

How to Add/Remove/Update Coverage for a Dependent

Michigan Tech Login

Welcome to Michigan Tech's Login Page

This system is not available from 2 a.m. until 2:30 a.m. EST daily, for system backup processing.

Please enter your campus username and ISO password (This is the same username and password you use for HuskyMail, Husky Hub, and Blackboard) and click login. If you have forgotten your password, or have other questions regarding this login page, please visit <http://www.login.mtu.edu>.

Username

Password

Log into Banweb
using your ISO user
name and password

Home > Employees > **Benefits and Deductions**

Personal Information | **Employees** | Research | Payments/Confirm Enrollment

Time Sheet Web Time Entry	Compensation Statement Comprehensive Overview of Salary and Benefit Costs to the employee and Michigan Tech	Benefits and Deductions Retirement, health, flexible spending, miscellaneous deductions, and compensation statement	Pay Information Direct deposit allocation, earnings and deductions history, and pay stubs
<ul style="list-style-type: none"> Retirement Plans Miscellaneous Compensation Statement 	<ul style="list-style-type: none"> Health Benefits Open Enrollment TechFit Information 	<ul style="list-style-type: none"> Flexible Spending Accounts Beneficiaries and Dependents 	
Tax Forms Federal W4 and W2 information	Leave Balances Vacation, Sick, Personal, and Annual Leave	Most Recent Paystub Your most recent Michigan Tech paystub	Non-Payroll Direct Deposits History View Direct Deposits (non-Payroll)
Non-Payroll Direct Deposit Destination View/Modify Direct Deposit Repository (non-Payroll)	Open Enrollment Click here to begin open enrollment.	Update Campus Directory Update your Campus Directory Listing	Summary of Current and Future Deductions Summary of Current and Future Deductions

Step 1 – Add a New Person if he/she is not already listed.

Beneficiaries and Dependents Information

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status
John (Insured)	XXXXXXXXXX	Self	May 03, 1955	Male	Active
Jane (Spouse)	XXXXXXXXXX	Spouse	Apr 08, 1960	Female	Active
Tom (Child)	Not Reported	Child	Jun 08, 2005	Male	Active
Molly (Child)	XXXXXXXXXX	Child	May 24, 2008	Female	Active
Robert (Child)	XXXXXXXXXX	Child	Dec 12, 2010	Male	Active
William (Parent)	Not Reported	Parent	Not Reported	Female	Active

All insured dependents must provide a social security number in order to be enrolled in a health plan. If your spouse or child does not have a social security number, please contact the Benefits office at 487-2517.

This is historical data and cannot be removed. You may place the person as inactive by clicking on their name and updating the status. Note: by making the person inactive, this does not automatically remove them from coverage, you must first stop coverage – then make inactive.

[Add a New Person](#) | [Coverage and Allocations List](#)

Updating Beneficiary or Dependent

Home > Updating Beneficiary or Dependent

Enter information about the new beneficiary, then select Submit Changes.

* - indicates a required field.

Date Added: MM/DD/YYYY

First Name: *

Middle Name or Initial:

Last Name: *

SSN or SIN or TIN: *

Relationship: *

Birth Date: MM/DD/YYYY *

Gender:

Active:

Marital Status:

Complete the form and "Submit Changes".

[Beneficiaries and Dependents](#)

Step 2 – Update Coverage Allocation

(This step tell the Benefits Office who is covered on your health plans)

Find a page...

Health Insurance Dependents

- For mid-year changes to your health insurance dependents, you may complete the [Health Enrollment Form](#) and send it to the Benefits Office, or you may make these changes on-line using the links below
- If you are making these changes during the annual open enrollment period, all changes must be made on-line
- Note:** To make changes to your health coverage mid-year, there must be an accompanying family status change. Please reference the [Family Status Change Policy](#) for more information

Life and AD&D Insurance Beneficiaries

- For mid-year changes to your life and/or AD&D insurance beneficiary(s), you may complete the [Life Insurance Form](#) or the [AD&D Form](#) and send it to the Benefits Office, or you may make these changes on-line using the links below
- Note:** Changes to your life insurance or AD&D coverage amount can only be made during open enrollment unless there is a qualifying status change (some changes may require approval from the insurance company)
- Note:** If you have elected dependent life and/or the voluntary AD&D plan that includes your family, you are the beneficiary for the dependent coverage

See this link for documentation required for any new dependent you wish to cover under Michigan Tech's health/dental/vision plans. Please forward a photo copy of the document in a sealed envelope to the Benefits Office via campus mail. Do not email sensitive information.

[Instructions to Update your Beneficiaries/Dependents](#)

Click on the beneficiary/dependent name to update their information.

Beneficiaries and Dependents Information

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status
John Doe	123456789	Self	May 03, 1980	Female	Active
Jane Doe	987654321	Spouse	Apr 08, 1985	Male	Active
Tom Doe	Not Reported	Child	Jun 08, 2010	Male	Active
Alice Doe	111111111	Child	May 24, 2012	Female	Active
Bob Doe	222222222	Child	Dec 12, 2013	Female	Active
Charlie Doe	Not Reported	Parent	Not Reported	Female	Active

All insured dependents must provide a social security number in order to be enrolled in a health plan. If your spouse or child does not have a social security number, please contact the Benefits office at 487-2517.

Add a New Person [Coverage and Allocations List](#)

Benefits Coverage and Allocation Summary

Home > **Benefits Coverage and Allocation Summary**

Review Beneficiaries and Dependents currently associated with your benefit choices.

Select "Add or Change Coverage" or "Add or Change Allocations" to enroll or update coverage or allocations for the associated benefit.

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Beneficiaries and Dependents Information

Self, Born on 05/03/1980, 65

Benefit or Deduction	Coverage Begin Date	Coverage End Date	Primary or Contingent	Allocation
Dental 1	Jan 01, 2013			
HuskyCare HDHP	Jan 01, 2013			
Vision	Jan 01, 2013			

Enroll Coverage and Allocations

Enrolled Benefits Information

Benefit or Deduction	Action	Status	Start Date	Stop Date
Accidental Death and Dismember	Coverage Details Beneficiary Allocations Details	Active	Aug 07, 2011	
Dental 1	Coverage Details	Active	Dec 23, 2012	
HuskyCare HDHP	Coverage Details	Active	Dec 23, 2012	
Optional Emp Life Insurance	Coverage Details Beneficiary Allocations Details	Active	Aug 07, 2011	
Vision	Coverage Details	Active	Dec 23, 2012	

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[Beneficiaries and Dependents](#)

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- 1) Check the **“Choose Benefit”** box for the person you are updating.
- 2) Add a **Begin Date** to start coverage (use the date coverage will begin)
- 3) Add an **End Date** to end coverage (use the date coverage will end) and choose a Deduction Termination Reason.
- 4) Click the **“Choose or Update”** button to record your changes.

HuskyCare HDHP

Status: Active
Start Date: Dec 23, 2012
Stop Date:

Choose Benefit*	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Deduction Termination Reason
<input type="checkbox"/>	[Redacted]	Self	Yes	01/01/2013		Not Selected
<input type="checkbox"/>	[Redacted]	Spouse	Yes	01/01/2013		Not Selected
<input type="checkbox"/>	[Redacted]	Child	No	01/01/2013	06/30/2014	Dependent Turns Age Limit
<input type="checkbox"/>	[Redacted]	Child	Yes	01/01/2013		Not Selected
<input type="checkbox"/>	[Redacted]	Child	Yes	01/01/2013		Not Selected

Choose or Update

[Coverage and Allocations List](#) ■ [Beneficiaries and Dependents](#)

In the case of open enrollment:

If you are ending existing coverage you will use 12/31/2017.
 If you are starting new coverage you will use 01/01/2018

See next page to update/change beneficiary designation for life insurance.

Updating/Changing a Beneficiary Designation for Life Insurance

Locate the person you want to update.

Benefits Coverage and Allocation Summary

Home > Benefits Coverage and Allocation Summary

Review Beneficiaries and Dependents currently associated with your benefit choices.

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[Beneficiaries and Dependents Information](#)

Jump to the bottom of the page or scroll down to access the life insurance benefit.

Click on Coverage Details to Add or Remove a beneficiary.

Enroll Coverage and Allocations

Click on Beneficiary Allocations Details to set your primary and contingent

Enrolled Benefits Information

Benefit or Deduction	Action	Status	Start Date	Stop Date
Accidental Death and Dismember	Coverage Details Beneficiary Allocations Details	Terminated	Jan 12, 2009	Oct 25, 2014
Dental 1	Coverage Details	Active	Dec 23, 2012	
HuskyCare HDHP	Coverage Details	Active	Dec 27, 2009	
Optional Emp Life Insurance	Coverage Details Beneficiary Allocations Details	Active	Jan 12, 2009	
Vision	Coverage Details	Active	Dec 23, 2012	

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