



cis benefits
cisbenefits.org

New Hires — Helpful Hints Before You Get Started

What personal information do you need to enroll?

- Social Security Numbers for everyone you plan to enroll - your spouse and your eligible children
- Dates of Birth for everyone you plan to enroll - your spouse and your eligible children

Required Documentation

- Not enrolling your spouse and children? Then DON'T add them to the system. This saves you time by avoiding unnecessary documentation.
- Covering your spouse and children? You'll need documentation:
 - Spouse — Marriage Certificate/License
 - Domestic partner — Oregon Certificate of Registered Domestic Partnership
 - Natural or adopted children — Birth Certificates
 - Legal guardianship of a child or children — Guardianship/Custody documents issued by a court guardian

Additional Required Data

- When accessing the enrollment system, you're required to specify your preference for receiving benefit-related communications. Please provide us with either your work email, personal email or mobile phone.
- We need your work phone number. If you don't have one, check with your employer on what number we can use. We need your number in case any issues arise.

Your contact information will only be used to provide information related to your CIS Benefits coverage and services.

If you have questions, or need help, contact the CIS Benefits hotline at 855-763-3829.