

HOW TO REGISTER A BIRTH OR ADOPTION

IDB RETIREE SELF-SERVICES


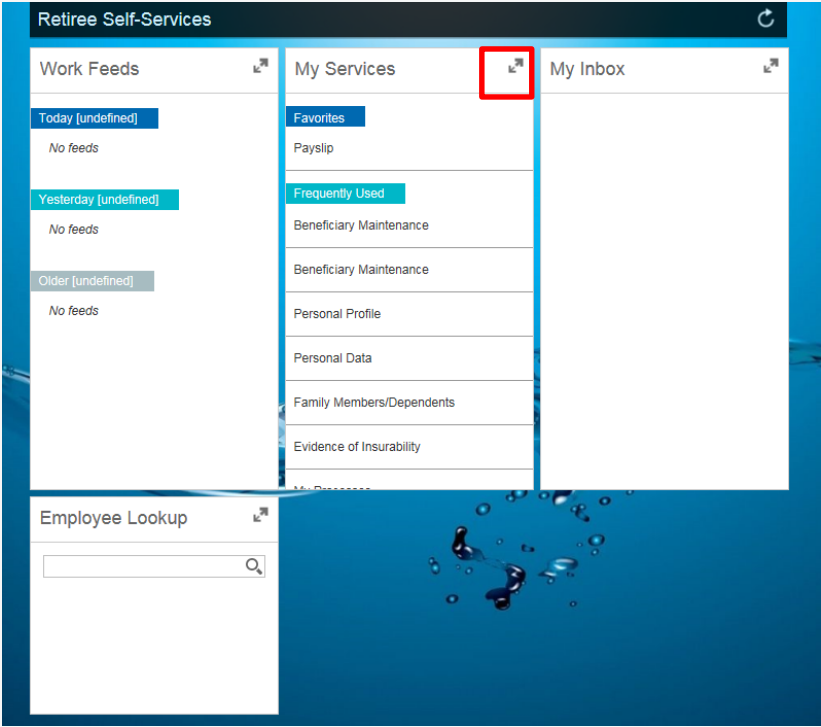

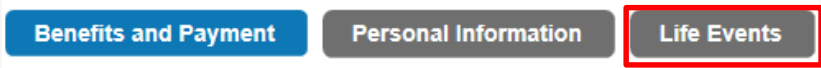
Objective

- ✓ 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.*



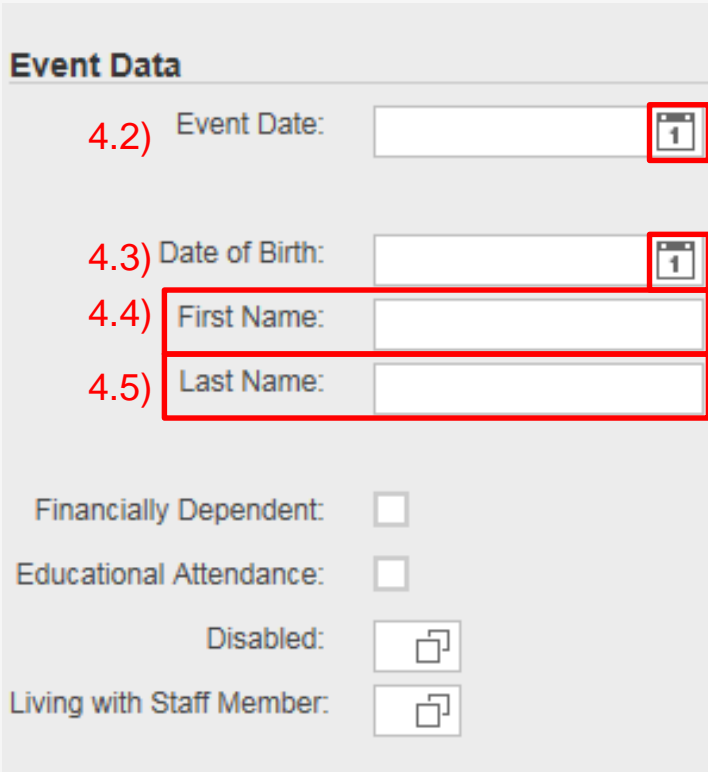


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Instruction	View
1) Go to “My Services” and click 	
2) Click 	

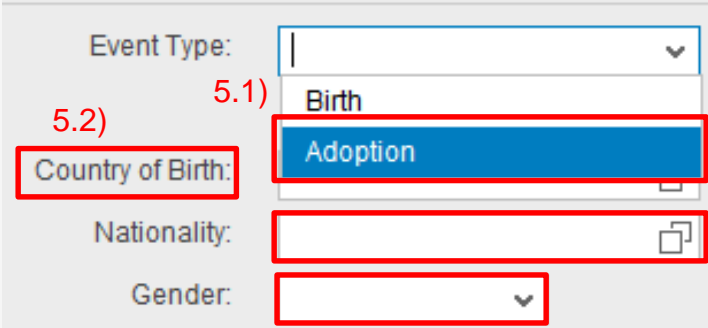
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<p>3) Go to Life Events and click Birth/Adoption.</p> <p><i>(You can also click on the star ★ to add “Birth/Adoption” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot 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 menu item 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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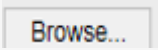
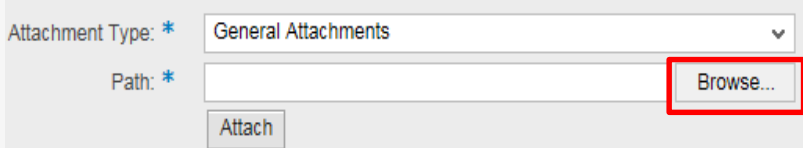
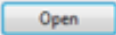
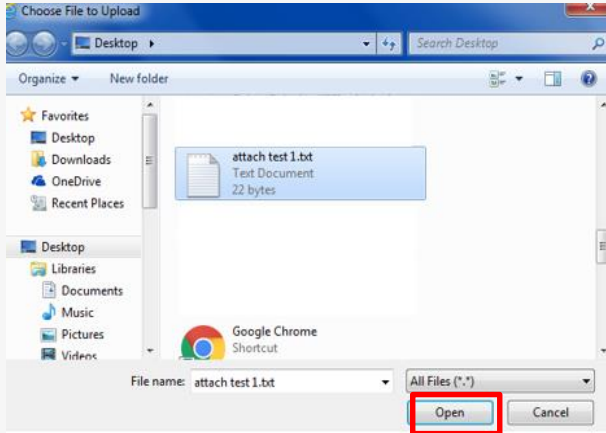
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click “Event Date” field  and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the birth/adoption or desired future date.</p> <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. Red boxes highlight the following fields:</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 checkboxes for:</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"/>


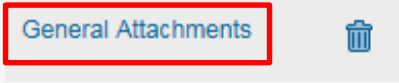
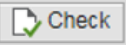
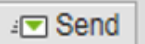



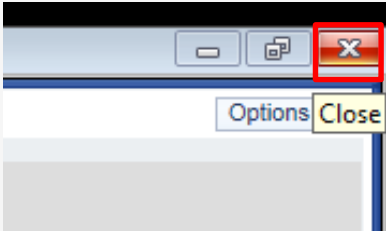
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Instruction	View
<p>5.1) Display the menu of “Event Type” and select “Adoption” or “Birth”.</p> <p>5.2) Click “Country of Birth” and select the child’s country of birth.</p> <p>5.3) Click “Nationality” and select the child’s nationality.</p> <p>5.4) Display the menu of “Gender” and select the child’s gender.</p>	 <p>The screenshot shows a registration form with the following fields and annotations:</p> <ul style="list-style-type: none">Event Type: A dropdown menu with "Birth" and "Adoption" options. A red box highlights the "Adoption" option, with a red "5.1)" annotation next to it.Country of Birth: A text input field with a red box around it and a red "5.2)" annotation.Nationality: A text input field with a red box around it and a red "5.3)" annotation.Gender: A dropdown menu with a red box around it and a red "5.4)" annotation.

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<p>6.1) Go to “Attachments” where you can upload supporting documents that verify the birth or adoption.</p> <p>6.2) Click  and 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>	 <p>The image shows a web form for attaching documents. It has a dropdown menu for 'Attachment Type' set to 'General Attachments'. Below it is a text field for 'Path' with a 'Browse...' button to its right. At the bottom of the form is an 'Attach' button.</p>
<p>7) Once you select the document, click .</p>	 <p>The image shows a Windows 'Choose File to Upload' dialog box. The file 'attach test 1.txt' (Text Document, 22 bytes) is selected. The 'File name' field at the bottom shows 'attach test 1.txt'. The 'Open' button is highlighted with a red box.</p>

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<p>8) You are able to view the uploaded file, by clicking “General Attachments”.</p> <p>If you want to eliminate the attachment, click  .</p>	
<p>9.1) Once you have completed the fields and uploaded the document, click  Check (this button allows us to verify if the required data has been completed before sending).</p> <p>9.2) Click  Send to send the changes to be approved.</p> <p><i>The button  Save Draft saves all your changes but does not send them to be approved.</i></p>	
<p>10) To return to the main menu, close the window by clicking on the  icon.</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

