



How to add a newborn child to EUTF benefits

NEWBORN CHECKLIST

Congratulations on your newborn! This checklist includes a brief list of documents you will need to enroll your newborn into EUTF health insurance benefits. EC-1 enrollment forms (or EC-1H for those enrolled in HSTA VB plans) may be found on the EUTF website at eutf.hawaii.gov/forms. After filling out your form completely, please submit your signed EC-1/EC-1H form with appropriate supporting documents to DOE-EBU, PO Box 2360, Honolulu, Hawaii 96804.

- EC-1/EC-1H Enrollment Form (due within 180 days of birthdate, but the sooner the better)**
- Birth Certificate (only if newborn has a different last name than you the employee)**
- Social Security Number (within 60 days from date of submission of enrollment form)**
- Optional forms:**
 - Updated US Able Life Group Term Life Insurance Beneficiary Designation Form**

Note: You may add your spouse/partner/dependent child to your EUTF health insurance plans at the time of the birth event, even if your spouse/partner/dependent child wasn't on benefits previously. If doing so you must submit proper supporting documents (i.e. marriage certificate or domestic partnership paperwork) before EUTF can process your request.