

## To-Do List

We recommend before you begin the online enrollment process you collect the following information:

- Your M-DCPS Portal Username and Password
- Dependents' Name(s)
- Dependents' Date(s) of Birth
- Dependents' Relationship(s)
- Dependents' VALID Social Security number(s)
- Proof of dependent eligibility must be submitted to the Office of Risk and Benefits Management for all added dependent(s), if not previously submitted. Otherwise, coverage may be terminated for any dependent whose eligibility has not been verified; claims incurred will not be paid and any premiums deducted will not be automatically issued.
- You and your dependents' Primary Dental Provider (PDP), if selecting the Delta DHMO Standard or High Plan
- Beneficiaries' Percentage of Coverage
- Beneficiaries' Name(s) (or Will/Trust or Charity Organization Name)
- Beneficiaries' Relationship(s)/Date(s) of Birth
- Beneficiaries' VALID Social Security number(s)
- If selecting a local charity organization, their address is required.
- Disable the pop-up blocker on your computer to allow your Confirmation Notice to display at the end of your enrollment session.
- Employees covering a domestic partner of the same sex and legally married are able to add their eligible domestic partner on a tax-free basis with a copy of a marriage certificate.