



Quick Reference Guide

DROP A DEPENDENT

1. Go to www.kingcounty.gov/employees/openenrollment and click on the www.kingcounty.gov/mybenefits link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen and then **Open Enrollment**.
3. Enter Open Enrollment by following the instructions and clicking on **Proceed to Open Enrollment**.
4. Click on the **Edit** button next to the Medical coverage section.
5. Under the *Your Dependents* section, uncheck the box next to the name of the dependent that you want to drop from your coverage.
6. Next, you must choose your medical plan. Scroll to the Plan Options section and choose your medical plan based upon your out-of-pocket expense level (gold, silver, bronze) and the preferred dependent coverage.
7. Scroll to the bottom of the screen and click the **Continue** button.
8. The COBRA Event screen will open listing the name of the dependent you dropped. Dependents dropped during open enrollment will not receive COBRA since you are voluntarily dropping them. Click on the document link for more information. Click the **Return** button to return to the Medical coverage section.
9. Verify that the dependent you dropped is not listed in the table, *Your Covered Dependents*, and that your chosen medical plan is indicated in the section, *Your Choice*. Then click **OK** to return to the main Open Enrollment screen.
10. Verify again that your dependent is not listed in the Covered Dependents Summary table.
11. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen by clicking **Submit** to submit your open enrollment choices to the benefits department. **If you do not submit your changes, they will not be processed!**

SPECIAL NOTE: If you want to drop a dependent from your dental or vision benefits, you must go into the **Vision** and **Dental** sections and follow the same basic steps to drop a dependent from those benefits.

Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.
Call 206-684-1556 or e-mail kc.benefits@kingcounty.gov