

Adding Dependents

Some screenshots in these instructions may appear slightly different on your computer. This is due to browser differences (i.e. Internet Explorer vs Chrome, etc.). It should not affect how you set up insurance. However, if you see a different screen and are unsure how to proceed, please contact an NHRS Medical Benefits representative at (603) 410-3675 for further assistance.

1. Begin on the retiree's Payee Benefit Information screen. Click on **Add Dependent** under the Dependents section.

Note: In most instances you will only need to add a spouse, but approved Disabled Dependent Children may be included as well. Only add additional dependents if NHRS Medical Subsidy is needed.

Payee Benefit Information
Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance

SSN: [REDACTED]

Name: [REDACTED] DOB: [REDACTED] Gender: Male

Medicare#: Part A Eligible Date: Part B Eligible Date:

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
<input type="button" value="Add Dependent"/>							

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
<input type="button" value="Add Ins"/>	Deferred Vested	02/01/2017							

2. When you click on **Add Dependent**, you will be taken to this screen. Fill in all of the required fields, which are denoted with an asterisk. Please use all CAPITAL letters. (If there is Medicare information for the dependent fill in the required fields, or see *Adding a Medicare Card for a Retiree or Dependent*.) Once you have finished, click on **Save Dependent Info**.

Note: The **Effective Date** will be the month in which you expect the change to occur. For example, if you are keying insurance for April use "04/01/2017." The "/01/" will automatically prefill; just type in the Month (04) and year (2017).

Dependent Information for [REDACTED]
Add Dependent Information

Relationship: [dropdown] * Medicare #: [text]
 First: [text] * Part A Elig Date: [text]
 Last: [text] * Part B Elig Date: [text]
 SSN: [text] * Effective Date: [text] *
 Birth Date: [text] * Termination Date: [text]
 Disabled: Termination Reason: [dropdown]
 Full Time Student:

[Back to Payee] | **Save Dependent Info**

3. Once you have clicked on **Save Dependent Info**. The page will refresh and you will see a screen that looks like this. You will have the option of **Upload Files** or **Print Screen** for your records.

- a. Some files you may need to upload include:
- i. A marriage certificate if dependent is newly married to the retiree and you believe NHRS may not have it on file, or;
 - ii. A copy of the Medicare card, if applicable.
 - iii. Tax documents and a physician's statement are needed to add a Disabled Dependent Child.

Note: You can upload multiple files at once. If you click on **Upload Files** you would at that time upload any files that need to be uploaded.

Dependent Information Result for [REDACTED]
A Medical Benefit representative will review the queued changes for approval. Please print screen for your records. Select "Upload Files" to upload the required document(s) supporting this change.

Relationship: [dropdown] * Medicare #: [text]
 First: [text] * Part A Elig Date: [text]
 Last: [text] * Part B Elig Date: [text]
 SSN: [text] * Effective Date: 04/01/2017 *
 Birth Date: [text] * Termination Date: [text]
 Disabled: Termination Reason: [dropdown]
 Full Time Student:

Upload Files... | Print Screen

4. When you click on **Upload files**, you will be taken to this screen. Select the appropriate file, then click **Upload File**.

Note: The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT.

Dependent File Upload
Select the file(s) supporting the desired change (Medicare Card or Letter from Soc Sec). If more than one file is needed, you will be prompted after uploading this file.

Choose File [redacted] pdf

Upload File

Back to Payee

5. If the file upload was successful, you will see the following screen. This item has now been queued and is awaiting approval from a Medical Benefits representative at NHRS. Once you are done click on **Back to Payee**. You will be brought back to the Payee Benefit Information page.

File Upload Successful

File [redacted] pdf was uploaded and associated to this queued action.
If you need to upload another file to support this change, click on "More Files".

Please print screen for your records. A Medical Benefit representative will review the queued changes and uploaded documents for approval. Return to the Payee Benefit Information screen by selecting Back to Payee.

Back to Payee More Files... Print Screen