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.

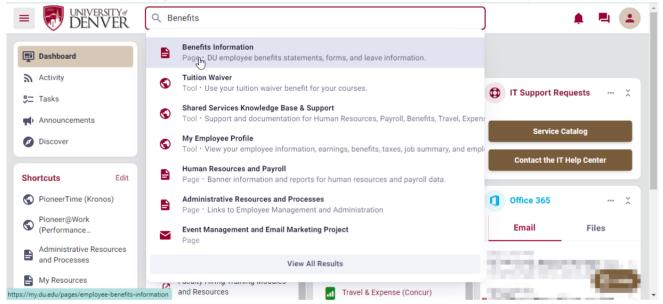
(http://isarsgrid.du.edu/eSARS/sharedservicesbenefitszoom/eSARS.asp?WCI=Init&WCE=Settings)
(http://isarsgrid.du.edu/eSARS/sharedservicesbenefitszoom/eSARS.asp?WCI=Init&WCE=Settings)

(http://isarsgrid.du.edu/eSARS/sharedservicesbenefitszoom/eSARS.asp?WCI=Init&WCE=Settings)

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

ReturnUrl=%2Fsso%2Fgo_ashx%3FSAMLRequest%3DjVNdj9owEHy%252FXxHlnSTklCoWRKLQDyQKEaR96MvJcTZgKbFTr93j%252Fn1tA4KTWlS%252FRFrPjGd2N10kXduTudFHsYNfBlA%252FBcGpawUSfzULjRJ you need help logging in, contact_Information Technology (https://www.du.edu/it/)).

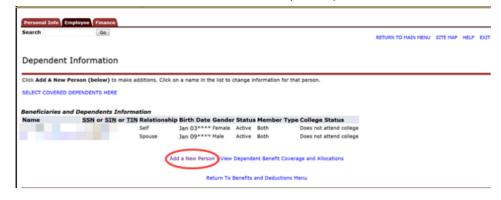
2. In the Search bar at the top of the page, enter benefits and select Benefits Information from the search results (it is not necessary to hit Enter - results will populate as you type)



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

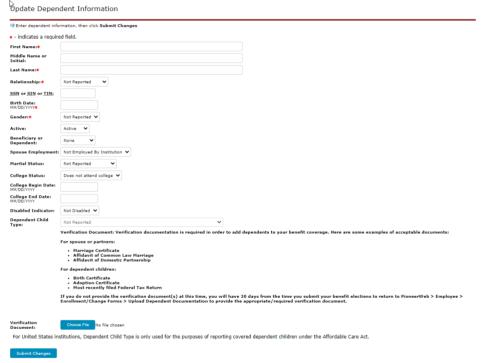


4. From the Dependent Information Screen, select Add a New Person



(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).



More Questions?

Click Here to Contact the HRIC Benefits Team or Call 303.871.7420