



Congratulations on your new addition!

This is an exciting time and there is much to do. Make sure **adding your child** to your **insurance** is on the list.

Giving birth or newly adopting a child allows you **60 days** to make changes to your benefits. This is the time to decide if you are adding your child to your UMMS plan or obtaining coverage outside of UMMS. We suggest reviewing all available plans to ensure you choose the best fit for your family.

Where do I begin?

Go to www.umms.org/hrconnections to enroll your child.

Have your supporting documents next to you and ready to upload into the system. This is the preferred and best method.

What are the required documents?

You must submit one of the following:

- Birth Registration Notice issued by the Division of Vital Records
- Certificate of Live Birth issued by the State
- Birth Certificate issued by the State

I am logged into HRConnections, what's next?

1. Click **My Benefits** located under **My HRConnections QuickLinks** to be automatically directed to the Benefits Portal.
If the portal does not open automatically, disable pop up blockers
2. From the portal, select **My Benefits & Personal Information**
3. Click **Add Dependent** in the **Personal Information** column
4. Enter **dependent demographics** and click **Add Dependent**
5. You must **select the plan(s)** to **add the dependent**, click **Continue**
6. **Currently enrolled** in a plan, select **Change Coverage**, if **NOT enrolled** and electing coverage for the first time, select **Elect New Plan**
7. Check the **box next to the dependent(s) name** added, click **Continue**
8. Your **changes** and **new deductions** will be displayed, if applicable, click **Continue**
9. Select a **qualifying event of Birth or Adoption** from the drop down list and **enter the date of birth**.
10. Supporting **documentation** is **required** and you may choose to **upload it** and click **Finish**.
11. If you **cannot upload the required documents**, do one of the following:
 - a. **Take a picture** of the documents and **email it to Benefitshotline@kellyway.com**. Receipt and verification will take 24-48 hours.
 - b. **Fax documents to (410) 527-5904**. Receipt and verification will take 4 – 5 business days (not recommended).

