



Health Benefits

Together, we are working toward a *healthier community*



Before you take delivery...

A brief guide to enrolling your newborn in your health benefits

Having a new baby is exciting, overwhelming, joyful, and scary all at the same time. Let us answer some of your questions so baby gets enrolled in your health benefits quickly and easily.

Important things to know now:

- You have 60 days to complete the enrollment steps from the date of your baby's birth.
- You will initiate the process yourself by using the SPS System once your baby is born.
- You will need a scanned copy of your baby's official birth certificate. If you cannot scan a copy a legible photograph of the birth certificate can also be used.
- If you have never accessed the SPS System when you are away from work, become familiar with that now. Explore the information under the Benefits icon on your SPS System home page. <https://wd5.myworkday.com/stateofmaryland>
- You should have the contact information for your HR Department's ABC (Agency Benefits Coordinator) in case you need assistance while you are out of the office.

Once baby arrives:

- Apply for your baby's birth certificate by visiting your state's department of vital records or by visiting vitalchek.com for online ordering. For same day service, contact your local department of health for hours of operation.
- Once you have the certificate you can initiate the enrollment yourself in the SPS System. https://dbm.maryland.gov/sps/Documents/Initiate_Life_Event_New.pdf
- Assistance is also available at ebd.mail@maryland.gov OR by calling 1-410-767-4775 Monday-Friday 8:30 am to 4:30 pm