



EMPLOYEE INFORMATION

Last Name	First Name	Employee ID#

Complete this form if you wish to add a dependent or beneficiary that *is a current or former Ohio University employee or student* OR *does not have a SSN*. Save the form and upload to [the Benefits secure upload site](#).

DEPENDENT INFORMATION

Please see instructions on [page 2](#).



Please complete for dependents you wish to cover or additional beneficiaries.

SPOUSE /DOMESTIC PARTNER								
Last Name	First Name	MI	Birth Date	Gender	SSN	Relationship		
Spouse/partner employed outside Ohio University? <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes, continue with next question.</i>		Does that employer offer health insurance? <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes, continue with next question.</i>			Are they enrolled in that employer's coverage? <input type="checkbox"/> Y <input type="checkbox"/> N <i>If yes, please attach proof of coverage.</i>			

CHILD OR BENEFICIARY							
Last Name	First Name	MI	Birth Date	Gender	SSN	Relationship	
ADDRESS:							
	Street			City		State	Zip

CHILD OR BENEFICIARY							
Last Name	First Name	MI	Birth Date	Gender	SSN	Relationship	
ADDRESS:							
	Street			City		State	Zip

CHILD OR BENEFICIARY							
Last Name	First Name	MI	Birth Date	Gender	SSN	Relationship	
ADDRESS:							
	Street			City		State	Zip

CHILD OR BENEFICIARY							
Last Name	First Name	MI	Birth Date	Gender	SSN	Relationship	
ADDRESS:							
	Street			City		State	Zip

INSTRUCTIONS:

- Complete the dependent information form if applicable.
- Save form and upload to [the Benefits secure upload site](#). This site requires your OHIO ID and password.
- Wait for email confirmation that your dependents have been added to the system.
- Access [MPI: Benefits Self-Service](#) to enroll in your benefit coverages or update beneficiaries. Upload supporting documentation for dependents (i.e. **Spouse**- Marriage license, **Child** – Birth Certificate, etc.) See [Verification of Dependents](#) for a complete listing of acceptable documents.

Visit [How to Enroll](#) for more details including a [Benefits Self Service User Guide](#).