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 your departmental human resource office or enrollment designee. For DOE employees, you must submit your form 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** (required for all newly added child dependents)
- **Social Security Number** (due within 180 days of birthdate)

**Optional forms:**

- **Updated Securian 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.