

## DEPENDENTS AND BENEFICIARIES

In Employee Self-Service

You can add/edit/delete dependent information and/or add/edit/delete beneficiary information any time during the year. **Only during Open Enrollment can you add/delete dependents from your health, dental, and vision plans.**

- Click on **Dependents and Beneficiaries** link to display, create or update dependent and/or beneficiary information. **Dependent and Beneficiary information must be added prior to the fall Open Enrollment period.**

**DEPENDENT TIP:** Employees **MUST** enter the social security number(s), birth date(s) and address(s) for each dependent

- To add a dependent and/or beneficiary click on the Family member type

OR

- Click on the **Edit** link for the dependent/beneficiary you wish to edit
- YOU MUST CREATE YOUR DEPENDENT(S) AND/OR BENEFICIARY(S) HERE IN ORDER FOR YOU TO SELECT THEM AS DEPENDENT(S) AND/OR BENEFICIARY(S) .**

# EDITING DEPENDENTS AND BENEFICIARIES

- Enter dependent(s)/beneficiary(s) information
- Fields with a \* are required information
- Also enter Social Security Number, birthdate and address

The screenshot shows the 'Family Member/Dependents' form in the 'Edit' step (step 2 of 4). The form is divided into several sections: Name, Data at Birth, Other Personal Data, and Address. The 'Name' section includes First Name (BOBBIE), Last Name (BRITE), and Other Title. The 'Data at Birth' section includes Date of Birth (12/3/1972), Name at Birth, and Gender (Male). The 'Other Personal Data' section includes Social Security Number (033-51-1243) and Reference Personnel Number. The 'Address' section includes Street and House Number (332 LAKESIDE CT.), Address Line 2, City (POMPANO BEACH), State (Florida), ZIP Code (33062), Country (USA), and Telephone (954 543-9876). At the bottom, there are radio buttons for 'Valid from Today' (selected), 'Valid as of Future Date', and 'Validity Period'. Below these are buttons for 'Previous Step', 'Review to Save', and 'Exit'. A red callout box points to the 'Review to Save' button with the text 'Click Here'.

- Click the **Review to Save** button

- Then click the **Save** button

The screenshot shows the 'Status and Challenge' section. It includes fields for Status, Challenged, Disability Date, and Notification Date. Below these fields, it says 'Valid from 10/15/2008'. At the bottom, there are buttons for 'Previous Step', 'Save', and 'Exit'. A red callout box points to the 'Save' button with the text 'Click Here'.

- Click the **Go To Family Member/Dependents Overview** button to return to the Family Member/Dependents screen
- Repeat these steps for each Family Member/Dependent(s)/Beneficiary(s) you wish to add or edit

The screenshot shows the 'Family Member/Dependents' form in the 'Confirmation' step (step 4 of 4). The form is divided into four steps: Overview, Edit, Review and Save, and Confirmation. The 'Confirmation' step is highlighted. Below the step indicator, there is a message: 'The changes you made to your Family Member data were saved'. Below this message, there is a section titled 'What do you want to do next?' with three links: 'Go to Family Member/Dependents Overview', 'Go to Benefits homepage', and 'Go to Employee Self-Services homepage'. A red callout box points to the 'Go to Family Member/Dependents Overview' link with the text 'Click Here'.

## DELETING DEPENDENTS



Note: Dependents currently covered in a plan **CANNOT** be deleted outside of the Open Enrollment Period.

- To delete a dependent click on the **Delete** button below the dependent's name you wish to delete
- Once you delete your dependent from the Family Member/Dependents section, you will also need to delete the dependent in the "Change Beneficiary" screen
- Then click the **Delete** button to return to the confirmation that the Family Member Data was deleted

**Family Member/Dependents**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Spouse**

Valid from Today

First Name: BOBBY  
Last Name: BRITE  
Date of Birth: 12/3/1972

Edit Delete

Click Here

**Status and Challenge**

Status:

Challenged: No

Disability Date:

Notification Date:

Valid from 10/15/2008

Previous Step Delete Exit

Click Here

## EXITING FAMILY MEMBER/DEPENDENTS MENU

- Click the **Go To Family Member/Dependents Overview** button to return to the Family Member/Dependents screen to make additional changes or review the updated Family Member Information
- OR click the **Go to Benefits homepage** to return to the Benefits Main Menu

**Family Member/Dependents**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

The changes you made to your Family Member data were saved

What do you want to do next?

Go to Family Member/Dependents Overview  
Go to Benefits homepage  
Go to Employee Self-Services homepage

Click Here

**Family Member/Dependents**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

The changes you made to your Family Member data were saved

What do you want to do next?

Go to Family Member/Dependents Overview  
Go to Benefits homepage  
Go to Employee Self-Services homepage

Click Here