

# SEBB My Account – Uploading Documents

<https://myaccount.hca.wa.gov>

- 1) Click 2 – Submit documentation for dependent(s)
- 2) Click Select files and choose the correct file to open
- 3) Select Document type from the drop down menu
- 4) Check the box for which dependent the document belongs to
- 5) Click Upload document

Washington State Health Care Authority  
SCHOOL EMPLOYEES BENEFITS BOARD

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Dashboard Coverage Elections Manage Dependents Special Open Enrollment Profile Document Upload Premium Surcharge Attestations Supplemental Coverage Coverage Summary

### Open Enrollment Notice

Open enrollment is [redacted] If you want to keep your same health plans and they are still available in your area, no action is needed. However, if you cover a spouse or state-registered domestic partner, you may need to reattest to the spouse or state-registered domestic partner coverage premium surcharge. If you want to change your health plans, please select Review/Change your [redacted] enrollment.

During open enrollment, you have a one-time enrollment opportunity for supplemental long-term disability (LTD) insurance. Visit the Supplemental coverage tab to enroll.

1 Add or Remove Dependents

2 Submit documentation for dependent(s)

3 Make attestations

4 Make Plan Elections

5 Elect Supplemental Coverage

### Document upload

#### Eligibility document guidelines

Dependent eligibility must be verified when adding a dependent to an employee's account before they can be enrolled on the employee's health plan coverage. An employee must submit valid dependent verification documents to their payroll or benefit office, or upload into SEBB My Account, no later than:

**Newly eligible employees:** 31 days after becoming eligible for SEBB benefits.  
**Special open enrollment:** 60 days after the date of qualifying event.  
**Annual open enrollment:** No later than the last date of the annual open enrollment.

An eligible dependent is defined in WAC 182-31-140.

[Accepted dependent verification documents](#)  
[Certification of a child with a disability](#) (follow form instructions, do not upload to SEBB My Account)  
[Extended dependent certification](#)

All documents must be submitted in English. Documents written in a foreign language must be accompanied by a translated copy produced by a professional translator and certified with a notary public seal.

#### Special open enrollment document guidelines

Valid supporting documentation for changes outside of the annual open enrollment must be submitted before the no later than 60 days after the event as indicated on each submitted special open enrollment request.

You must provide proof of the event that created the special open enrollment (for example, a marriage or birth certificate) along with the required enrollment/change forms in SEBB My Account (preferred) or to your payroll or benefits office no later than 60 days after the event.

Special open enrollment "Birth of a child/Adoption": if adding a child results in no increase to medical premium, the 60 day limit does not apply. Please submit a paper form to your payroll/benefits office. If premium will be increased you may submit through SEBB My Account. Please refer to [Special Administrative Policy 45-2](#) and [Addendum 45-2A](#) for more information.

Select files...

pdf, jpg, jpeg, png  
Maximum file size: 6mb

#### Associate documents

Document name	Document type	Verification
Birth certificate.pdf	[Redacted]	<input type="checkbox"/> Mc Dugle - Verifier <input type="checkbox"/> Mc Dugle - Verif

Clear

Upload document