

How to Add a Dependent During Annual Enrollment

Follow the steps below to add a dependent to your medical and/or dental plan(s).

1. Click the blue [Start Here](#) button in the Annual Enrollment banner.



2. Click the blue [Start Enrollment](#) button.

3. **About You:** Review your personal information and make necessary updates. Click [Next](#).

4. **Your Family:** Review your dependent(s)' information.

- [Edit](#): Update your dependent(s)' information as needed. Click [Next](#).
- [Add a New Dependent](#): click to add a dependent. The red asterisks denote a required field. Click [Next](#).
- Click the [Looks Good](#) button to move forward.



5. How would you like to enroll?



Click here then [Start Enrollment](#) to make changes to your benefits.

To make changes to your **Medical** coverage:

- [Enrolled in Medical?](#) Click [Edit](#).
- Click [I Want Coverage](#). Then click [Next](#).
- Review *A Note From LAPRA*. Click [Next](#).
- Check the box next each dependent(s) you want covered. Click [Next](#).
- Click [Select](#) under the plan you want. Click [Next](#).
- Anthem HMO enrollees may enter a Primary Care Provider (PCP) ID; or click [Next](#) if you don't wish to select one.
- Click [Looks Good](#) to move forward.

To make changes to your **Dental** coverage:

- [Enrolled in Dental?](#) Click the [Edit](#)
- Click [I Want Coverage](#). Then click [Next](#).

- Review *A Note From LAPRA*. Click [Next](#).
- Check dependent(s) you want covered. Click [Next](#).
- Click [Select](#) under the plan you want. Click [Next](#).
- Anthem HMO enrollees may enter a Primary Care Provider (PCP) ID; or click [Next](#) if you don't wish to select one.
- Click [Looks Good](#) to move forward.

Vision Plans

Your vision coverage is included with your medical plan. You do not need to make an election for vision.

- Click [Next](#) through the screens to move forward. Click [Looks Good](#).

6. [Review Enrollment](#): Review your changes.
7. Click [Approve](#) to submit your elections.
8. Review the [Confirmation](#) screen. Click [I Agree](#) to finalize your transaction.
9. You should see a message that your transaction was completed.
10. Click [Log Out](#) to exit or [Home](#) to return to the main page.

Note: You must submit proof of dependent status for newly added dependents To benefits@lapra.org or upload it via the Help option in LAPRALive.org.

Questions? Send an email to benefits@lapra.org or call (213) 674-3701.