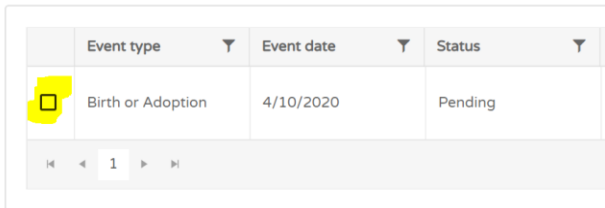


Special Open Enrollment / Qualifying Event in SEBB

You will need to report your qualifying event in SEBB and take the appropriate steps to add or remove a dependent from coverage.

Login to your existing SEBB Account at <https://myaccount.hca.wa.gov/>

1. **Click on the Special Open Enrollment tab**, select the Applicable Event from the drop-down menu, enter the event date, click SUBMIT
2. **Down below, click the checkbox** next to the Event you just created to manage that “event”

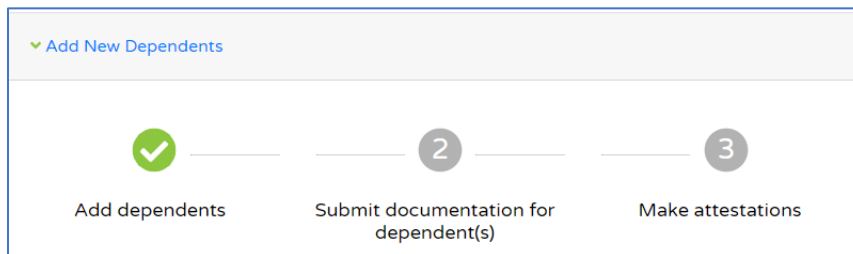


Event type	Event date	Status
<input type="checkbox"/> Birth or Adoption	4/10/2020	Pending

3. **SCROLL DOWN to see next steps.**

If adding a dependent due to birth/adoption, marriage or Dependent Loses Eligibility

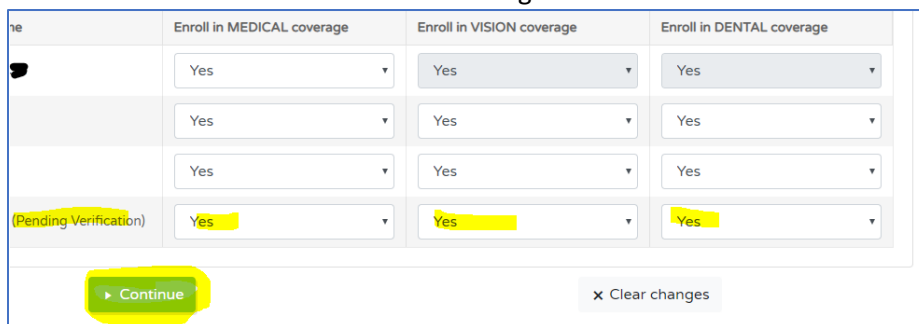
4. **Select “Add Dependents”** - Scroll down and you should see a drop-down arrow to **“Add Dependents”** – you’ll need to **complete all 3 steps: Add Dependent, Submit documentation and Make Attestations**



- Be sure to click Continue/OK to save changes near the bottom of each screen.

5. **Also expand Make Plan Elections, click the Green Check ‘Make Plan Elections’ and scroll ALL the way to the bottom.**

- Enroll your new dependent by clicking YES next to his/her name at the bottom of the plan election page for any/all coverages you want to add.
- Click CONTINUE to save these changes



	Enroll in MEDICAL coverage	Enroll in VISION coverage	Enroll in DENTAL coverage
	Yes	Yes	Yes
	Yes	Yes	Yes
	Yes	Yes	Yes
(Pending Verification)	Yes	Yes	Yes

▶ Continue

✕ Clear changes

6. **Provide Dependent Verification documents.** You can either upload a copy of the documentation into SEBB under “Add Dependent Step” above or bring a copy to the District Office for in-person verified.

Helpful hints:

- Be sure to keep scrolling DOWN so you don't miss any of the steps.
- Hit Continue/Save/Next when doing the Add a Dependent or Make Plan Elections Step. If you do not click Continue, your changes will not be saved.
- When you believe you are complete, please contact Julie Brossow, who can verify if all steps were completed & correct.

If you have any questions, please contact Julie Brossow in the District Office at 360-354-4443, opt. 0.