

How to Add a Dependent

1. Click the [Change My Benefits](#) icon.
2. Under [Life Event](#), select [Birth or Adoption](#) or [Dependent Loses Other Coverage](#).
3. Enter the date of birth/adoption. Click [Continue](#).
4. Review the Benefit Enrollment information then click [Start Change](#).
5. Review the [About You](#) page and update any necessary fields. Click [Next](#) to move forward.
6. In the [Your Family](#) screen, review your dependent(s)' information.
7. To add a dependent, click [Add a New Dependent](#) at the bottom. Click [Next](#) to move forward.
8. Review the provided information and click the [Looks Good](#) button to move forward.
9. Review your [Medical Plan](#) information. Place a checkmark next to the name of the new dependent. Click [Next](#) to move forward.
10. Review your [Medical Summary](#). Click [Looks Good](#) to move forward.
11. To add your dependent to your dental plan, check the box next to his/her name. Click [Next](#).
12. Follow the same steps as you did for medical.
13. Your vision coverage is included with your medical plan. You do not need to make an election for vision. Review the information and move forward.
14. Read through the [Review Enrollment](#) page.
15. Click [Approve](#) to make your submission.
16. Review the [Confirmation](#) screen. Click [I Agree](#) to finalize your transaction. You will see a message that your transactions was completed.
17. You can click [Log Out](#) to exit the system or click [Home](#) to return to the main page.

Note: You must submit proof of dependent status for newly added dependents to benefits@lapra.org or via the Help icon in www.LAPRALive.org.

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