



## Lakota Benefits

### How to add a new family member to your health benefits

Please add your new family member with Employee Navigator with the help from a BPA Counselor using the instructions below. You have 30 days from the date of the birth, adoption, or adding a dependent. Once that time period passes, your next opportunity will be during the Open Enrollment period in the fall.

To add your new family member, please call **(833) 202-9966** directly to speak with a benefits counselor.

Or schedule an appointment through this [calendar link](#).

The Benefits Team will need the following documents for adding a new family member. Please send them to [Benefits@Lakotaonline.com](mailto:Benefits@Lakotaonline.com):

- When adding a newborn, submit a copy of their birth certificate. If you have placed the order for the birth certificate, please email and let us know.
- When adding a child because they lost other coverage, submit a copy of their birth certificate or court-approved papers.
- If you're adopting, submit a copy of your court-approved adoption papers.
- For adding legal custody or guardianship, submit a copy of your court-approved papers.
- Social Security number and date of birth are also required for all coverage.

Lakota Treasurer's Office  
[Benefits@lakotaonline.com](mailto:Benefits@lakotaonline.com)  
513.644.1170