NUFlex Benefits Adding Dependent

Reviewed: September 26, 2023

To be covered for health insurance, dependents must have a check mark in the 'selected' box to the left of their name and be a verified dependent. To verify existing unverified dependents, please contact your campus benefits office. Refer to NUFlex Benefits Enrollment for additional information.

Required Form

All dependent information must be received in your Campus Benefits Office by 5:00pm on the last date of the enrollment period. You can submit this form via paper or attach a file within the dependents section of any health plan (medical, dental, or vision).

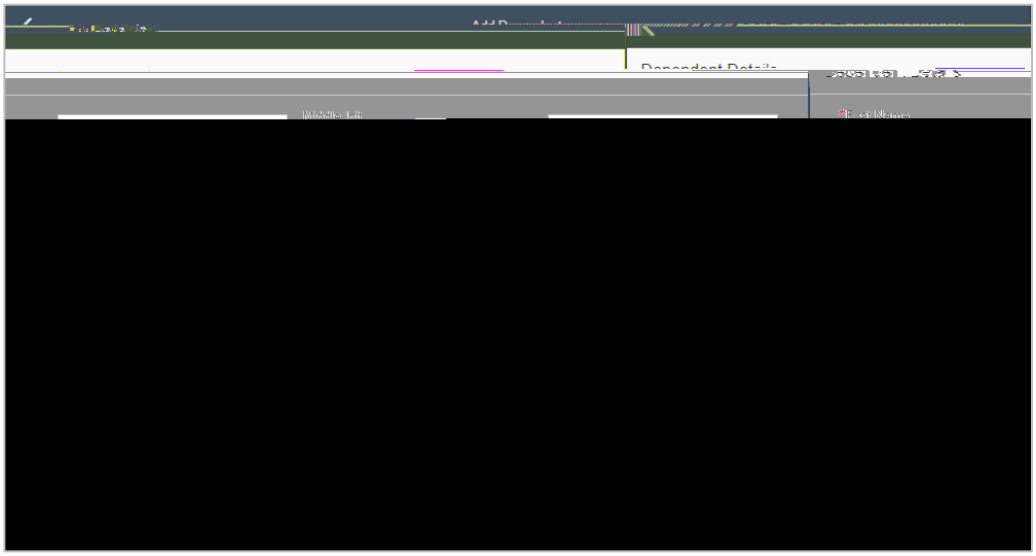
The dependent information request form can be found here.

Add Dependent

From within NUFlex Benefits Enrollment, dependents can be added from any health insurance plan: medical, dental, or vision care. Once a dependent has been added, they will be available to select within each plan.

To add a dependent, scroll to the bottom of a health plan page. Click on + Add Dependent.

Fill in the required dependent details. Required fields are indicated with a red *.



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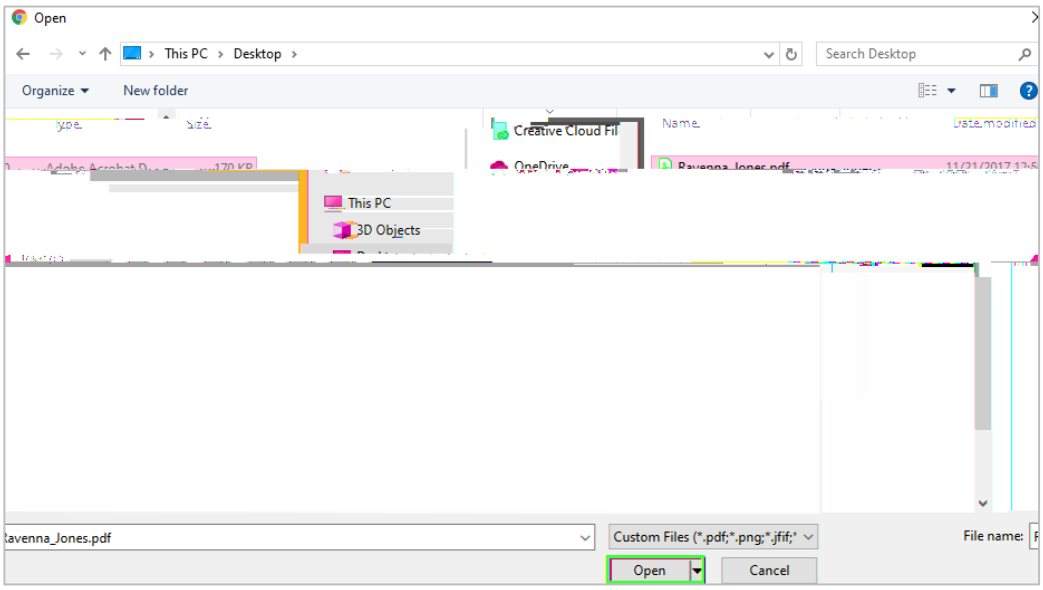
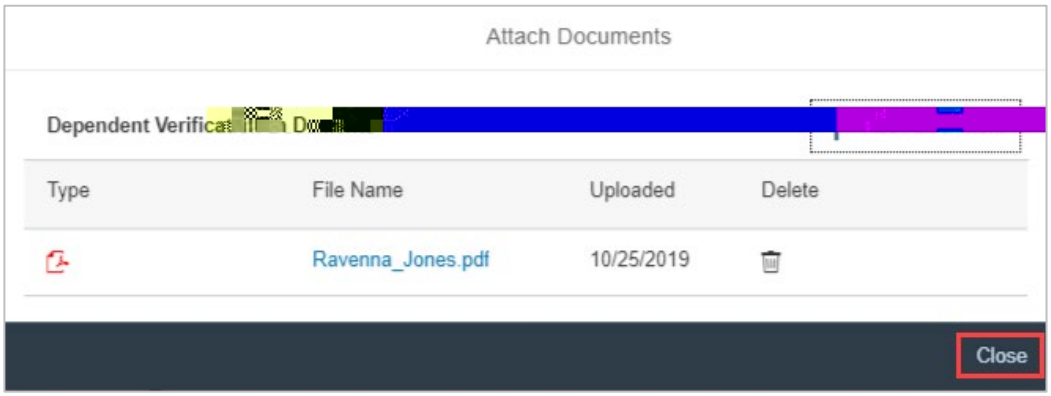
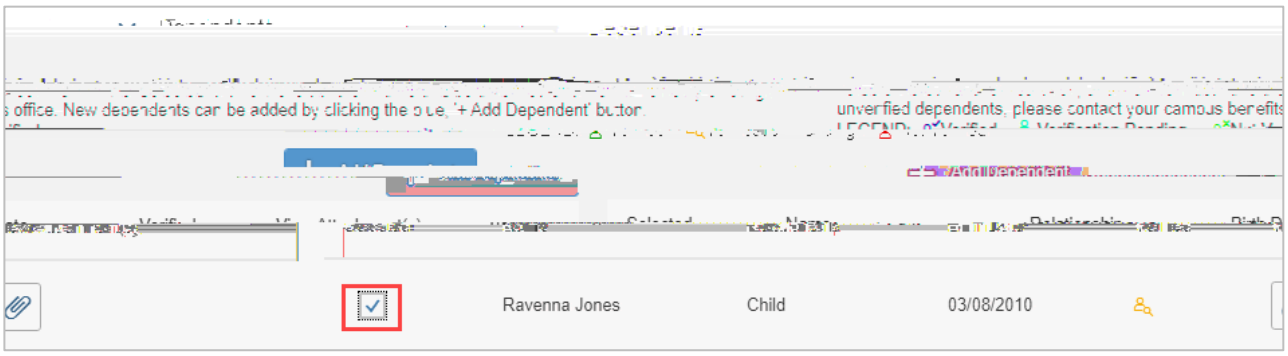
Locate the file on your computer and click on open.



Continue adding dependents. When finished, click on close.



Once the dependent(s) have been added, check the box next to their name to add them to a health plan. *A dependent must be check-marked within each health plan*.



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