

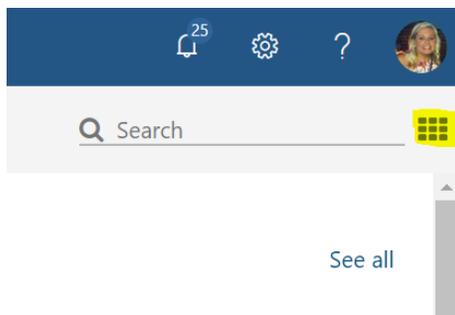
# U.S. Benefits

How do you benefit?

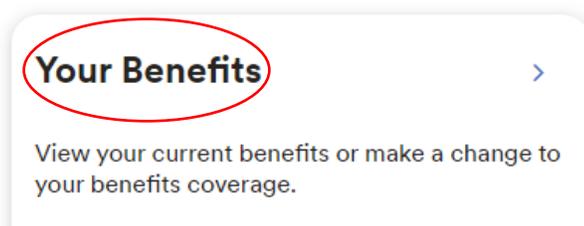
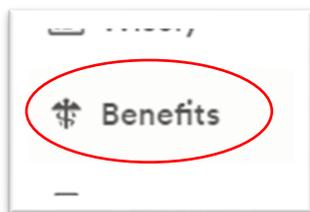


## Steps on Adding Dependent(s) to Health Insurance

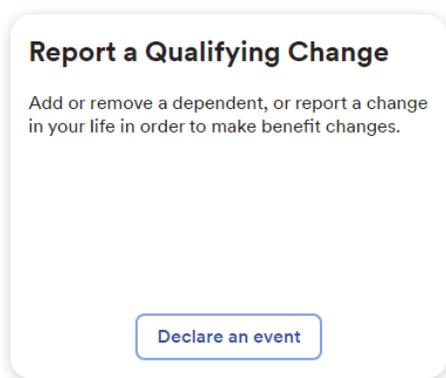
1. Log into United and click the application menu on the top right corner to search the “Vantage” application.



2. After clicking the Vantage application, click the Benefits tab then “Your Benefits”.



3. Click “Declare an Event” in the Report a Qualifying Change tile.



4. After clicking “Declare an Event” please select the appropriate life event that you are experiencing and the date this event happened. You must be within **31 days** of the life event in order to continue. Future dates cannot be entered.

Note: If losing other coverage, be sure to select the date the other coverage ended.

5. If adding a new dependent that is not already listed within your record, please click “Enter a new person info” and enter the personal information of this dependent.

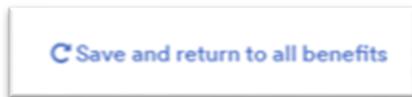
**\*Please note: If you are adding a new baby and they do not have an SSN yet, please leave that section blank and add later under “Manage Dependents” when you receive the SSN. If you are adding a dependent who does not have an SSN, please submit a ticket to [Ask HR](#) for assistance with next steps.**

6. This step is **VERY** important! If this is missed, your dependent will **NOT** be adding to insurance. Once you have saved this information about your dependent, click “Change Plan” under Medical.

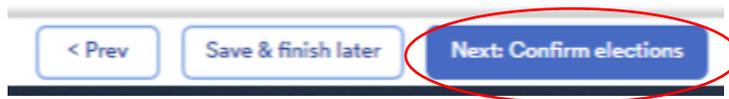


**!** On the next screen, please make sure check the box next to the dependent you would like to add your health insurance.

7. Review your selections to make sure everything looks correct and all the dependents you want on your plan are listed. If the elections look correct, please click “Save and Return to all benefits.” From here, if you would like to make any other changes to the benefits that are not grey out you can do so.



8. After updating your benefits selections, please make sure you “Confirm Elections” until you receive a green confirmation number.



9. Once you have completed your enrollment, within 24 hours another box will appear within your Benefits tile titled, “View Verification”. This is where you will need to upload proof of your life event and proof that your dependent is an eligible dependent. You will have 30 days from the date you have made your elections in Vantage to upload these documents. Details about what is needed will be sent to you by the Dependent Verification team. If you have questions about this, please contact DVS at 800.553.3823.
10. Benefit elections can be reviewed at any time and/or a downloaded benefit confirmation statement by going to Vantage → Benefits → View Your Benefits.

Please submit a ticket to [Ask HR](#) if you have any questions.