

Dependent Verification Document Upload Instructions

1. Login to BenXpress employee self-service using the employer provided web address benxpress.com/summit
2. On the home screen, select Verify Dependents- Submit Documentation

Covered Dependent Verification



You are required to provide eligibility documentation for any covered dependent (spouse and/or child).

You are required to provide this proof not later than 11/21/2025 by using either the Dependent Documentation app on the Home screen of this site or on the Summary page at the end of your enrollment.

Relationship	Documentation Required
Your lawful spouse	Marriage abstracts, or joint state/federal tax return
Your natural children	Birth certificate showing parentage; include any name change documents, if applicable
Legally adopted children	Certified court approval of adoption, placement letter, or birth certificate naming adopting parents
Children under legal custody or guardianship	Birth certificate or immigration papers showing the parent-child relationship and a marriage license or divorce decree
Stepchildren	Court Order showing Granting Legal Ward of child and Birth Certificate
Children for whom you are court-ordered to provide coverage	Qualified Medical Child Support Order (QMCSO)
Disabled dependent children (disabled prior to age 26)	Contact the Division of Employee Benefits for information regarding a disabled dependent

What happens if a dependent is ineligible?

- If a dependent is determined to be ineligible or **if you do not respond during open enrollment**, that dependent will be removed from coverage effective **December 31, 2025**.
- You will be notified if any of your dependents are found to be ineligible.
- If the removal of an ineligible dependent changes your coverage tier (e.g., from family to single), the new tier will take effect **January 1, 2026**.
- **Ineligible dependents will not be offered COBRA.** COBRA continuation coverage is only available for eligible dependents who lose coverage due to a qualifying status change.

Name	Field	Dependent Employee
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Test Spouse	03/29/1995	30
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Outstanding Action Items For 2026

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Verify Dependents -
Submit Documentation

Verify Dependents - Submit Supporting Documentation

If you add family members to your coverage, you are required to provide documentation to verify coverage eligibility for the employee benefits program.

Examples of accepted supporting documents:

Relationship	Documentation Required
Your lawful spouse	Marriage abstracts, or joint state/federal tax return
Your natural children	Birth certificate showing parentage; include any name change documents, if applicable
Legally adopted children	Certified court approval of adoption, placement letter, or birth certificate naming adopting parents
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Upload

Cancel