

Allowable Benefit Changes After the Baby Is Born

	Enroll	Add Spouse & Children	Drop Spouse & Children	Increase Coverage Amount	Decrease Coverage Amount	Update Beneficiaries
Medical*	Yes*	Yes	Yes			
Dental*	Yes*	Yes	Yes	Yes		
FSA Medical	Yes			Yes		
FSA Dependent Care	Yes			Yes		
Life Insurance	Yes	Yes	Yes	Yes	Yes	Yes
Retirement	Yes			Yes	Yes	Yes
Legal Plan	Yes	Yes		Yes		

*Faculty and staff may enroll or add an eligible dependent only if a newborn baby is being added to the plan. When a baby is being added to the plan, faculty and staff are allowed to switch medical plan providers (Kaiser Permanente and CareFirst) and dental coverage options (between basic dental and comprehensive dental coverage).

How to Make Changes or Update Your Benefits

Medical and Dental (within 30 days of the baby's birth)

To add just your baby or add your baby plus your spouse and/or other children, or to drop coverage, go to the [myBenefits enrollment site](#), accessible on the myAU portal. Upload a proof of birth via the "my document center" in the myBenefits site.

Flexible Spending Accounts (within 30 days of the baby's birth)

To increase your current coverage or enroll in the spending account(s), go to the [myBenefits site](#). After you have enrolled, upload a proof of birth via the "my document center" located in the myBenefits site.

Life Insurance (at any time after the baby's birth)

You may update your beneficiary information via the myBenefits site.

Retirement Plan (at any time after the baby's birth)

You may make changes to your retirement plan contributions and/or elections at any time. Visit www.netbenefit.com/au.

To update your beneficiary information, contact TIAA or Fidelity Investments directly.

Legal Plan (within 30 days of the baby's birth)

To enroll, go to the myBenefits site. After you have enrolled, upload a proof of birth. Once enrolled, you are required to remain in the legal plan until the end of the calendar year.

Proof of Birth

Proof of birth is either a birth certificate or a hospital discharge letter showing the name of the baby, date of birth, and names of the parents.