

Add a dependent to your Benefit Plan

1. Log in to your Sage Portal at hr.robinsmorton.net

sage
Robins & Morton Portal

Username

Password

Show Password


Logon

2. On the left side, select “Life Events” and then “Change in Dependent Status.”

Personal	Benefits	
Time Off	Current Benefits	
Benefits	Life Events	Event
Employment	Open Enrollment	New Hire - Salary
Career	Benefit Letters	Change in Dependent Status
		Change of Beneficiary
		DO NOT USE
		DO NOT USE
		DO NOT USE
		Marital Status Change

3. Enter the event date in the box. The event date could be the birth of a child, marriage date, divorce date, loss of coverage date, etc. You have 30 days from the event date to add them to your insurance plan. Click the next button to move forward.

Use this Life Event if your family member has encountered a change in status which qualifies as a Change in Life Event

Event Change in Dependent Status	Event Date* mm/dd/yyyy 
Remaining Days 30 days from the Event Date.	Benefits' Effective Day of Event

4. On this page, you will see your current elections. Make sure to check the box to add a dependent.

Check the box next to the information you would like to update

- Address**
You may update your address.
- Dependents and Beneficiaries**
You may add or change dependent information. In accordance with the necessary plans.

5. Select the New button to add a new dependent. If you do not have a social security number for this dependent, please leave it blank. Email this information to Emma Lang at emma.lang@robinsmorton.com as soon as you receive it.

Dependents

New

Select the dependents to be covered by the plan

6. After adding your dependents, click the black arrow to continue and select your benefits. Change your coverage tier to select dependents. Check the box by their name to include them.

SAVER

If you choose the CDHP PLUS, please remember to check the box

Select who is covered

Select Dependents Below



1. Are you enrolled in Medicare Part A?

7. Once you have finished making elections, select “I’m finished.” It will prompt you to fill in your username, password and social security number.

I'm not finished. I'll return later to complete the enrollment.

Your personal information records will be updated and your benefit information will be saved. However, yo

I'm finished. Send my information to the Benefits Administrator for approval.

Your personal and benefit information will be sent to the Benefits Administrator. Pending approval, your cl
up to 05/19/2022.

If you are submitting your enrollment for approval, you will need to provide written authorization. By enter
information you have provided.

Username

Password

Social Security Number