I recently got married. How do I add my new spouse to my insurance?

You can add your new spouse to your insurance coverages via the EGI Portal within 60 days of your marriage. A copy of your marriage certificate is required. After your submission is processed and marriage certificate is received, the coverage will be effective the date of your marriage. You can upload the marriage certificate to the EGI Portal or email a copy to claud@uwyo.edu. You may also send through campus mail to Hill Hall or stop by the offices. When you get married, also consider updating your beneficiary for your life insurance and retirement.

I have a new baby. How do I add my newborn to my insurance?

You can add your new baby to your insurance coverages via the EGI Portal within 60 days of your baby's birth. A copy of the birth certificate is required. The unofficial copy from the hospital is acceptable if it includes the baby's name and date of birth as well as both parents' names. The baby's Social Security Number is required when you receive it. A copy of the Social Security card is not required. Please add the baby to your insurance coverages as soon as possible, even if you don't have the birth certificate or Social Security number yet. You have an additional 30 days after the 60-day deadline to submit the birth certificate document. You can download the birth certificate to the EGI Portal or email a copy to claud@uwyo.edu. You may also send through campus mail to Hill Hall or stop by the offices.