



Dependent Verification Notice

If adding a dependent , below is the list of acceptable documents and instructions for uploading documents.

Acceptable Documentation

Spouse	Marriage certificate
Biological Child	Birth certificate of biological child
Stepchild	▪ Child's birth certificate showing the child's parent is the employee's legal spouse* ▪ Certificate showing legal marriage between the employee and the child's parent*
Adopted Child	▪ Official court/agency papers (initial stage) ▪ Official Court Adoption Agreement (mid-stage) ▪ Birth certificate (final stage)
Disabled Child	▪ Social Security Determination Letter ▪ Letter from examining physician indicating disability is not temporary or other proof of disability documentation ▪ Most recent year's tax filings Tax return (first two pages)
Guardianship	Court papers demonstrating legal guardianship, including the person named as legal guardian

Please

Note: If you do not submit your newly added dependent verification documents in time, your dependents could be dropped from the elected plans



HOW To Upload Your Dependent's Documentation

Four Steps to Uploading your Dependent Documentation

After you have completed your enrollment, return to the Home Page of your benefit portal to electronically upload your dependent's documentation.

Step 1:

From your home page, at the top of the menu select "My Profile"



Step 2:

From the following page on the Left side of the menu select "Employee File".





Step 4:

Select "Choose File" locate the document that you have saved to your computer/laptop, Title the document with your Dependent's name, and hit "Save".

A screenshot of the St. Luke's web portal showing the "File Upload" section. The header includes the St. Luke's logo, "Change Password", and "Log Out" links. The navigation bar has "My Benefits" and "My Profile" tabs. The left sidebar lists menu items: "Personal Information", "Family Information", "Beneficiaries", "Security Question", "Life Event", and "Employee File". The main content area is titled "File Upload" and shows a form for "Spouse Tester Spouse". The form includes fields for "Document Type" (set to "Marriage Certificate"), "File" (with a "Browse..." button and "No file selected" text), "Title", "Description", and "Document Date" (set to "10/18/2024"). There are "Save" and "Cancel" buttons at the bottom. A pagination bar at the bottom right shows "5 items per page" and navigation icons.

Reminder

Deadline to submit your documentation to verify dependents is Required within 31 days of enrollment.