

## 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.



The screenshot displays the Umoja Self-Service Portal interface. At the top left is the "umoja" logo. Below it is a navigation bar with links for "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". A secondary navigation bar contains three tabs: "Home", "Employee Self-Service SM" (which is circled in blue), and "User Provisioning". Below this is an "Overview" section with a breadcrumb trail "Home > Overview". The main content area features a large blue banner that reads "Welcome to Umoja". Below the banner is a white box containing three main menu items, each with an icon and a list of sub-items:

- Work Center** (green calendar icon):
  - Work Center
  - Request Status
- User Map** (orange and blue person icons):
  - User Map
- HR Operation Center Configuration** (blue globe icon):
  - HR Operation Center Configuration

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

umoja Search

Back Forward History Favorites Personalize View Help

Home Employee Self-Service SM User Provisioning

Overview

Employee Self-Service SM > Overview

### Benefits and Payments

Back

Service Map

**Benefits**

[Annual Enrolment](#)  
On the Annual Enrollment form you are allowed to add, remove, and/or change coverage for yourself and your eligible dependents.  
[Participation Overview](#)  
In this area you can view the health and life insurance plans in which you are enrolled.  
[Confirmation form](#)  
Once you have completed your health and/or life insurance selection you may print a confirmation statement for your records.

**Payment**

[Display Salary Statement](#)  
You can view your most recent salary statement here.

**Additional Information**

Our website can provide you detailed information available.  
[Health and Life Insurance website](#)

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

1 2

Plan Selection Review Enrollment

Previous Close Review Enrollment

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when a

Type	Plan	Enrollment Validity	Costs	Remarks
0001				
•	Medical	Starts on 14.02.2017	Empire Blue Cross PPO 464.36 USD Monthly	<a href="#">Blue Cross/Blue Shield Medical - SM only</a>
0002				
•	Dental	Starts on 14.02.2017	Cigna Dental PPO 38.10 USD Monthly	<a href="#">Cigna Dental PPO - SM only</a>

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan Edit Plan Remove 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.

**Enrollment**

1. Plan Selection    **a. Plan Adjustment**    b. Select Dependents    1. Plan Selection    2. Review Enrollment

Previous | Exit to Plan Selection | Select Dependents

**Offer for Medical**

Empire Blue Cross PPO You are currently enrolled in this plan.

**- choose plan options (starts on 02.01.0001)**

Enrollment date  Immediate  1st of following month

Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
<input checked="" type="checkbox"/> Blue Cross/Blue Shield Medical	SM + Spouse	821.56	669.44	USD

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

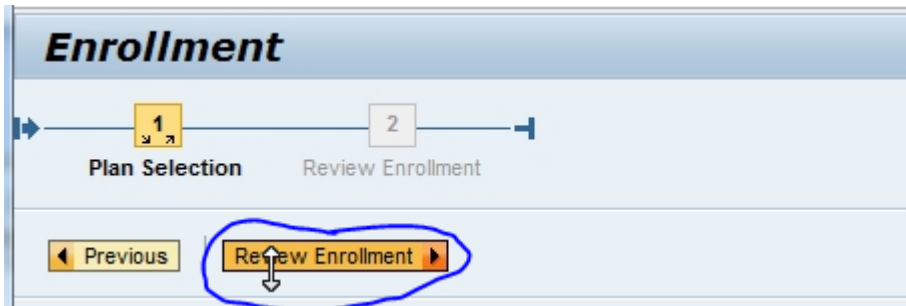
**Enrollment**

1. Plan Selection    a. Plan Adjustment    **b. Select Dependents**    1. Plan Selection    2. Review Enrollment

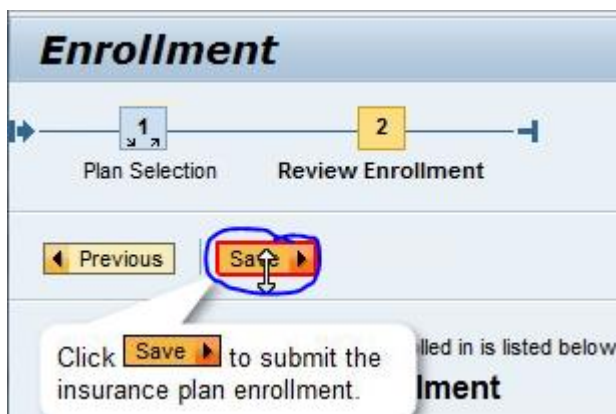
Previous | Add Plan to Selection

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child BENEFITS	Child	<input checked="" type="checkbox"/>
Second Child BENEFITS	Child	<input type="checkbox"/>

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.**

