

Upload Dependent Documentation for Benefits

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Learn how to upload the required documentation for adding a dependent to your benefits.

If you are adding a family member to any voluntary benefits you will need to provide dependent documentation. The dependent document must be uploaded via MyDU within 30 days of voluntary benefit elections/changes. This process ensures eligibility to add a dependent to a benefits plan, it is not in place of enrollment.

Please contact us for help completing the appropriate benefits enrollment process to ensure coverage following your hire date or qualifying event. You can schedule an appointment with a benefits specialist [here](#).

<http://isarsgrid.du.edu/eSARS/shareservicesbenefitszoom/eSARS.asp?WCI=Init&WCE=Settings>

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1. Login to **MyDU** ([https://login.du.edu/ layouts/PG/login.aspx?](https://login.du.edu/layouts/PG/login.aspx?)

<ReturnUrl=%2Fso%2Fgo.ashx%3FSAMLRequest%3DjVNdj9owEHy%252FXxHlnStkiCoWRKLQDyQKEaR96MvJcTZgKbFTr93j%252Fn1tA4KTWIS%252FRFrPjGd2N10kXduTudFHsYnFBIA%252FBcGpawUSfzULjRj>

you need help logging in, contact [Information Technology](https://www.du.edu/it/) (<https://www.du.edu/it/>).

2. In the Search bar at the top of the page, enter benefits and select **Benefits Information** from the search results (it is not necessary to hit Enter - results will populate as you type)

The screenshot shows the MyDU search interface. The search bar at the top contains the text 'Benefits'. Below the search bar, a list of search results is displayed. The first result, 'Benefits Information', is highlighted with a mouse cursor. The search results list includes:

- Benefits Information** (Page): DU employee benefits statements, forms, and leave information.
- Tuition Waiver** (Tool): Use your tuition waiver benefit for your courses.
- Shared Services Knowledge Base & Support** (Tool): Support and documentation for Human Resources, Payroll, Benefits, Travel, Expense, and Resources.
- My Employee Profile** (Tool): View your employee information, earnings, benefits, taxes, job summary, and employment history.
- Human Resources and Payroll** (Page): Banner information and reports for human resources and payroll data.
- Administrative Resources and Processes** (Page): Links to Employee Management and Administration.
- Event Management and Email Marketing Project** (Page):

At the bottom of the search results, there is a 'View All Results' button. On the right side of the screenshot, there are several utility buttons: 'IT Support Requests', 'Service Catalog', 'Contact the IT Help Center', and 'Office 365' (with sub-options for 'Email' and 'Files').

3. Under the My Benefits header, select **Upload Dependent Documentation**

The screenshot shows the 'Benefits Information' page. At the top, there is a breadcrumb trail: 'All Pages > Employee Resources > Benefits Information'. Below this, the page title 'Benefits Information' is displayed. The main content area includes a section titled 'This document covers:' with a list of links:

- [My Benefits](#)
- [Benefits Forms](#)
- [Benefit Plan Information](#)
- [Leave Information](#)
- [Talk to a Benefits Specialist](#)
- [Tuition Waiver](#)

Below this list is a section titled 'My Benefits' with a list of links:

- [Employee Benefits Statement](#)
- [My Retirement Plans](#)
- [Upload Dependent Documentation](#) (highlighted with a red arrow)
- [New Retirement Plan Enrollment and Current Participant Contribution Management](#)

4. From the Dependent Information Screen, select **Add a New Person**

Personal Info Employee Finance

Search [RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Dependent Information

Click **Add A New Person (below)** to make additions. Click on a name in the list to change information for that person.

[SELECT COVERED DEPENDENTS HERE](#)

Beneficiaries and Dependents Information

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Member Type	College Status
Self	Jan 03****	Female	Active	Both	Does not attend college		
Spouse	Jan 09****	Male	Active	Both	Does not attend college		

[Add a New Person](#) [View Dependent Benefit Coverage and Allocations](#)

[Return To Benefits and Deductions Menu](#)

5. Add the dependent information and upload supporting documentation such as a marriage license, domestic partnership affidavit, birth certificate (for children), etc. When done, click **submit changes** and your dependent's information will be saved and transferred into Banner for benefit purposes (if the verification document box does NOT appear this means the documentation is attached to that dependent). Remember, adding dependent information does NOT activate coverage, you must also complete the

<https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034316-benefits-enrollment-form>

<https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034316-benefits-enrollment-form> **enrollment form**

<https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034316-benefits-enrollment-form>.

Update Dependent Information

Enter dependent information, then click **Submit Changes**

* - indicates a required field.

First Name:

Middle Name or Initial:

Last Name:

Relationship:

SSN or SIN or TIN:

Birth Date:

Gender:

Active:

Beneficiary or Dependent:

Spouse Employment:

Marital Status:

College Status:

College Begin Date:

College End Date:

Disabled Indicator:

Dependent Child Type:

Verification Document: Verification documentation is required in order to add dependents to your benefit coverage. Here are some examples of acceptable documents:

For spouse or partners:

- Marriage Certificate
- Affidavit of Common Law Marriage
- Affidavit of Domestic Partnership

For dependent children:

- Birth Certificate
- Adoption Certificate
- Most recently filed Federal Tax Return

If you do not provide the verification document(s) at this time, you will have 30 days from the time you submit your benefit elections to return to PioneerWeb > Employee > Enrollment/Change Forms > Upload Dependent Documentation to provide the appropriate/required verification document.

Verification Document: No file chosen

For United States institutions, Dependent Child Type is only used for the purposes of reporting covered dependent children under the Affordable Care Act.

More Questions?

**Click Here to Contact the
HRIC Benefits Team
or
Call 303.871.7420**