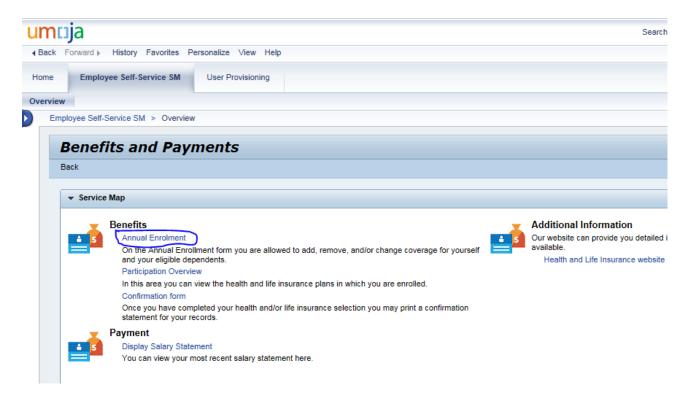**Umoja: Adding Dependent to Insurance Coverage**

**Before trying to add your dependent to your coverage, make sure your Human Resources Officer has created your dependent's profile in Umoja.
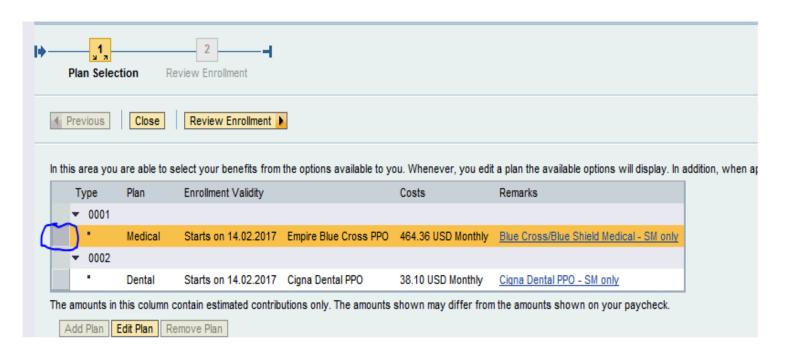
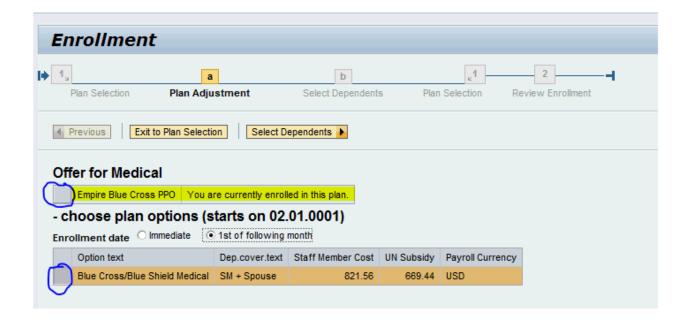Log into your Umoja Self-Service Portal and click on the **"Employee Self-Service SM"** tab.

Once you select **"Benefits and Payments"**, select the first option on that page (Either **"Annual Enrolment"** or **"Change Family Status"**)
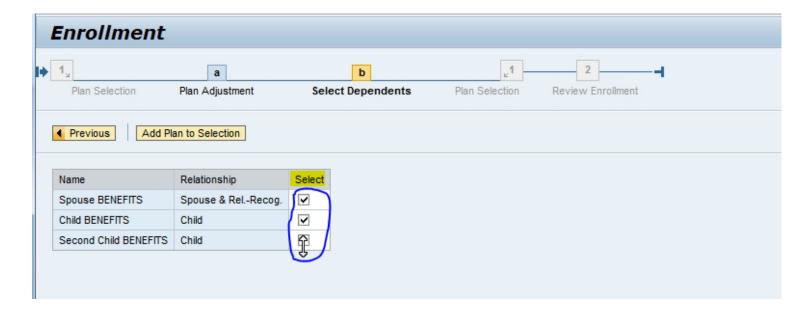

Click on the grey square next to your **"Medical"** option and select **"Edit Plan"**.

In order to proceed, you must select one option under **"Offer for Medical" AND** one option under **"choose plan options"**. If you do not make one selection under **each** of these categories, you will not be able to proceed.

Check off the dependent/s you would like to add to your coverage and select "**Add Plan to Selection**".

On the next page, select **"Review Enrollment".**

Proceed by clicking on **"Save".**

If you choose to add your dependent to your dental plan, please repeat the same process after clicking the grey square next to **"Dental"**. **This option is only for staff members with US-based plans. Dental coverage is already included in the Cigna Worldwide plan.**