

**HOW TO REGISTER A BIRTH
OR ADOPTION**
IDB RETIREE SELF-SERVICES




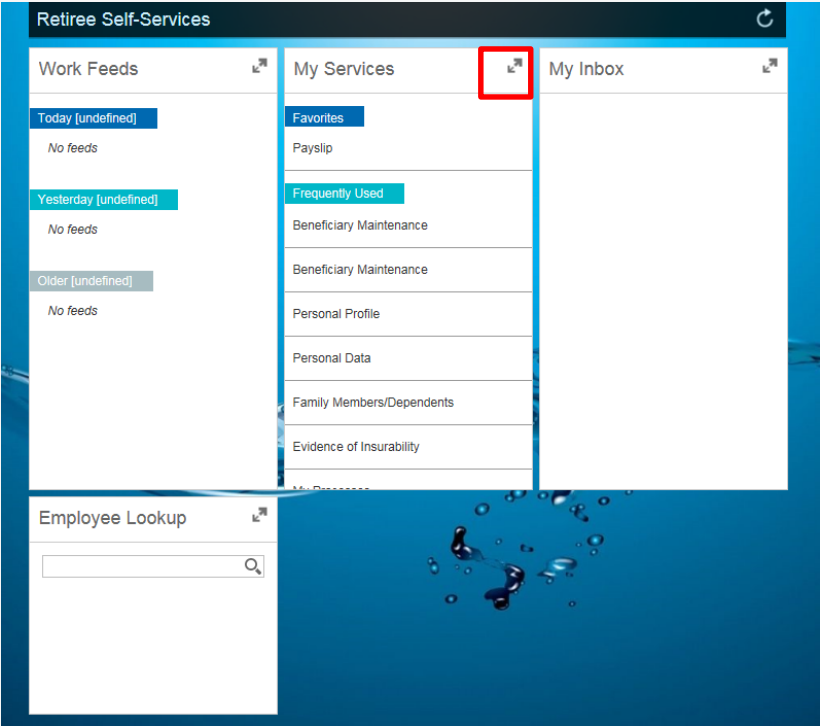

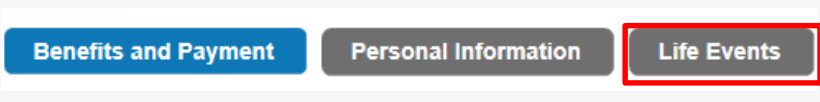
Objective

- ✓ 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.*



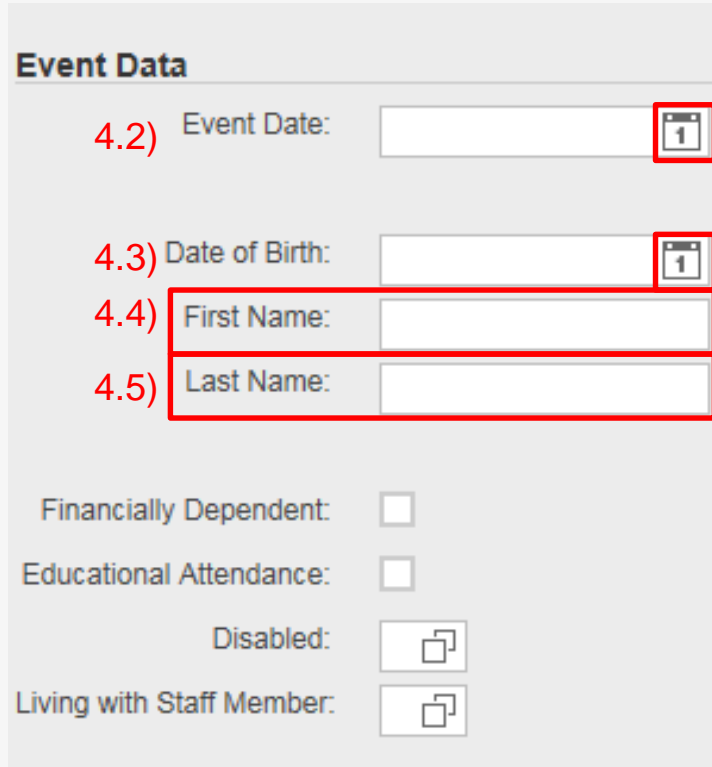


REGISTER A BIRTH OR ADOPTION

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

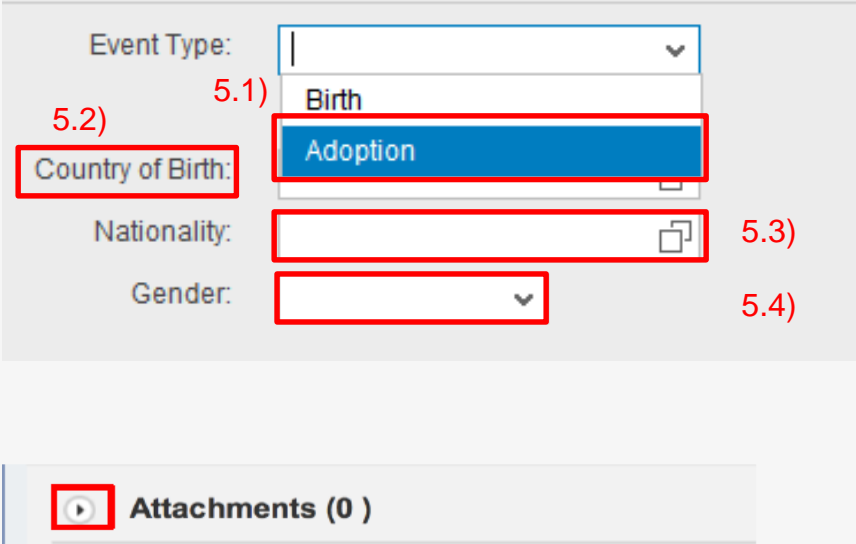
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Instruction	View
<p>3) Go to Life Events and click Birth/Adoption.</p> <p><i>(You can also click on the star ★ to add “Birth/Adoption” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot shows a 'Life Events' menu with the following items:</p> <ul style="list-style-type: none">My Processes ☆Birth/Adoption ☆ (highlighted with a red box)Marriage/Domestic Partnership ☆Divorce/End of Domestic Partnership ☆Parent Medical Coverage ☆Evidence of Insurability ☆


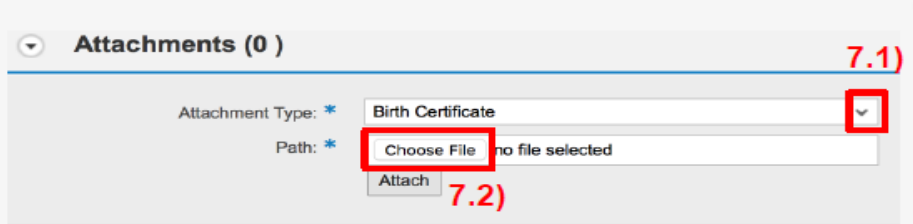
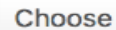
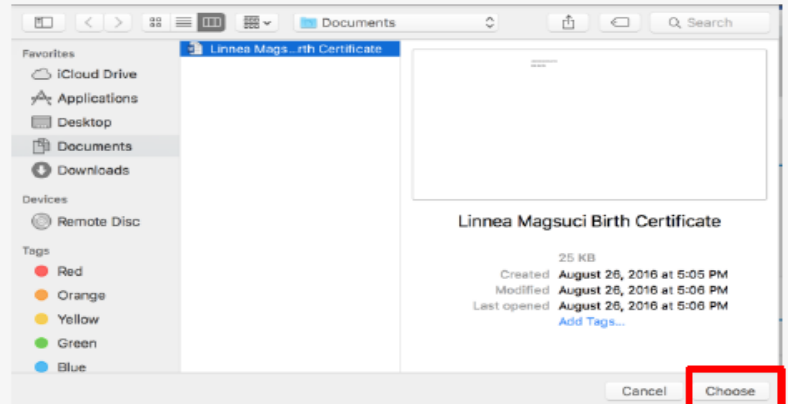
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click “Event Date” field  and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the birth/adoption or desired future date.</p> <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 and annotations:</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"/>Financially Dependent: <input type="checkbox"/>Educational Attendance: <input type="checkbox"/>Disabled: <input type="checkbox"/>Living with Staff Member: <input type="checkbox"/>



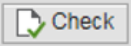

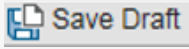


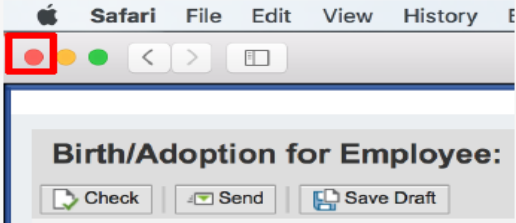
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Instruction	View
<p>5.1) Display the menu of “Event Type” and select “Adoption” or “Birth”.</p> <p>5.2) Click “Country of Birth” and select the child’s country of birth.</p> <p>5.3) Click “Nationality” and select the child’s nationality.</p> <p>5.4) Display the menu of “Gender” and select the child’s gender.</p> <p>6) Go to Attachements and Click on the arrow on the left side to display the Attachements menu.</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" selected. A red box highlights the "Adoption" option, with a red "5.1)" next to it.Country of Birth: A text input field with a red box around it and a red "5.2)" next to it.Nationality: A text input field with a red box around it and a red "5.3)" next to it.Gender: A dropdown menu with a red box around it and a red "5.4)" next to it.Attachements (0): A button with a play icon and a red box around it.

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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>	 <p>Attachments (0) 7.1)</p> <p>Attachment Type: * Birth Certificate 7.1)</p> <p>Path: * Choose File no file selected 7.2)</p> <p>Attach</p>
<p>8) Once you select the document, click </p>	 <p>Documents</p> <p>Linnea Magsuci Birth Certificate</p> <p>25 KB Created August 26, 2016 at 5:05 PM Modified August 26, 2016 at 5:06 PM Last opened August 26, 2016 at 5:06 PM Add Tags...</p> <p>Cancel Choose</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><i>The button  saves all your changes but does not send them to be approved.</i></p>	
<p>11) To return to the main menu, close the window by clicking on the  icon.</p>	

- **Recommended browsers:**

Internet Explorer 11.0 and Google Chrome for PC
Windows

Safari for Mac/Apple

More user guides and video tutorials at:

For Mac Users:

<https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20484.html>