Member Administration Portal Guidance:

Adding Dependent Information

Log in to MAP Portal at https://sehp.member.hrissuite.com/.
Navigate to the Member & Family tab, and click, "Add Family Member".

Complete the required fields for each dependent. Documentation of dependent status must be uploaded. The preferred file format is PDF. If you are unable to scan or download a PDF, you can instead upload a *high-quality, high-resolution* photo of the documentation and upload the image as a JPG or PNG file. If using either of these file types, please confirm that all four corners of each page are visible and that the document can be easily read before submission. Illegible or low-resolution photos may not be accepted by the plan administrators.

Note: If the SSN of a newborn is not available, a temporary placeholder of 777-77-7777 may be used for enrollment. This must be updated with a valid SSN within 41 days of birth to prevent loss of coverage.

Note: Adding a dependent to the portal does not enroll the dependent in coverage. Please add all dependent information, then request coverage according to dependent type and qualifying event.