

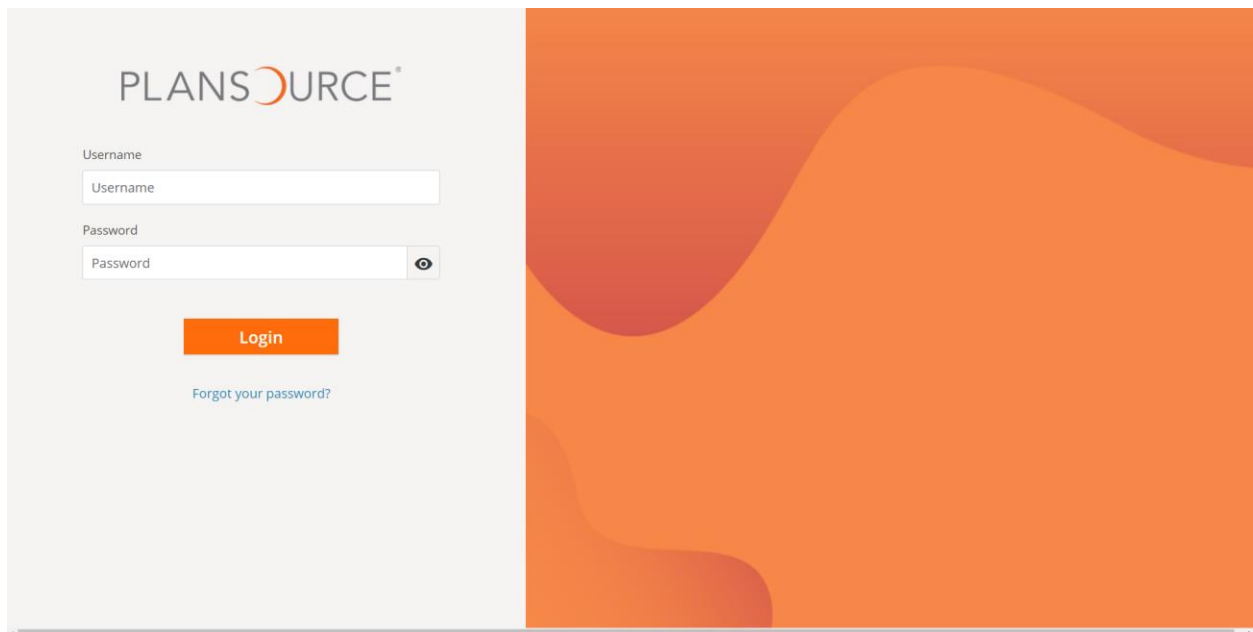
BIRTH, ADOPTION, GAIN GUARDIANSHIP EVENT

Please see below for instructions on how to add a dependent to your plan. **You must add the dependent to your plan within 30 days of the date of judgement showing legal separation.** If you miss the 30 day window to add your dependent, your next opportunity to add your dependent will be during open enrollment or a different qualifying event. **NO LATE ENROLLMENTS OR EXCEPTIONS WILL BE ALLOWED.**

The link to get to PlanSource is: <https://benefits.plansource.com/logon> (This link can also be found on the CMH Intranet under Employee Info > Employee Benefits > Employee Benefits)


Once you get to the logon page, it will ask for your User ID and your password. Your User ID will be you're the first initial of your first name, up to 6 letters of your last name (or your whole last name if you do not have 6 letters), and the last four of your social. Hopefully you will know your password. If not, you can always click "Forgot your Password."

If you have never logged onto the PlanSource website, your password will be your date of birth in the following format: YYYYMMDD



PLANSOURCE[®]

Username

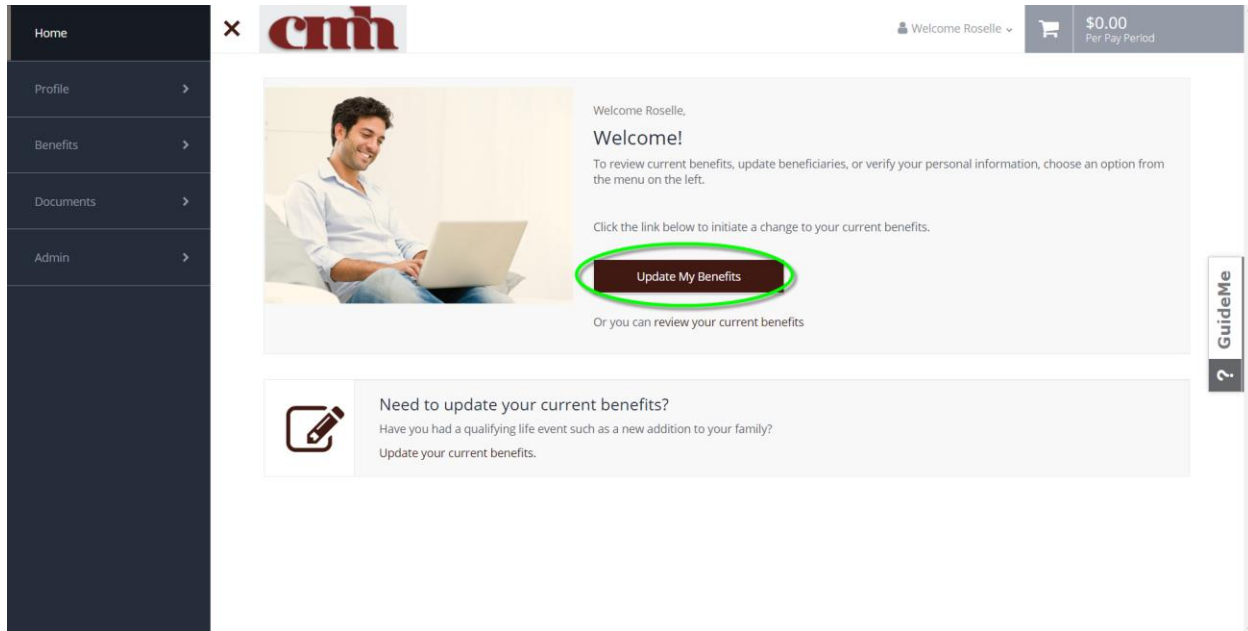
Password
 

Login

[Forgot your password?](#)

BIRTH, ADOPTION, GAIN GUARDIANSHIP EVENT

Next you will log into the website. The homepage looks like this:



You will click "Update My Benefits" and from the Life Event list, you will click "Birth," "Adoption," or "Gain Custody of Dependent."

Review your information and family. Add the newborn or child to your Family. You will need their full name, date of birth, and social security number. Then make selections, add or remove dependents, or waive benefits as needed, completing each step as you go through the enrollment. Any missing information will deem an event "incomplete" and there will be no update.

It would be beneficial for you to look at the CMH Benefits Guide on the Intranet prior to making your selections. You may also access this Benefit guide on the CMH Intranet page under Employee Info – Employee Benefits – Employee Benefits.

You have **30 days** from the date of Birth, Adoption, and Gaining of Custody to add them to your benefits. If you do not decline/elect benefits within these 30 days, the enrollment period will lapse, and you will have to wait until Open Enrollment to make changes to your plan.

You will also need to provide documentation supporting a Gain in Custody event such as: the Guardianship Paperwork. This will need to be uploaded to PlanSource or sent to Human Resources within the 30 days of the life event.

If you have any questions, please contact the Benefits Specialist in the Human Resources department.