

HOW TO REGISTER A BIRTH OR ADOPTION

IDB RETIREE SELF-SERVICES

User Guide for Mac/Apple




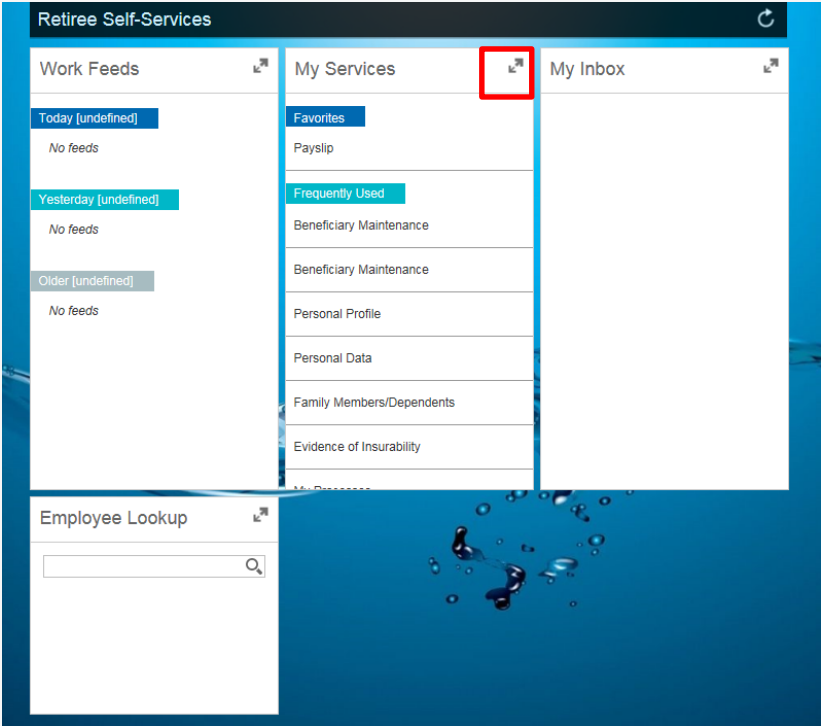

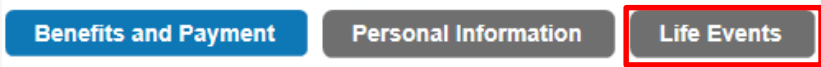
Objective

- ✓ Register the birth or adoption of a retiree's child through Retiree Self-Services.


Note

- ✓ *Perform this activity only if you have decided to include the dependent on the health insurance coverage.*



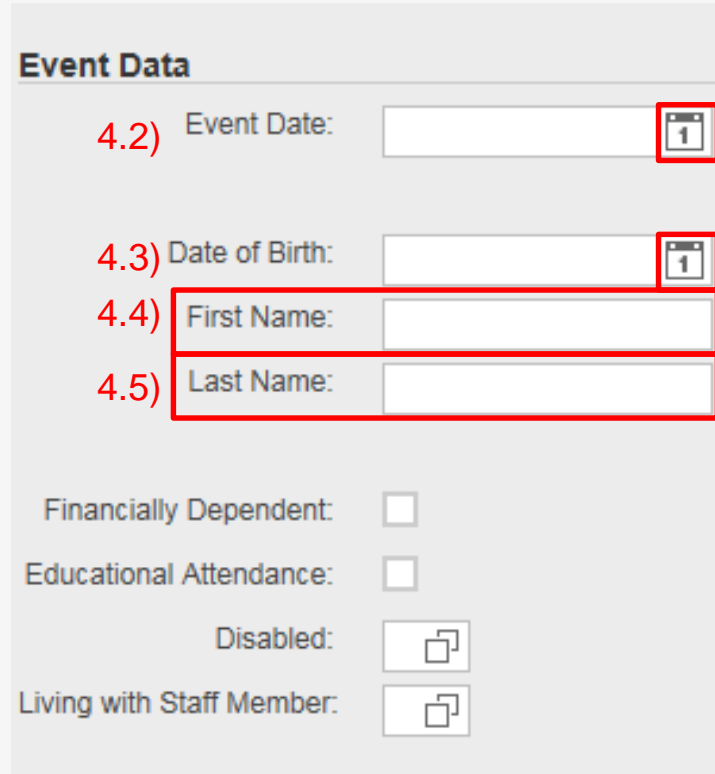


REGISTER A BIRTH OR ADOPTION

Instruction	View
1) Go to “My Services” and click 	
2) Click 	

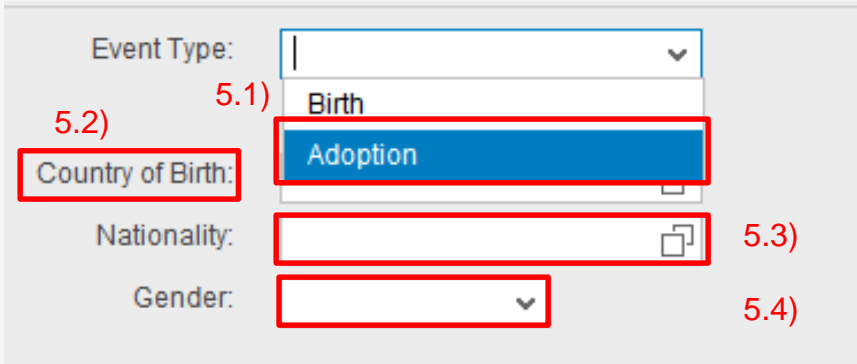
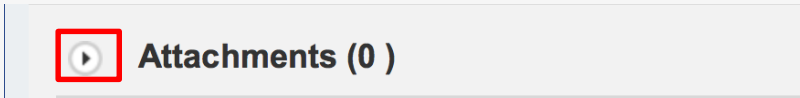
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Instruction	View														
<p>3) Go to Life Events and click Birth/Adoption.</p> <p><i>(You can also click on the star ★ to add “Birth/Adoption” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot shows a 'Life Events' menu with a list of options. The 'Birth/Adoption' option is highlighted with a red rectangular box. To the right of each option is a star icon, indicating it can be added to favorites.</p> <table border="1"><thead><tr><th colspan="2">Life Events</th></tr></thead><tbody><tr><td>My Processes</td><td>★</td></tr><tr><td>Birth/Adoption</td><td>★</td></tr><tr><td>Marriage/Domestic Partnership</td><td>★</td></tr><tr><td>Divorce/End of Domestic Partnership</td><td>★</td></tr><tr><td>Parent Medical Coverage</td><td>★</td></tr><tr><td>Evidence of Insurability</td><td>★</td></tr></tbody></table>	Life Events		My Processes	★	Birth/Adoption	★	Marriage/Domestic Partnership	★	Divorce/End of Domestic Partnership	★	Parent Medical Coverage	★	Evidence of Insurability	★
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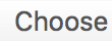
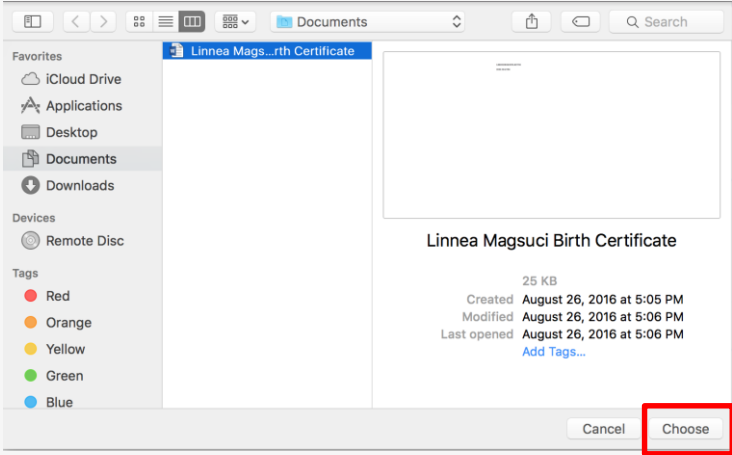
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click “Event Date” field  and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the birth/adoption or desired future date.</p> <p>4.3) Click on the calendar  on the field “Date of Birth” and select your child’s date of birth.</p> <p>4.4) Click “First Name” and enter the first name of your child.</p> <p>4.5) Click “Last Name” and enter the last name of your child.</p> <p><i>It is not obligatory to specify the status: “Financially Dependent”, “Educational Attendance”, “Disabled” or “Living with Staff Member”. This information does not affect their benefits.</i></p>	 <p>The screenshot shows the 'Event Data' form with the following fields highlighted by red boxes:</p> <ul style="list-style-type: none">4.2) Event Date: <input type="text"/> 4.3) Date of Birth: <input type="text"/> 4.4) First Name: <input type="text"/>4.5) Last Name: <input type="text"/> <p>Below these fields are four status options, each with a checkbox:</p> <ul style="list-style-type: none">Financially Dependent: <input type="checkbox"/>Educational Attendance: <input type="checkbox"/>Disabled: <input type="checkbox"/>Living with Staff Member: <input type="checkbox"/>


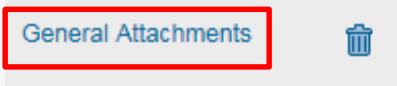
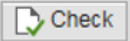

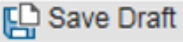


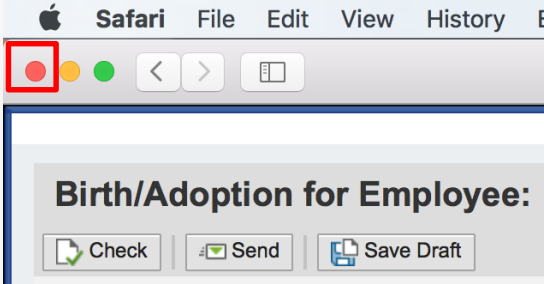
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Instruction	View
<p>5.1) Display the menu of “Event Type” and select “Adoption” or “Birth”.</p> <p>5.2) Click “Country of Birth” and select the country of birth.</p> <p>5.3) Click “Nationality” and select the nationality of the child.</p> <p>5.4) Display the menu of “Gender” and select the correct gender.</p>	
<p>6) Go to Attachments and click on the arrow on the left side to display the Attachments menu.</p>	

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Instruction	View
<p>7.1) Go to “Attachment Type” and click  to select the type of document you wish to add.</p> <p>If you are registering a birth, select “Birth Certificate”. If you are registering an adoption, select “General Attachments”.</p> <p>7.2) Click on “Choose File” to select the document you wish to attach.</p> <p><i>You are able to select any of the following documents(JPEG, PDF, Word, PowerPoint...).</i></p>	<div><div>Attachments (0)</div><div><div>Attachment Type: *<div>Birth Certificate</div></div><div>Path: *<div>Choose Fileno file selected</div><div>Attach</div></div></div><div><div>7.1)</div><div>7.2)</div></div></div>
<p>8) Once you select the document, click </p>	

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Instruction	View
<p>9) You are able to view the uploaded file, by clicking “General Attachments”.</p> <p>If you want to eliminate the attachment, click </p>	
<p>10.1) Once you have completed the fields and uploaded the document, click  (this button allows us to verify if the required data has been completed before sending).</p> <p>10.2) Click  to send the changes to be approved.</p> <p>The button  saves all your changes but does not send them to be approved.</p>	
<p>11) To return to the main menu, close the window by clicking  .</p>	

Need help on how to access or navigate
your Retiree Self-Services?

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

