

To-Do List

We recommend before you begin the online enrollment process you collect the following information:

- ✓ Your M-DCPS Portal Username and Password
- ✓ Dependents' Name(s)
- ✓ Dependents' Date(s) of Birth
- ✓ Dependents' Relationship(s)
- ✓ Dependents' VALID Social Security number(s)
- ✓ Proof of dependent eligibility must be submitted to the Office of Risk and Benefits
- ✓ Management for all added dependent(s), upon request. Otherwise,
- ✓ coverage will be terminated for any dependent whose eligibility has not been verified.
- ✓ claims incurred will not be paid and any premiums deducted will not be automatically
- ✓ issued.
- ✓ Disable the pop-up blocker on your computer to allow your Confirmation Notice to
- ✓ display at the end of your enrollment session.