Adding a Dependant to Outpatient and Hospitalization Insurance
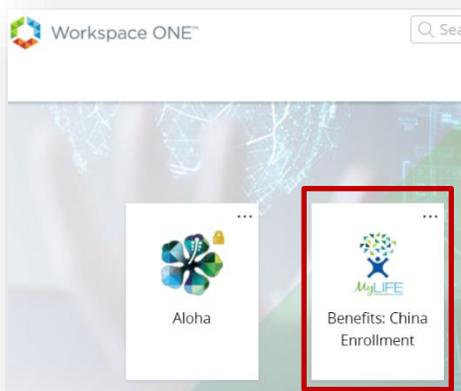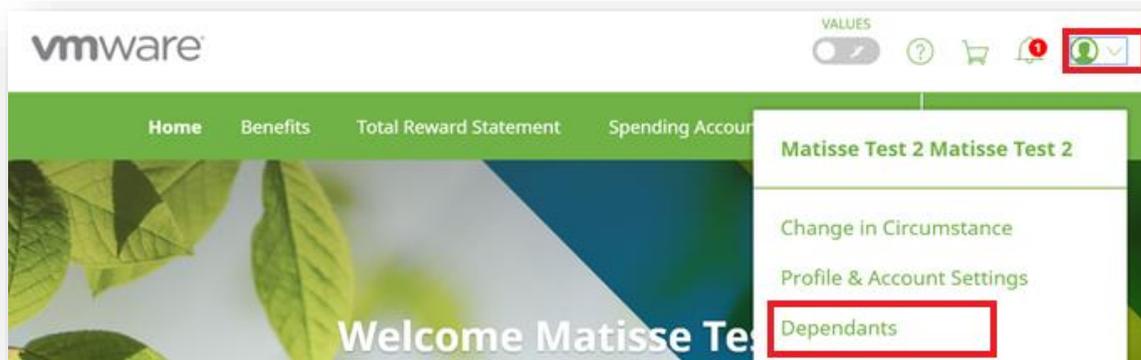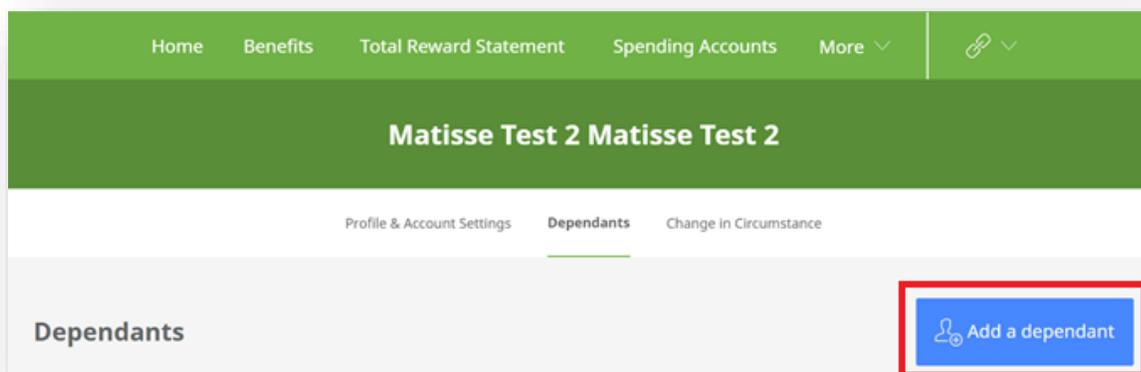
1) Login to the **Benefits: China Enrollment** Portal from VMware WorkspaceONE
   Search for "China" under CATALOG tab if you couldn't see it under your BOOKMARKS, once located the APP, bookmark it for easy access next time.

2) Click the arrow besides the avatar on the top-right corner of Mylife home page to open the dropdown list. Click on **Dependants**.

3) Click **Add a dependant**

4) Choose the Type of Dependant you need to add.

Type of Dependant:

- **Child:** Birth or Adoption
- **Partner:** Domestic partnership
- **Spouse:** Legal Spouse in a marriage relationship.
- **Other:** Invalid Option

5) Complete all fields with a * under Dependant's Identification section, click **Continue** to move to next step

Gender:

- **Select 'Male' or 'Female'**
- **Not Disclosed:** Invalid Option

If your dependant is China Citizen:
- **Type of ID:** Select "National ID"
- **Identification No.:** 18 digits CN ID number

If your dependant is NON-PRC:
- **Type of ID:** Select "Passport"
- **Identification No.:** Valid Passport Number

* If your child doesn't have National ID, please select "Birth Certificate (Newborn Only)" and fill up Identification No. with Birth Certificate No. showing on the Birth Certification.

6) Provide Dependant's Contact Details, and click **Continue** moving to next step

7) Complete required information under **Further Information**,

- Children in full-time education are covered until 23 years old.

- Children not in full-time education are covered until 18 years old.

8) Upload **Dependant Evidence**, then click **Save** button to submit.

- **Enroll for Child(ren):**
  Evidence should be copy of Birth Certificate, other evidence types will be considered invalid.
- **Enroll for Spouse:**
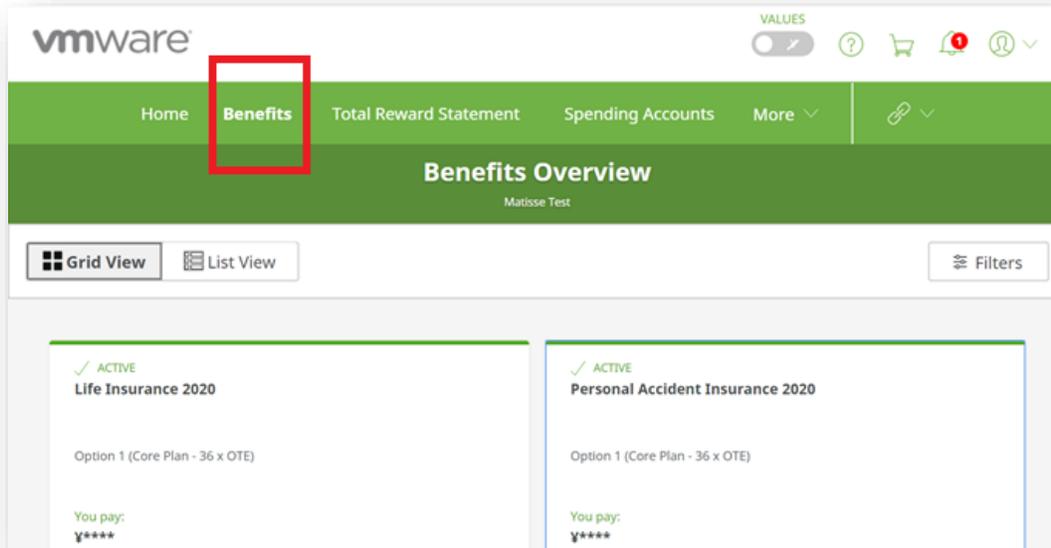 Evidence should be copy of Marriage Certificate, other evidence types will be considered invalid.

- **Enroll a Partner:**
  Upload Partner Declaration Form (Click to download) & Partner's ID Copy

9) Repeat above steps to add another dependant if required.

10) After all dependants have been added and saved, Click on **Benefits** tab to open the Benefits Breakdown detail page.

11) Scroll down to locate the **Spouse/Partner Medical Insurance** or **Child Medical Insurance** items, move your mouse indicator to the little **blue avatar icon**. In the pop-out window, if you could see the dependants names that you have just added, it means the insurance enrollment in Mylife has been completed successfully.
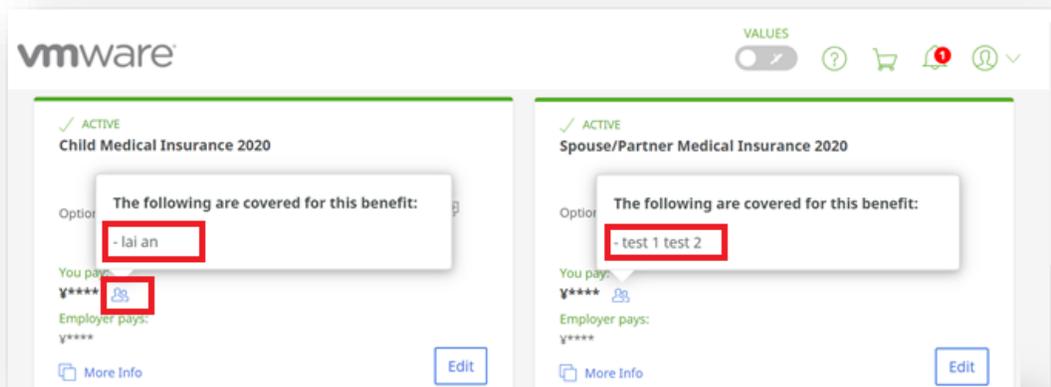
Please note HR team consolidate and submit enrollment list to insurance company on monthly basis.
Your dependents changes completed in Mylife will not be reflected on insurance company side immediately, it will be handled in early next calendar month with backdated effective date to ensure the coverage starts from the month you enrolled.