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 dependet 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.