

HOW TO REGISTER A BIRTH OR ADOPTION

IDB RETIREE SELF-SERVICES




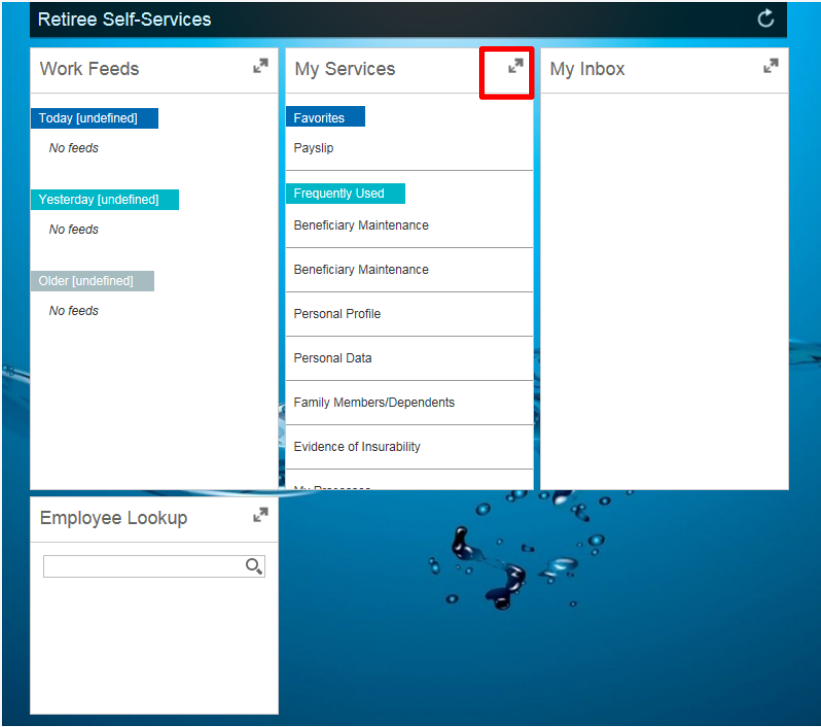

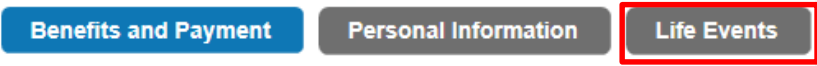
Objective

- ✓ 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.*



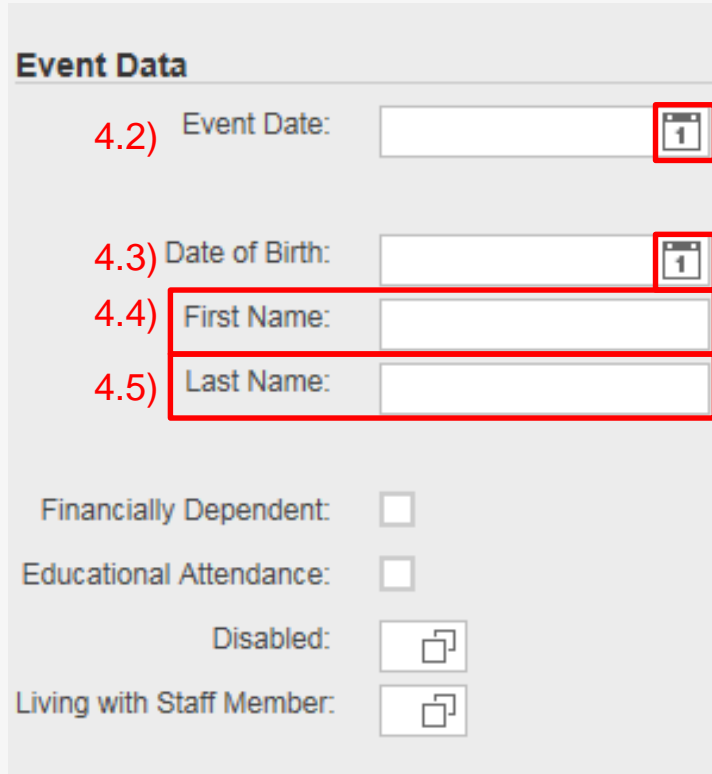


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Instruction	View
<p>1) Go to “My Services” and click.</p> 	
<p>2) Click</p> 	

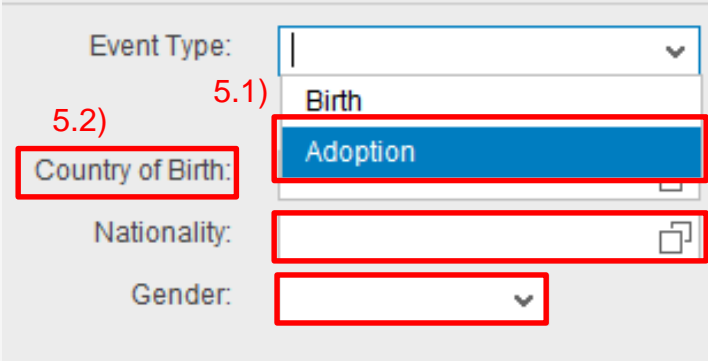
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<p>3) Go to Life Events and click Birth/Adoption.</p> <p><i>(You can also click on the star ★ to add “Birth/Adoption” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot 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 a favorite or bookmark function.</p> <table border="1"><thead><tr><th>Life Events</th><th></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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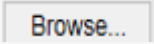
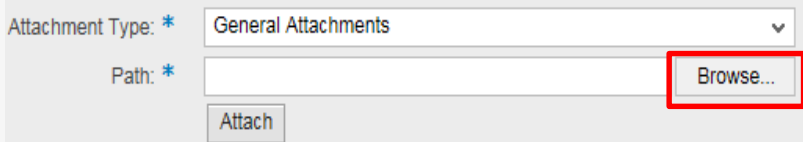
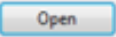
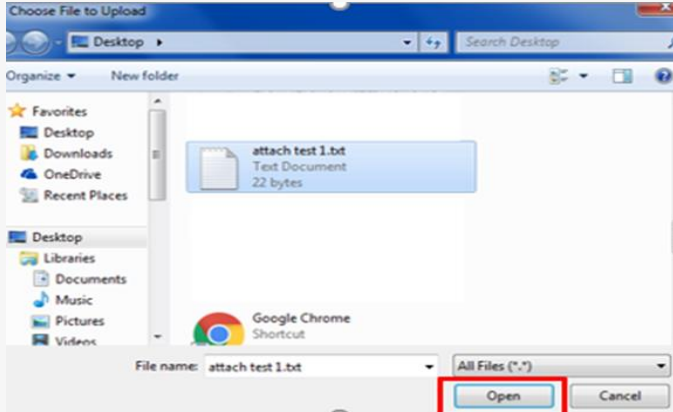
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click “Event Date” field  and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the birth/adoption or desired future date.</p> <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"/>


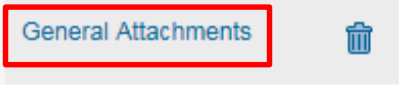
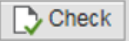

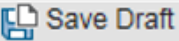


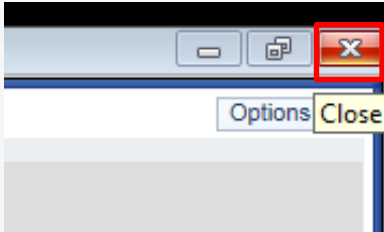
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Instruction	View
<p>5.1) Display the menu of “Event Type” and select “Adoption” or “Birth”.</p> <p>5.2) Click “Country of Birth” and select the child’s country of birth.</p> <p>5.3) Click “Nationality” and select the child’s nationality.</p> <p>5.4) 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, labeled with a red "5.1)".Country of Birth: A text input field with a red box around it, labeled with a red "5.2)".Nationality: A text input field with a red box around it, labeled with a red "5.3)".Gender: A dropdown menu with a red box around it, labeled with a red "5.4)".

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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 screenshot shows a web form titled 'Attachments'. It has two main fields: 'Attachment Type: *' with a dropdown menu set to 'General Attachments', and 'Path: *' with an empty text box. To the right of the 'Path' field is a 'Browse...' button highlighted with a red rectangle. Below the 'Path' field is an 'Attach' button.</p>
<p>7) Once you select the document, click .</p>	 <p>The screenshot shows a Windows File Explorer window titled 'Choose File to Upload'. The address bar shows 'Desktop'. The left sidebar shows 'Favorites' and 'Desktop' sections. The main area shows a file named 'attach test 1.txt' (Text Document, 22 bytes) selected. Below the file list, the 'File name' field shows 'attach test 1.txt' and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red rectangle.</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  (this button allows us to verify if the required data has been completed before sending).</p> <p>9.2) 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>10) 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 PC Windows:

<https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20483.html>