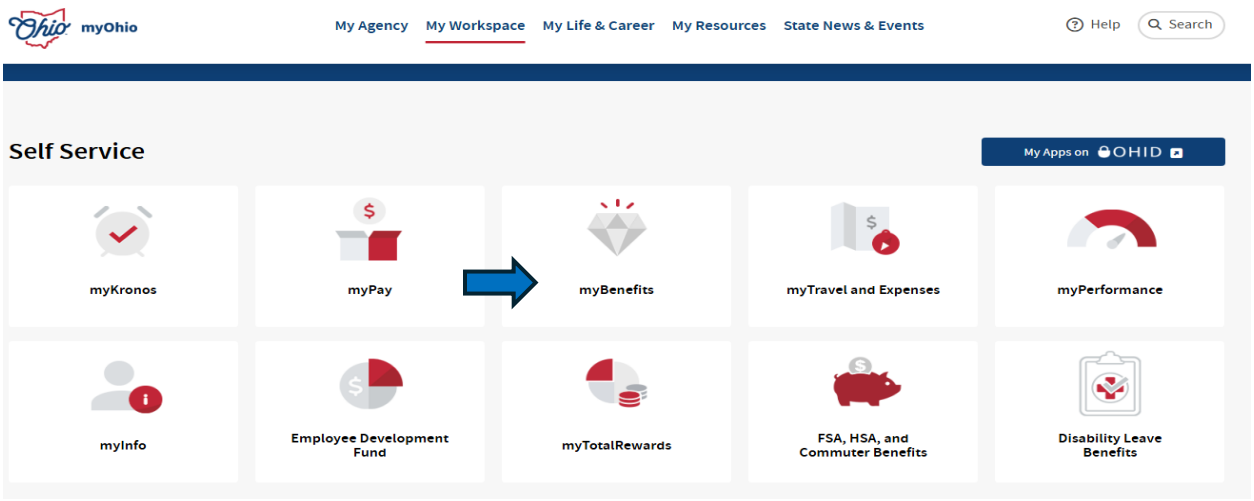
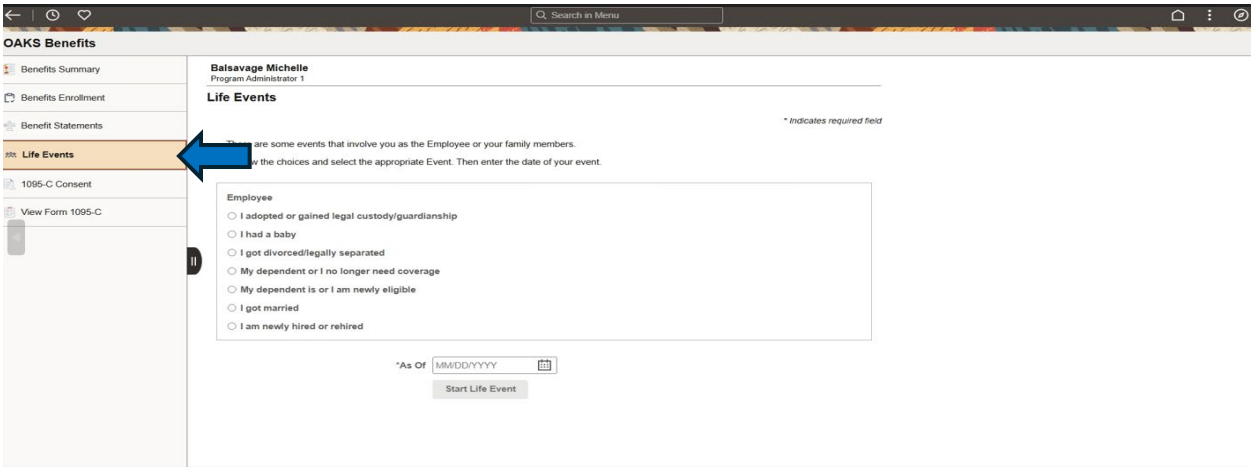
New Hire Enrollment with Dependents

Step 1: Click **My Workspace** in the top navigation.

Step 2 – Click the **MyBenefits** tile.

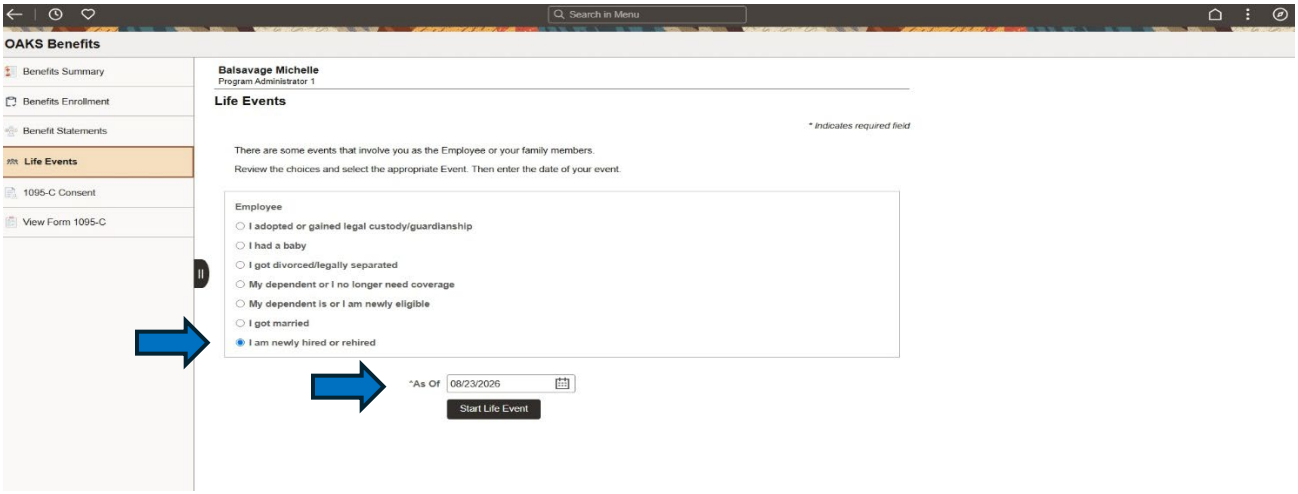


Step 3 – Click the **Life Events** from the options on the left side of the screen.



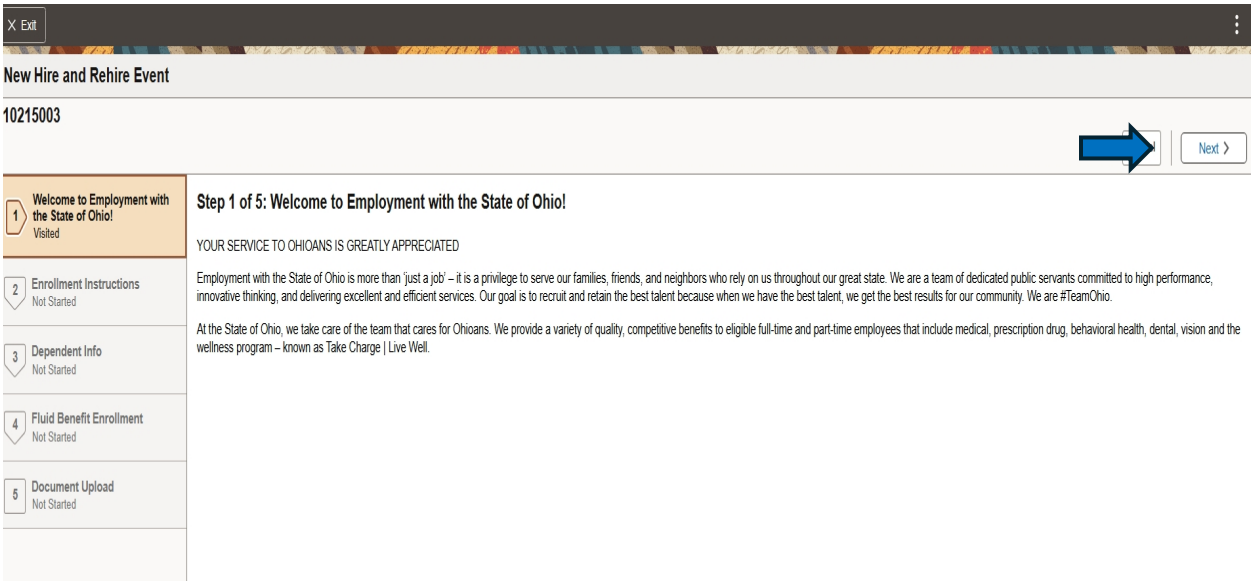
Revised: 8/25/2026

Step 4 – Click **“I am newly hired or rehired”** from the event options in the box and enter the date of hire/rehire.



You will be brought to a Welcome screen.

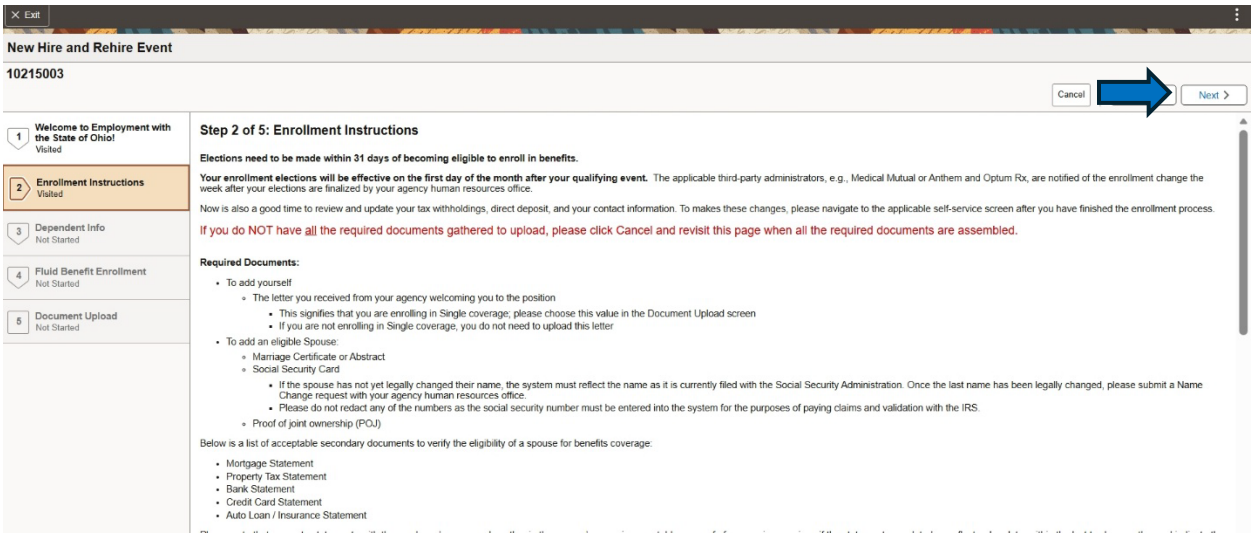
Step 5 – After reading the message, click the **Next** button in the upper right corner of the screen.



You are now at the **Enrollment** section.

Revised: 8/25/2026

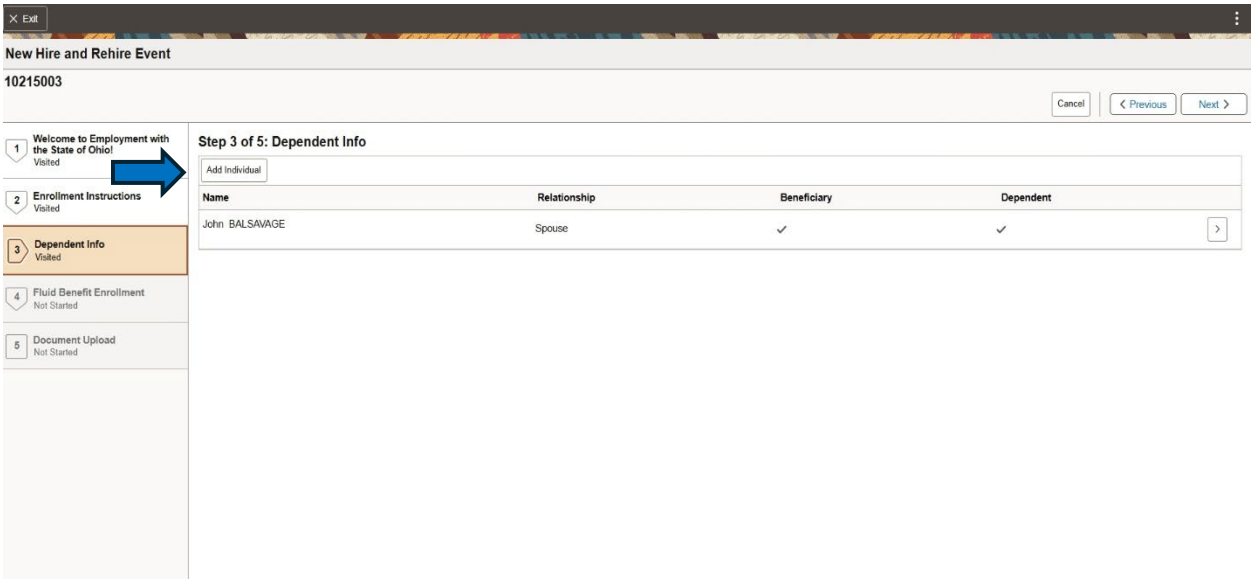
Step 6 – After reading the **Enrollment Instructions**, click the **Next** button in the upper right corner of the screen.



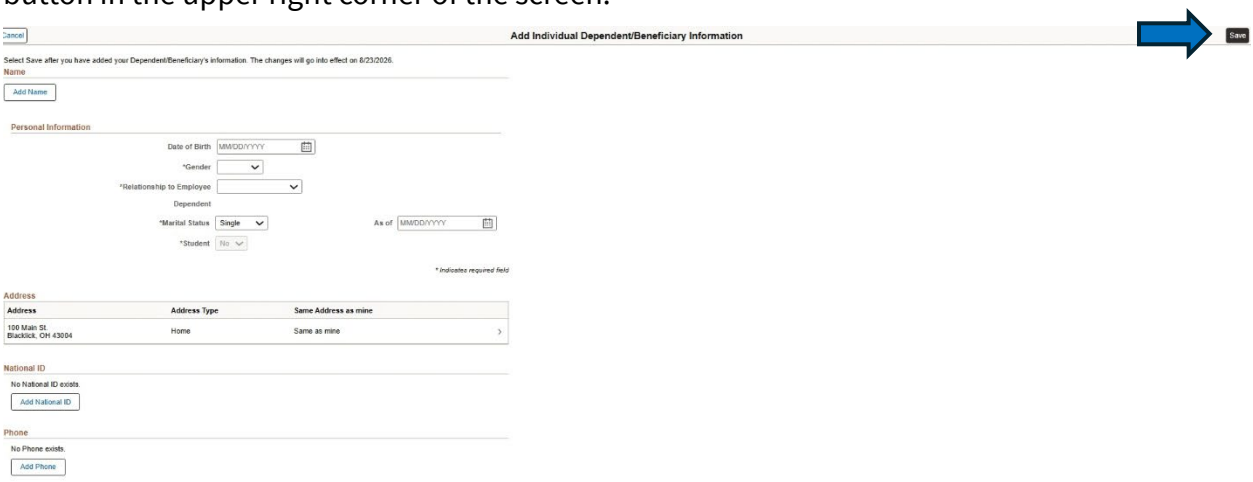
You are now at the **Dependent Info** section. This is where you will add your dependent(s).

*Note: You cannot remove dependents from this screen, you are only able to update current dependents or add individuals to your profile. This will not add them to your coverage andy ou will still need to make your elections on the next step.

Step 7 – Click the **Add Individual** button.



Step 8 – Complete each field by providing the information it requests, then click the **Save** button in the upper right corner of the screen.

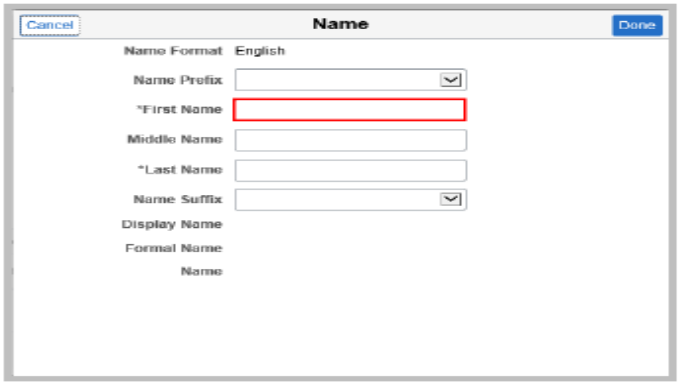


The **Add Individual Dependent/Beneficiary Information** page displays.

Begin by adding your dependent's legal name as it appears on their social security card.

Click the **Add Name** button.

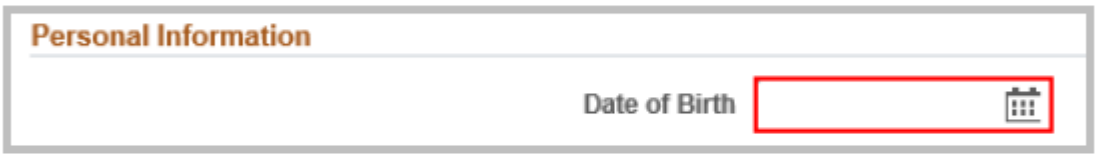
The **Name** pop-up window displays to enter name information.



With the **Name** information entered, click the **Done** button.

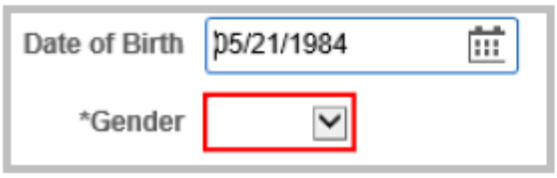
You are returned to the **Add Individual Dependent/Beneficiary Information** page.

You may either enter the dependent's birth date directly in the field or use the calendar icon to select from.



Select the Dependent's **Gender**.

Click the **Gender** dropdown button to activate the menu.



Select the relationship between you and the dependent.

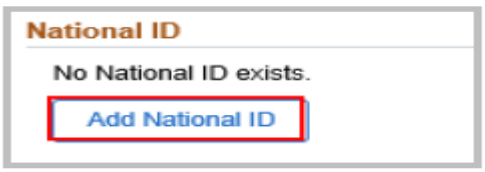
Click the **Relationship to Employee** dropdown button to activate the menu.

Select the dependent's applicable **Marital Status**.

Click the **Marital Status** dropdown button to activate the menu.

The **Marital Status As of** date may be entered in the field, or you may click the calendar icon to select a date.

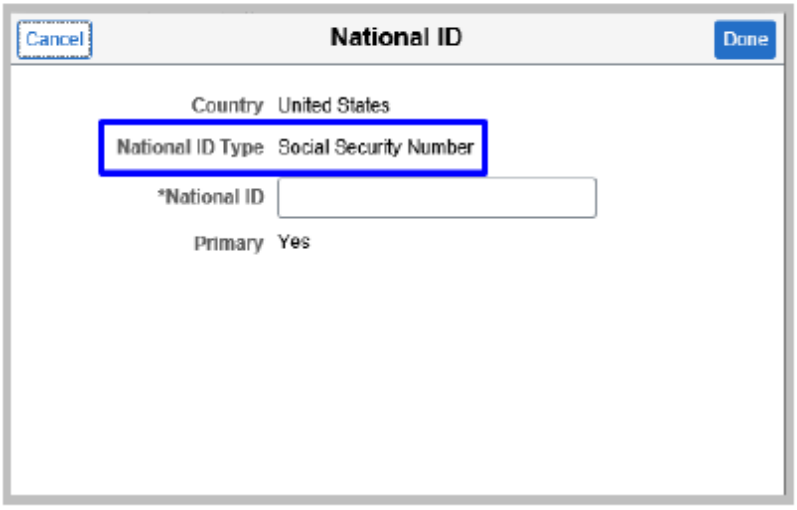
Click the **Add National ID** button.



Revised: 8/25/2026

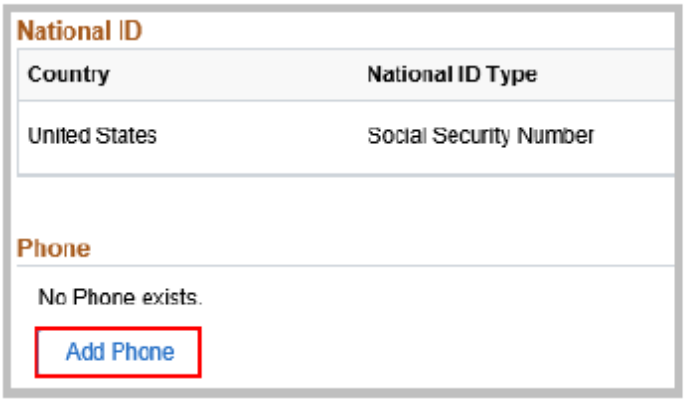
The **National ID** pop-up window displays.

As the **National ID Type** field indicates, a Social Security Number should be entered in the **National ID** field. If you do not have the Social Security Number at the time of entry, please enter xxx-xx-xxxx.



After entering the dependent's Social Security Number click the **Done** button.

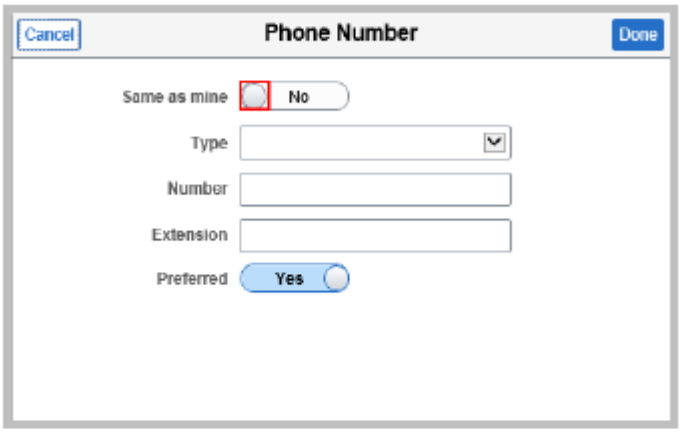
Click the **Add Phone** button.



The **Phone Number** pop-up window displays.

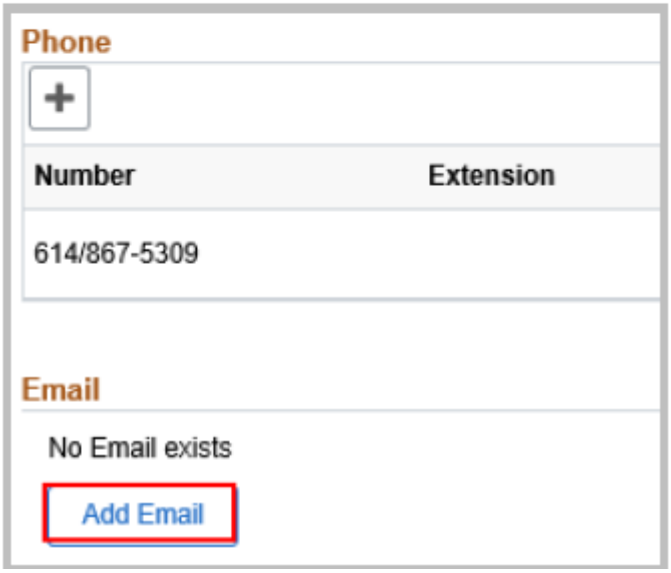
If the phone number is the same as yours, select the **Same as mine** option, then select the same as number from the **Type** drop-down menu.

If there is a different number, do not select **Same as mine** a proceed to the **Type** drop-down menu, and then enter the **Number**.



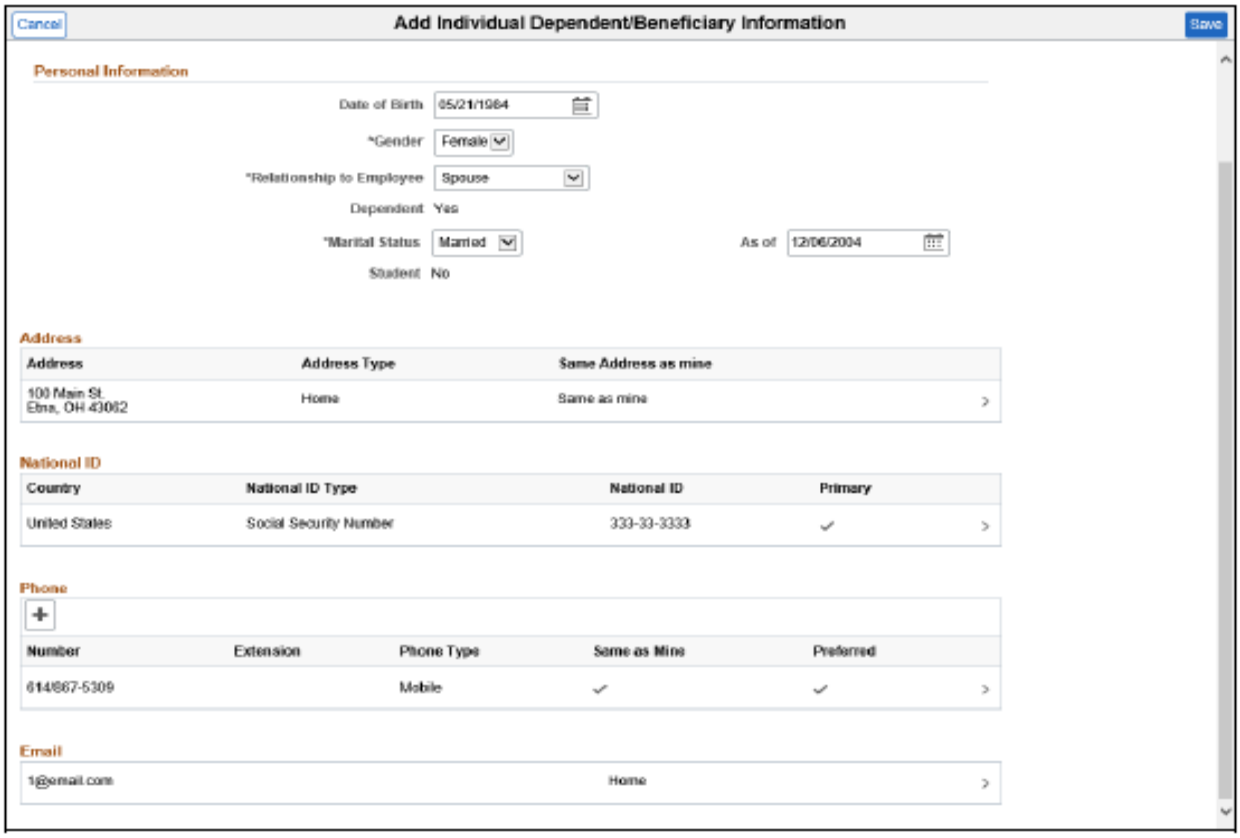
Click the **Done** button.

Click the **Add Email** button.



When completed entering the **Email Address** information, close the window.

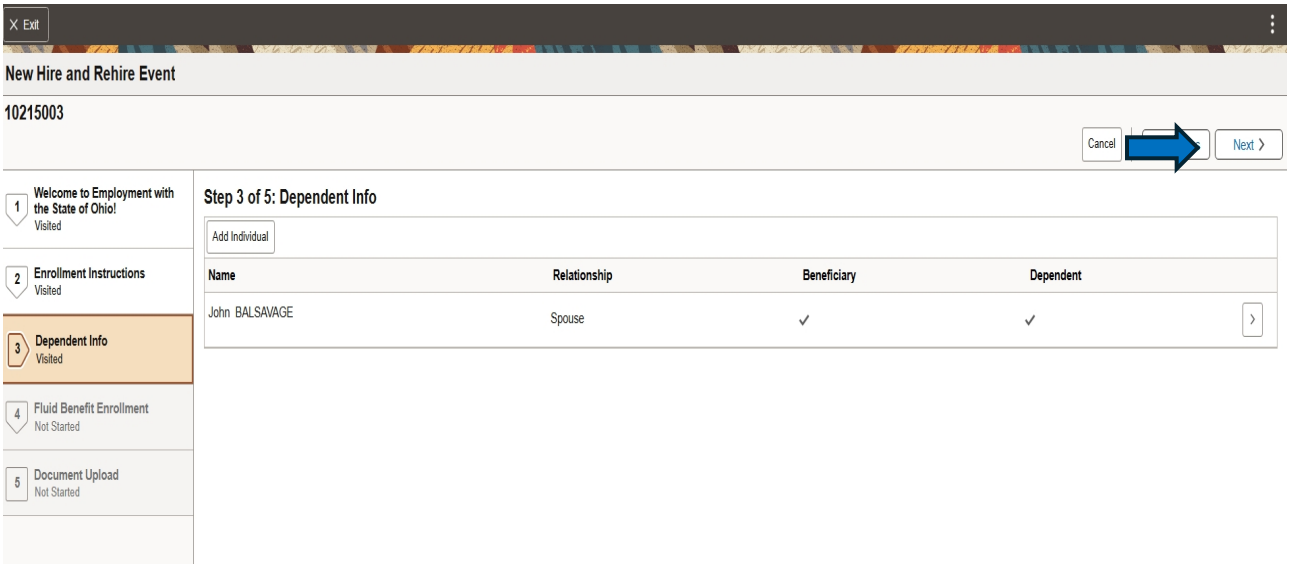
Click the **Done** link.



Click the **save** button.

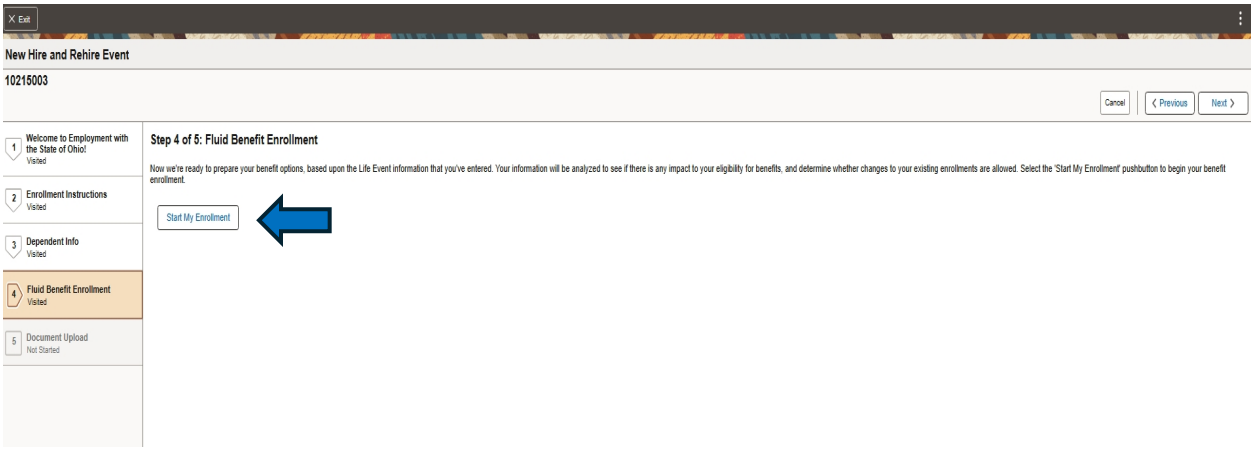
Revised: 8/25/2026

Step 9 – When you have added all your and dependent(s), click the **Next** button.



You are now at the **Benefit Option** section.

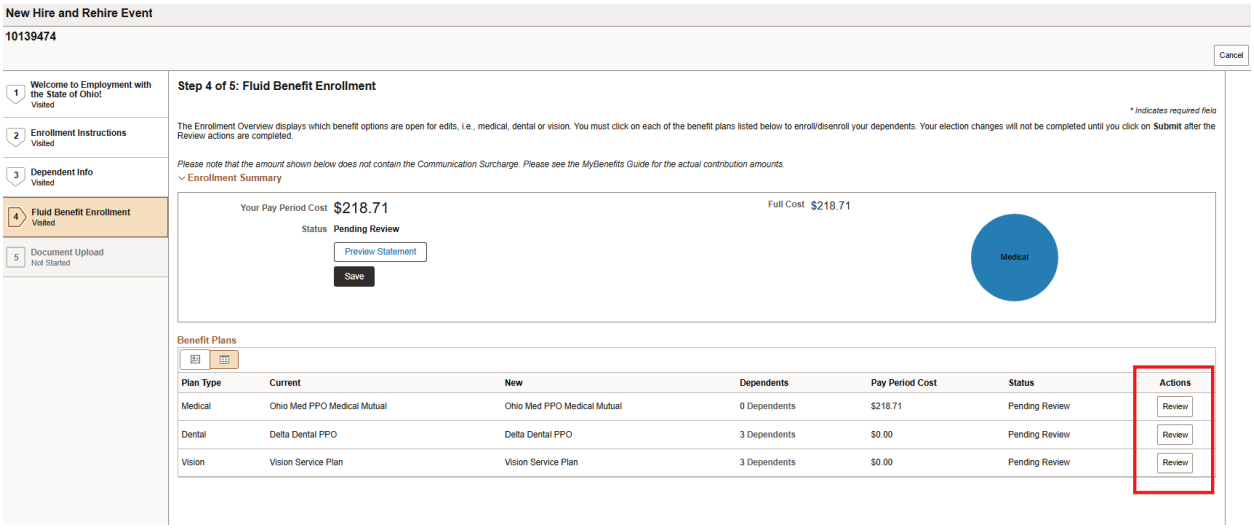
Step 10 – Click the **Start My Enrollment** button.



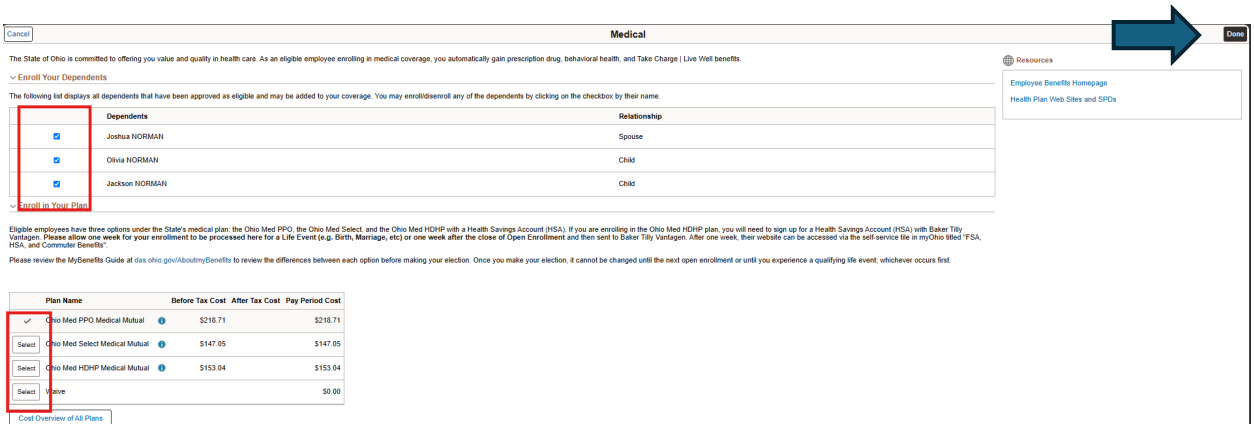
Revised: 8/25/2026

Step 11: To make your elections, click the **Review** button to the right of each benefit (Medical, Dental, Vision.

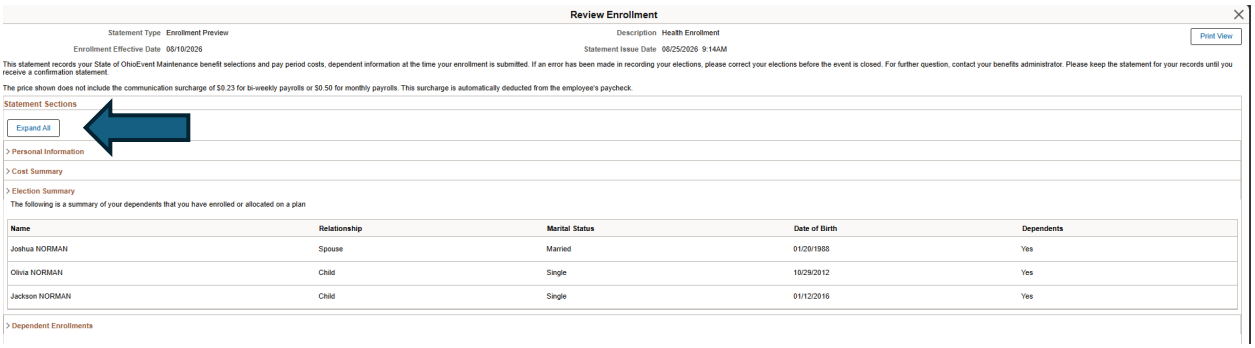
Note: If you are a bargaining unit employee and do not have 1 year of continuous service, you will not have the option to enroll in Dental/Vision coverage as you are not eligible.

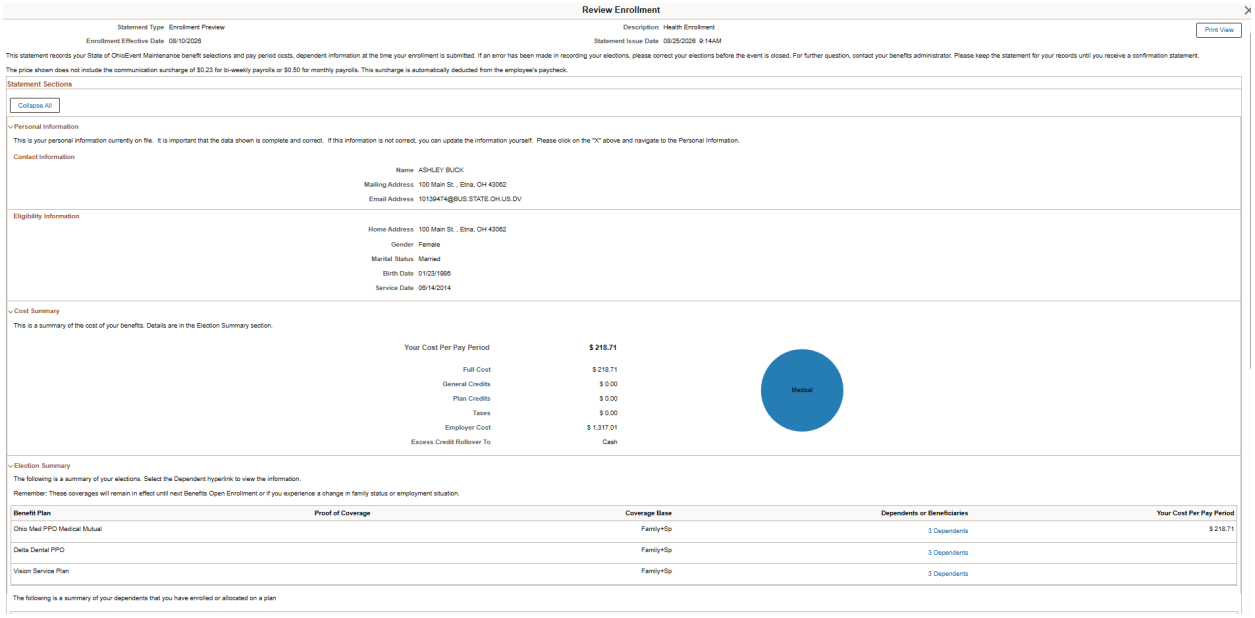


Step 12: Check the box next to the dependent you want to add to coverage, then select the Medical plan you want (PPO, Select, HDHP). Then, click Done. Do the same for Dental and Vision.

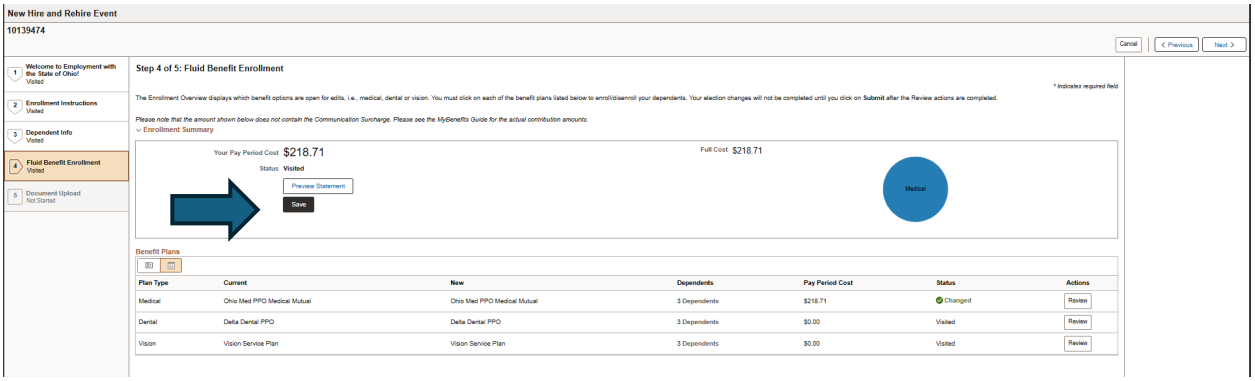


Step 13: Once your elections have been made, click the **Preview Statement** button and **Expand All** to download to save for your records.



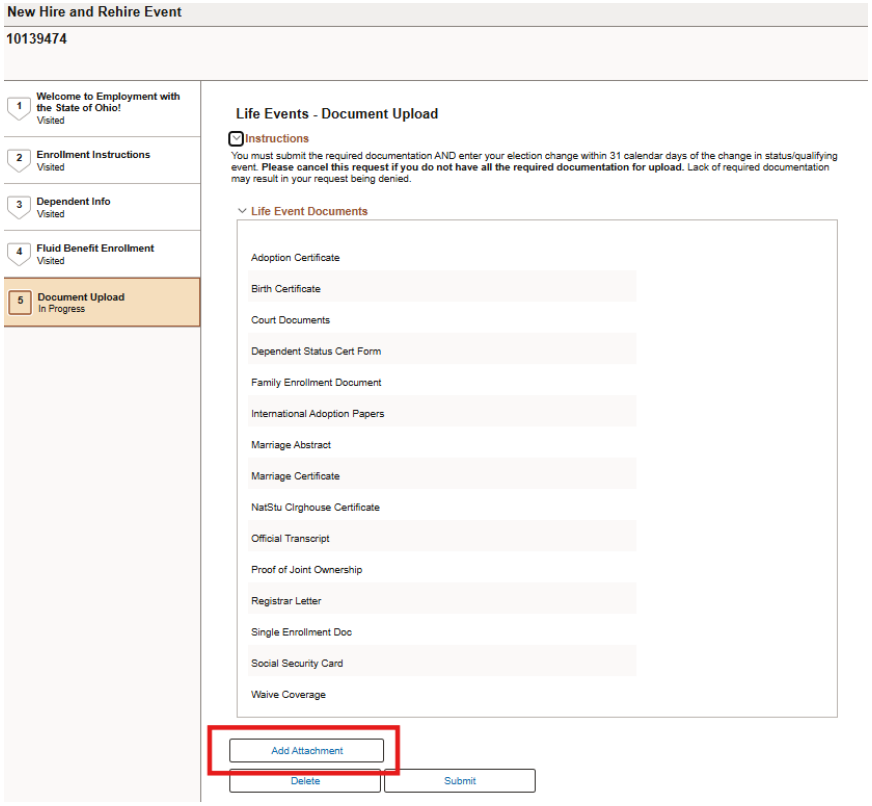


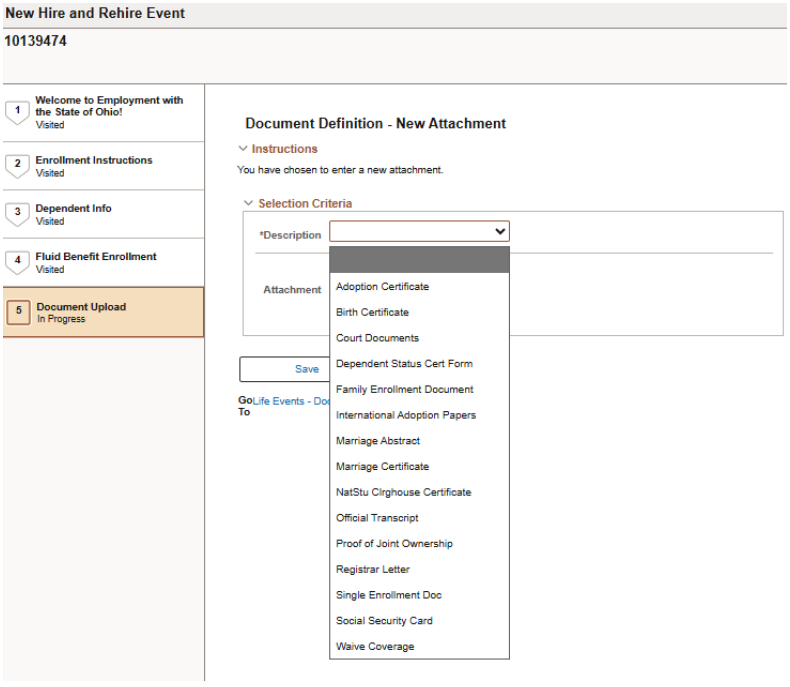
Step 14: Exit out of the Preview Statement page and click **Save** and the Done in the pop-up**,** to go to the document upload step.



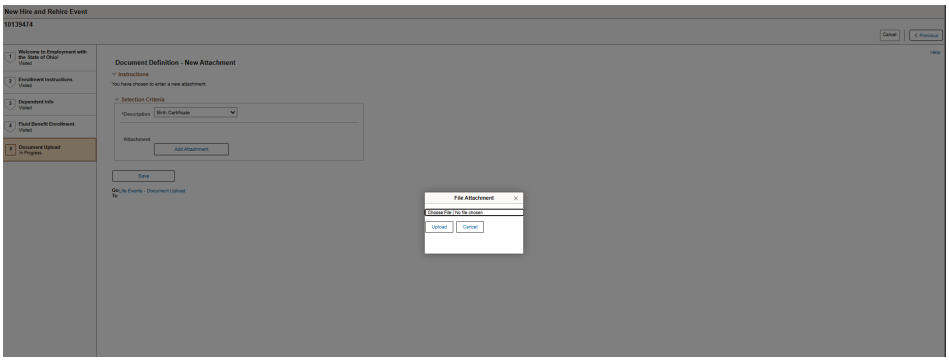
Revised: 8/25/2026

Step 15: This step is where you will add your required documents. Select **Add Attachment** and in the **Description** drop down, select the most fitting document description.

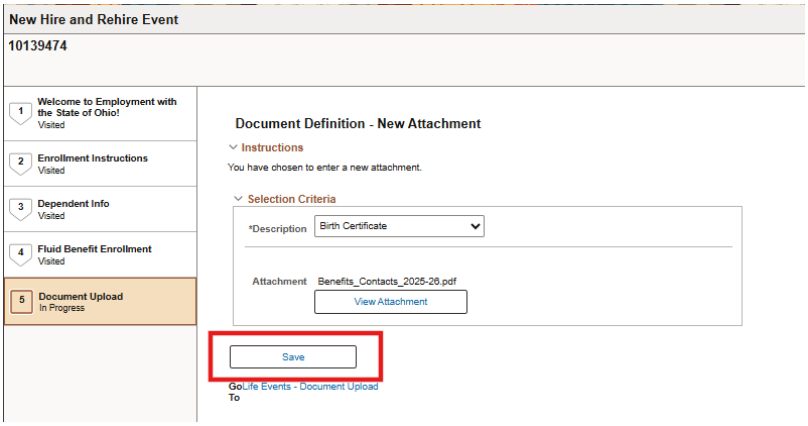




Step 16: Select **Add Attachment** and Choose a file to upload.

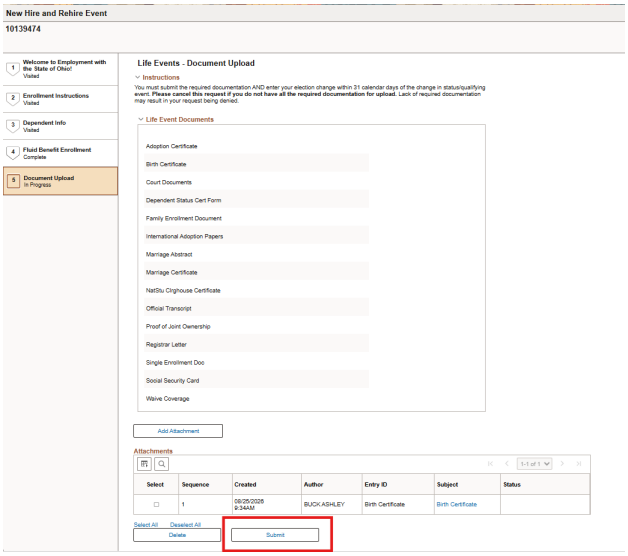


Step 17: Once the file is uploaded, select **Save.**



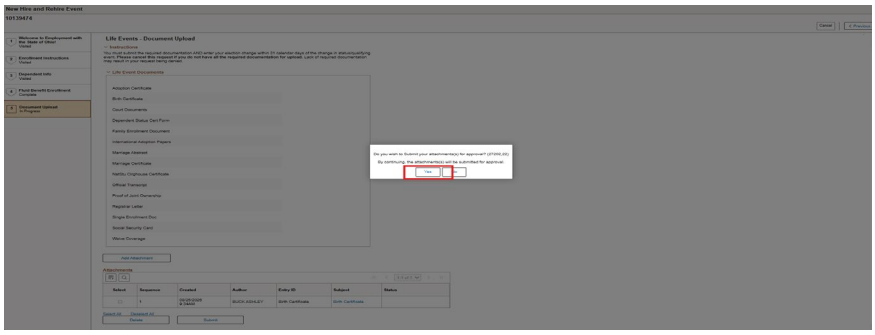
Step 18: Continue adding the required documents and when that is complete, select the **Submit** button.

Note: You will receive an email for each document you've uploaded and another email when they've been approve and/or denied.



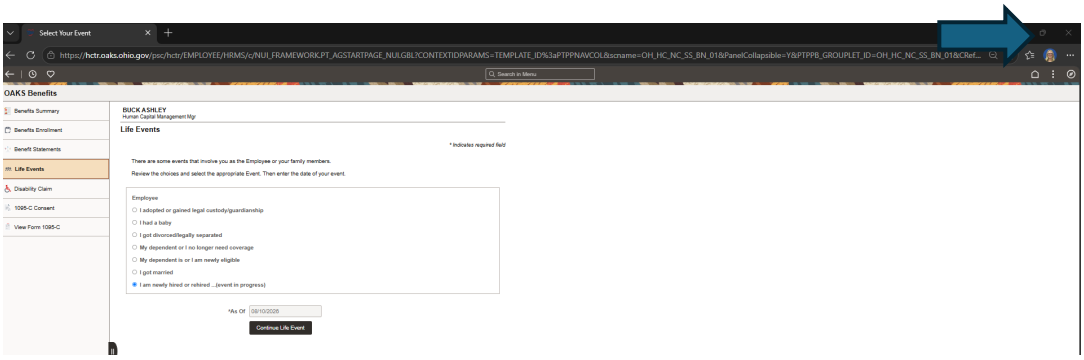
Revised: 8/25/2026

Step 19: Send your attachments for approval by clicking **Yes** in the pop-up.



You will receive another pop-up stating that your documents need approved before your election change will be complete. You can select the Close button as this is only an informational message.

You are now done with your enrollment elections and can Exit out of the screen to wait for your approval.



If you have any questions or need further assistance, please reach out to your agency's HR department or email DAS Benefits at mybenefits@das.ohio.gov