

NUFlex Benefits Adding Dependent

Reviewed: October 21, 2024

To be covered for health insurance, dependents must have a check mark in the 'selected' box to the left of their name and be a verified dependent. To verify existing unverified dependents, please contact your campus benefits office. Refer to [NUFlex Benefits Enrollment](#) for additional information.

REQUIRED FORM

All dependent information must be received in your Campus Benefits Office by 5:00pm on the last date of the enrollment period. You can submit this form via paper or attach a file within the dependents section of any health plan (medical, dental, or vision).

The dependent information request form can be found [here](#).




ADD DEPENDENT

From within NUFlex Benefits Enrollment, dependents can be added from any health insurance plan: medical, dental, or vision care. Once a dependent has been added, they will be available to select within each plan.

To add a dependent, scroll to the bottom of a health plan page. Click on

▼ Dependents

To be covered for this insurance, dependents must have a check mark in the 'Selected' box to the left of their name and be a verified dependent. To verify existing unverified dependents, please contact your campus benefits office. New dependents can be added by clicking the blue, '+ Add Dependent' button.

LEGEND:  Verified  Verification Pending  Not Verified

Selected

Name

Relationship

Birth Date

Verified

View Attachment(s)

No data

+ Add Dependent

Fill in the required dependent details. Required fields are indicated with a red *.

<

Add Dependent

Dependent Details

*First Name


Ravenna

*Last Name

Jones

*Date of Birth

03/08/2010



Address

5334 Starr Street


State

NE

Middle Init

*Relationship

Child



*Gender

☐ Male

☒ Female

City

Lincoln

Zip Code

68506

Social Security

Dependent has a Social Security Number?: ☒ Yes ☐ No

Social Security Number:

555-99-1234

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To add a dependent to your health insurance coverage, you must submit verification documents. If proper documentation is not received, dependent benefits will not be provided.

Select an option on how you will provide the verification documents.

Dependent Verification

To add a dependent to your health insurance coverage, you must submit [verification documents](#). If proper documentation is not received, dependent benefits will not be provided.

How will you provide verification documents?:

☒

 I will deliver paper copies to my campus benefits office.

☐

 I will attach image or PDF copies now.

Save

Click on

Save

.

If you elected to attach an image or PDF, a pop-up window will appear. Click on

+ Add Attachment

.

Attach Documents

Dependent Verification Documents

+ Add Attachment

Type	File Name	Uploaded	Delete
No data			

Close

Click on browse to locate the file.

Attach Documents

Upload PDF or image files

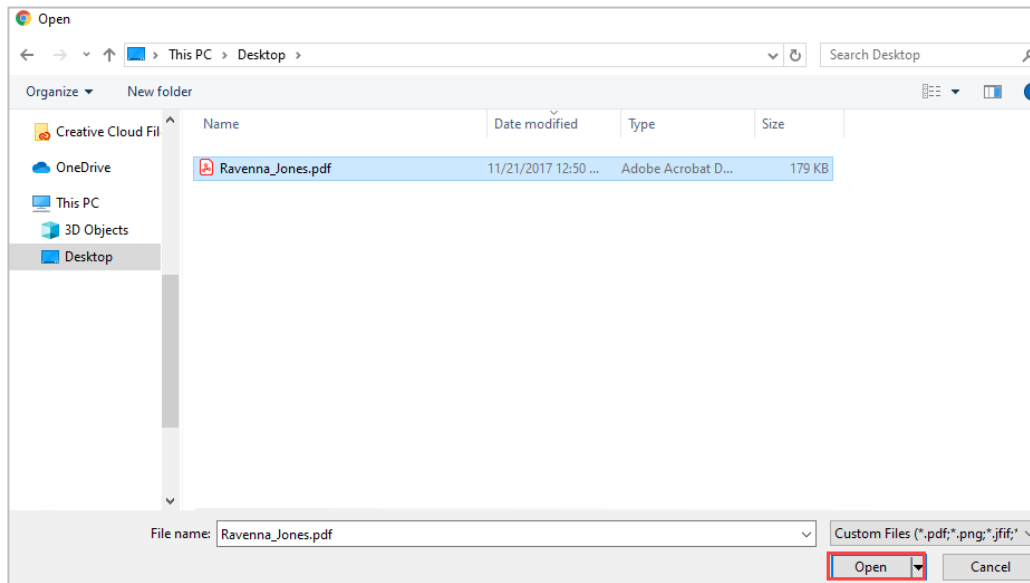
Browse...

Close

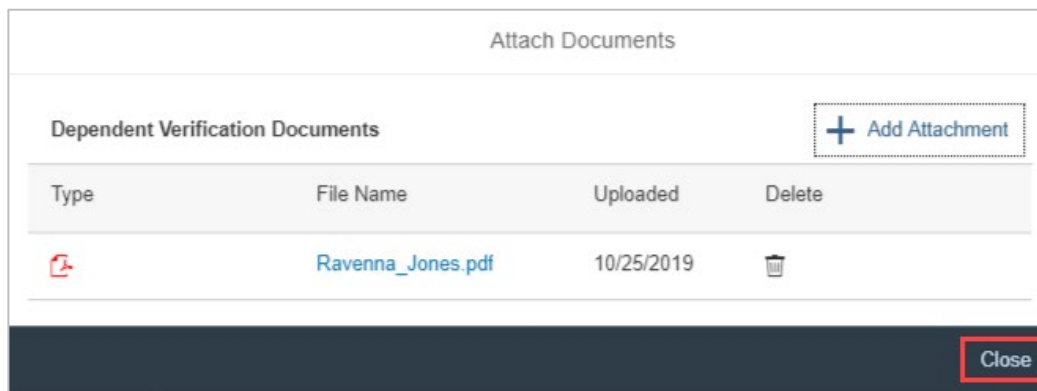
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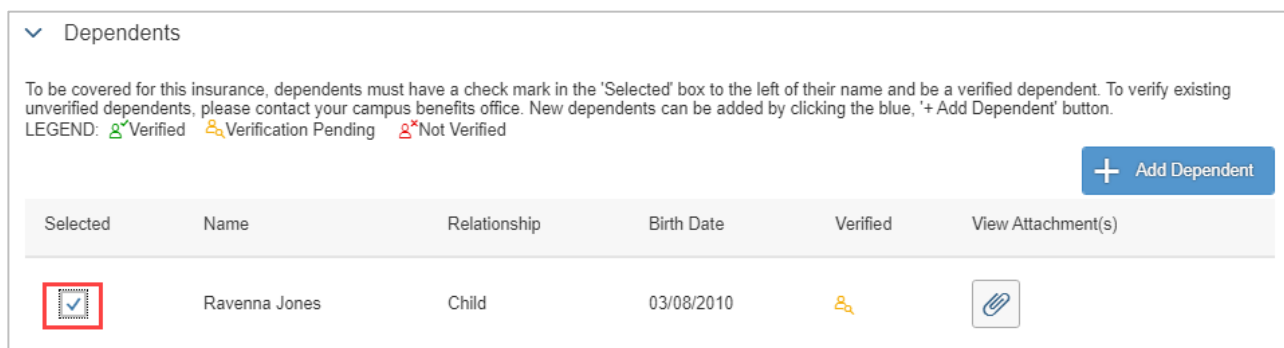
Locate the file on your computer and click on open.



Continue adding dependents. When finished, click on close.



Once the dependent(s) have been added, check the box next to their name to add them to a health plan. *A dependent must be check-marked within each health plan.*



UNSELECT DEPENDENT

Contact your [campus benefits office](#) if you have had a life changing event that would require removal of any dependent.