


## My Dependents

During enrollment, My Dependents page allows you to add, edit, and remove dependent records. You must create a dependent record for each dependent you will enroll in benefits.

## Add Dependent

Select Add Dependent button to open dependent form for editing. Enter demographic and contact information, and Save new dependent.

 The Social Security Number can be left blank for newborns and dependents who do not yet have one. Be sure to update the dependent SSN as soon as available.



Discard new dependent

Save new dependent

OPEN ENROLLMENT ⓘ

My Dependents

New Dependent

Demographics

First Name\*

Prefix

-Select One-

SSN\*

Relationship\*

-Select One-

Marital Status

-Select One-

Middle Name

Suffix

Gender\*

-Select One-

Disabled

-Select One-

Last Name\*

DOB\*

Student\*

-Select One-

## Edit Dependent

Edit existing dependents by selecting any field and making changes. Once you begin editing, buttons to Discard changes or Save changes will appear.

# Remove Dependent

Select the Remove icon (trash can) to remove a dependent. Once removed, you will no longer have access to view the record.

My Dependents		⊕ Dependent
> James Smith   Dep. Child   21 yrs old	→	🗑
> Mary Smith   Spouse   51 yrs old		🗑