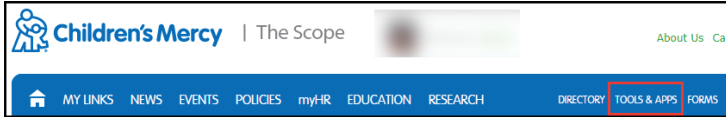


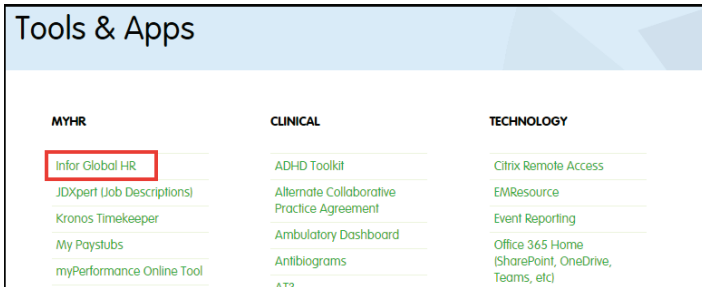
Adding a New Dependent in Infor Global HR

To enroll new dependents in medical, dental, vision or child life insurance coverage, you must add them in Infor Global HR from a **Children's Mercy work computer before** you complete your online Annual Enrollment.

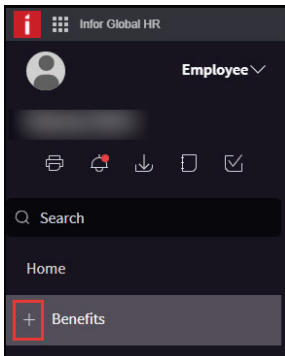
- Log in to the Scope.
- Click on *Tools & Apps*.



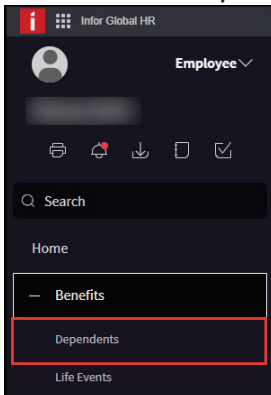
- On the left-hand side, under MYHR, click on *Infor Global HR*.



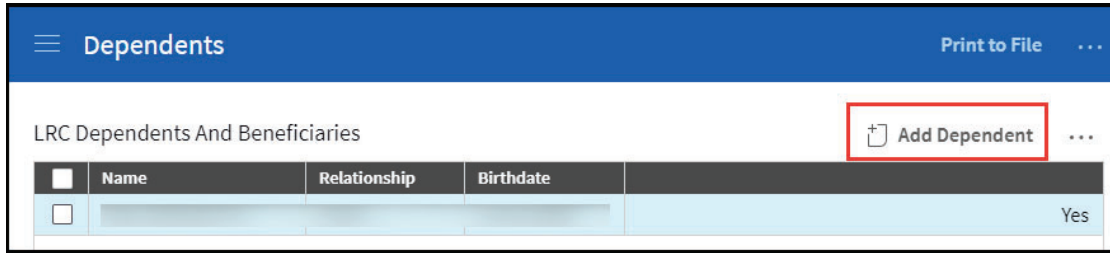
- On the left-hand side of the screen, click on the plus sign next to the *Benefits* link.



- Click on the *Dependents* link.



- Select *Add Dependent*.



- Complete the form and select *OK*. Required fields are indicated by a red star.

Add Dependent

Effective Date: *

Name

First Name: *

Middle Name:

Last Name: *

Suffix:

Additional

Enter the Social Security Number (SSN) found on your dependent's Social Security card.
 For a newborn without a SSN yet, enter 444-44-4444.
 For a non-citizen dependent without a SSN, enter 222-22-2222.
 Notify CM Benefits at 816-234-3200 as soon as you receive your dependent's SSN so the system can be updated.

Social Security Number (SSN): *

Birthdate: *

Adoption Date:

Placement Date:

Relationship: *

Gender: *