No data exists

**Add Phone**

Step 12:

Click the **Country** dropdown and select **United States**.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Holly Hill

**Personal Information**

Date of Birth: 01/01/2010

\*Gender: Female

\*Relationship to Employee: Child

Dependent: Yes

\*Marital Status: Single

\*Student: No

\*Disabled: No

\*Smoker: Non Smoker

**Address**

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

**National ID**

No data exists

Add National ID

**Phone**

No data exists

Add Phone

Cancel National ID Done

\*Country: [Dropdown]

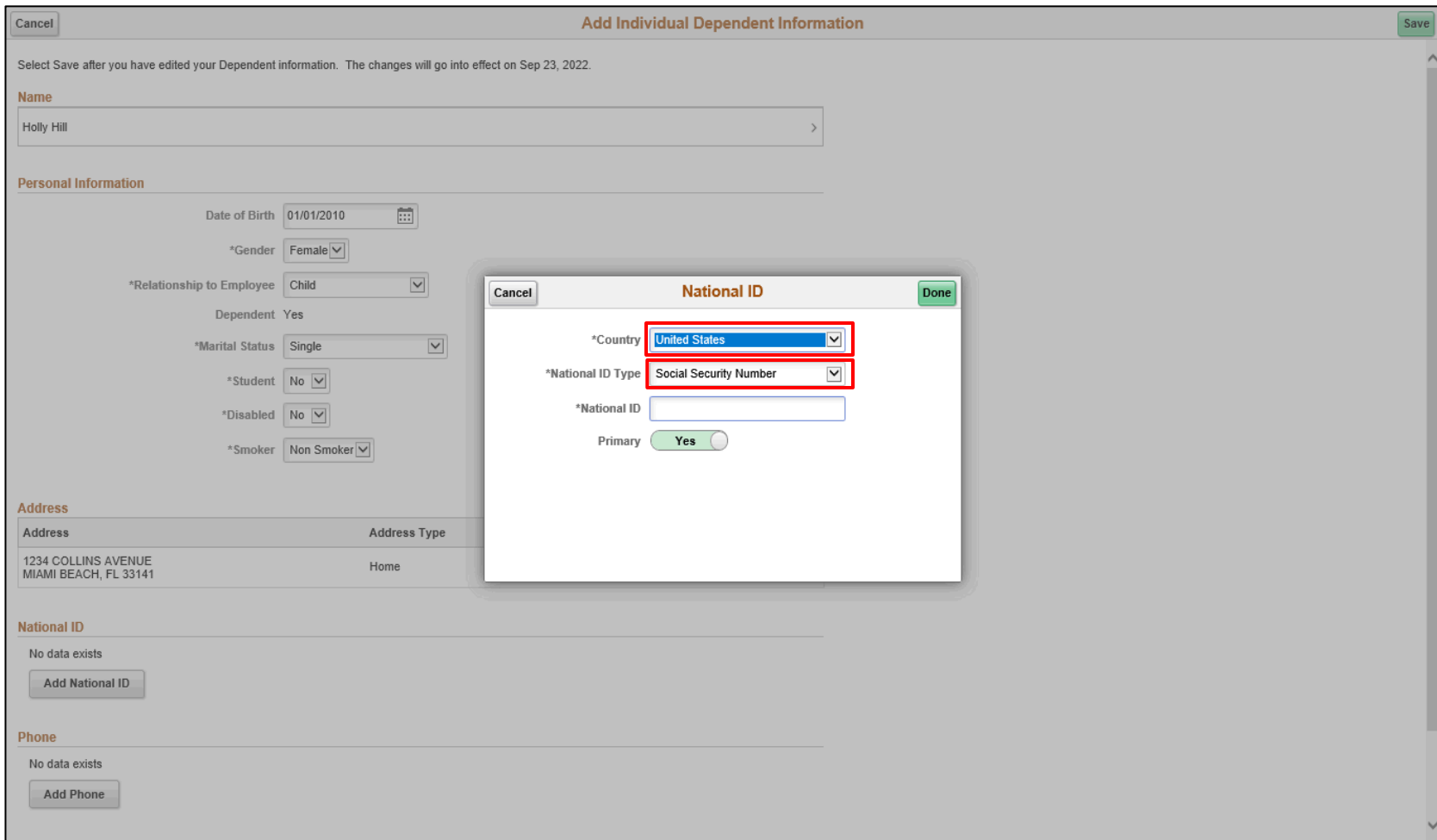
\*National ID Type: [Dropdown]

\*National ID: [Text Field]

Primary:  Yes

Step 13:

Click on the **National ID Type** field – select Social Security Number  
Click on the **National ID** field – enter your dependent’s social security number.



The screenshot shows the 'Add Individual Dependent Information' form. The main form has a 'Name' field with 'Holly Hill' and a 'Personal Information' section with fields for Date of Birth (01/01/2010), Gender (Female), Relationship to Employee (Child), Dependent (Yes), Marital Status (Single), Student (No), Disabled (No), and Smoker (Non Smoker). An 'Address' table shows '1234 COLLINS AVENUE MIAMI BEACH, FL 33141' as a 'Home' address. Below are 'National ID' and 'Phone' sections, both with 'No data exists' and 'Add' buttons. A modal window titled 'National ID' is open, showing fields for \*Country (United States), \*National ID Type (Social Security Number), \*National ID (empty), and Primary (Yes).

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

### Step 14:

Click the **Done** button.

Cancel **Add Individual Dependent Information** Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**  
Holly Hill

**Personal Information**

Date of Birth: 01/01/2010  
\*Gender: Female  
\*Relationship to Employee: Child  
Dependent: Yes  
\*Marital Status: Single  
\*Student: No  
\*Disabled: No  
\*Smoker: Non Smoker

**Address**

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

**National ID**

No data exists  
Add National ID

**Phone**

No data exists  
Add Phone

Cancel **National ID** Done

\*Country: United States  
\*National ID Type: Social Security Number  
\*National ID: 123-12-1234  
Primary: Yes

Step 15:

Click the **Save** button.

Cancel
**Add Individual Dependent Information**
Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

**Name**

Holly Hill >

**Personal Information**

Date of Birth: 01/01/2010

\*Gender: Female

\*Relationship to Employee: Child

Dependent: Yes

\*Marital Status: Single  As of:

\*Student: No  As of:

\*Disabled: No  As of:

\*Smoker: Non Smoker  As of:

**Address**

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

**National ID**

+

Country	National ID Type	National ID	Primary
United States	Social Security Number	123-12-1234	✓ >

**Phone**

No data exists

Step 16:

Click the **Incomplete** link. Next you will upload your documents to verify eligibility for your newly added family members.

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- Welcome Visited
- Dependent Info** Complete
- Benefits Summary Visited
- Benefits Enrollment Complete
- Summary Visited
- Benefits Statements Visited

### Task: Dependent Info

[Add Individual](#)

Name	Relationship	Dependent	Attachment	
Tom Brady	Child	✓	<a href="#">View</a>	>
DOMESTIC PARTNER	Domestic Partner Adult	✓	<a href="#">View</a>	>
Fred Flintstone	Child	✓	<a href="#">Incomplete</a>	>

Step 17:

Click on **Add Attachment**

Cancel Dependent Attachments Done

Event Value Tom Thumb

▼ **Instructions**

You are required to submit the document(s) listed in the Document List. Select the Add Attachment button to upload your document.

▼ **Document List**

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

**Add Document**

No Document has been attached.

Add Attachment Add Note

Step 18:

Click **My Device**.

Select your document to be uploaded.

Click **Upload**





Step 19:

Click **Done**. Procedure completed.

Cancel

Dependent Attachments

Done

Event Value Tom Thumb

▼ **Instructions**

You are required to submit the document(s) listed in the Document List. Select the Add Attachment button to upload your document.

▼ **Document List**

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

**Add Document**

No Document has been attached.

Add Attachment

Add Note