

How to Add a Newborn Child to Health Insurance

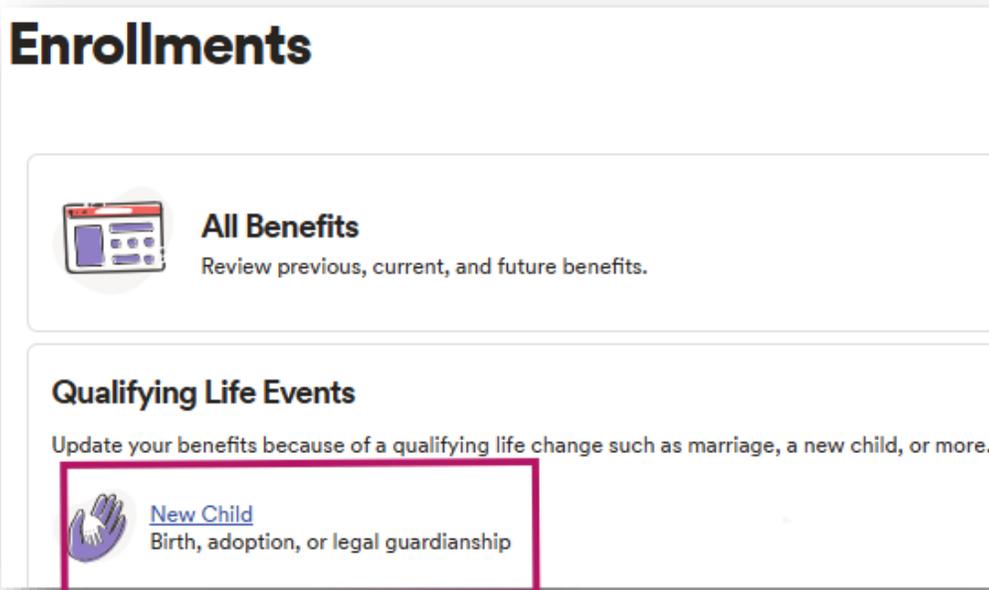
Congratulations on your new addition! To ensure your child has health coverage, you must update ADP within 30 days of your child's birth or adoption. If you do not add them in time, you will have to wait until the next open enrollment period. [See page 6 of the Benefits Guidebook for information.](#)



Please NOTE: This is a two-step process. First add the child's name and important information, then add them to your insurance. Follow these instructions carefully. If you have questions, contact HR@GoodwinLiving.org

Step 1 - Report a Life Change

1. Navigate to **Myself > Benefit > Enrollments**
2. Under Qualifying Life Events, select **New Child**



← Back to Enrollments

Qualifying Life Events

Select Your Life Event

Depending on the event, you might need to upload important documents.

New Child
Birth, adoption, or legal guardianship

Birth
Add your child to your benefits.

Adoption
Add your adopted child to your benefits.

3. Select **Birth** or **Adoption**
4. Add the **Event Date (date of birth)**
5. Select **Start Enrollment**

← Back to Select Events

Qualifying Life Events

Birth
you can update your benefits and dependents. It's also a good time to review your beneficiaries.

What's the date on your Birth Certificate?
You have 30 days from the date of birth to enter the event details.

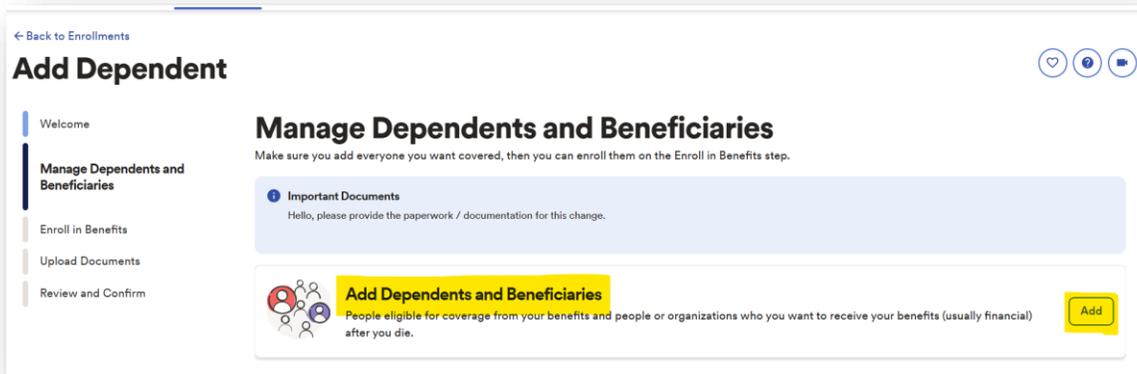
Event date *

MM/DD/YYYY

Start enrollment **Cancel**

Important Documents
Hello, please provide the paperwork / documentation for this change.

6. Read the Welcome note, click **Next**
7. Under **Add Dependents and Beneficiaries**, click **Add**



8. Under **Recipient**, Who are you adding? Select Person
9. **Will this person need coverage?** Select Yes
10. Fill in **first and last name, sex (gender) and relationship**

11. Under **Tax Details, Tax ID Type**, select the appropriate type. If social security number is not yet assigned, select **"Applied For."**

Add Dependents and Beneficiaries

Sex and Relationship

Sex * Relationship * Child Classification

Tax Details

Tax ID Type *

Tax ID * Applied for

Re-enter Tax ID *

National Identifier *

Contact Info

12. Click **Save**

13. Scroll down and click **Next**

14. The next screen takes you to your current enrollment. Click **Edit** next to the medical plan or other plan you wish to add your new child to. Select their name in the list of dependents.

Available Plans

Medical

Select the plan that meets your needs and add the dependents you want to cover.

You cannot unenroll from a plan in this category.

Covered Individuals

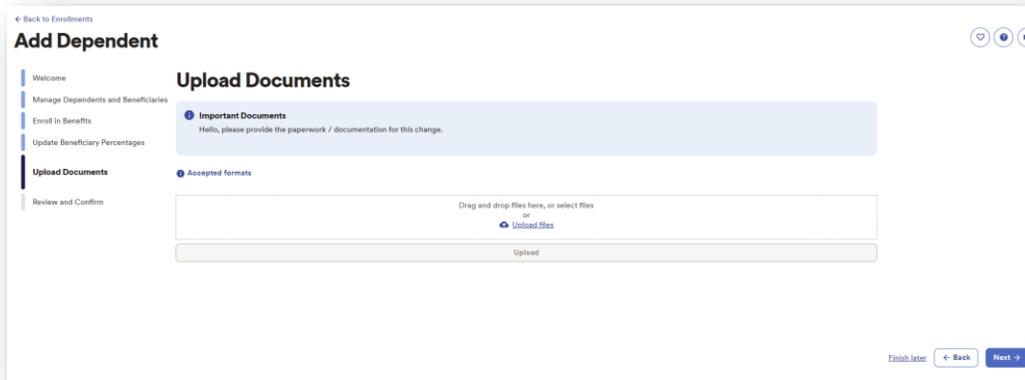
Jeanne Hobbs (You) Jane Matthis (Child)

6 Plans Available [Plan comparison](#)

Anthem BCBS PPO 80, Full time
 Effective: January 1, 2025 [Additional details](#)

Provider	Who is Covered?
Anthem BlueCross and BlueShield	You

15. Select the new child dependent at the top of the screen. Select **Confirm Details**.
16. See the new cost at the top of the screen. Click Next on the bottom right of each screen.
 - **Note: you will see the Beneficiary and Percentages page you can click next and move on to upload documents.**
17. **Important Documents:** Upload the birth certificate. Also upload the social security card IF YOU HAVE IT. If you don't have the social security card, you can bypass this step for now but you must upload it when you get it.



- Once you've submitted your enrollment to add your newborn/dependent, you will receive an email confirmation. If you do not receive the email confirmation, reach out to Charniel or Jeanne. This means your enrollment was NOT processed

Questions or comments? Email, text or call:

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