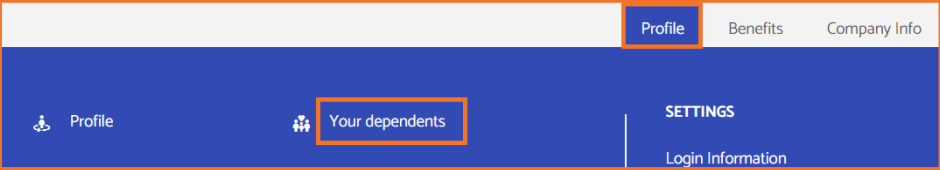
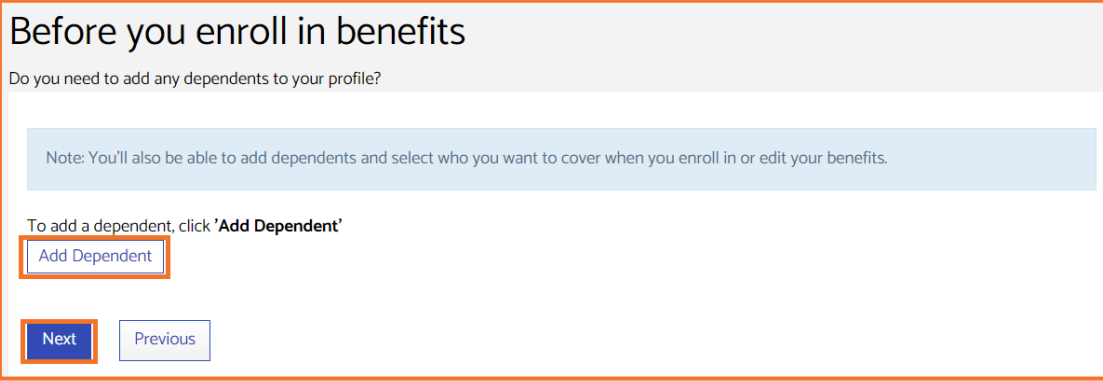
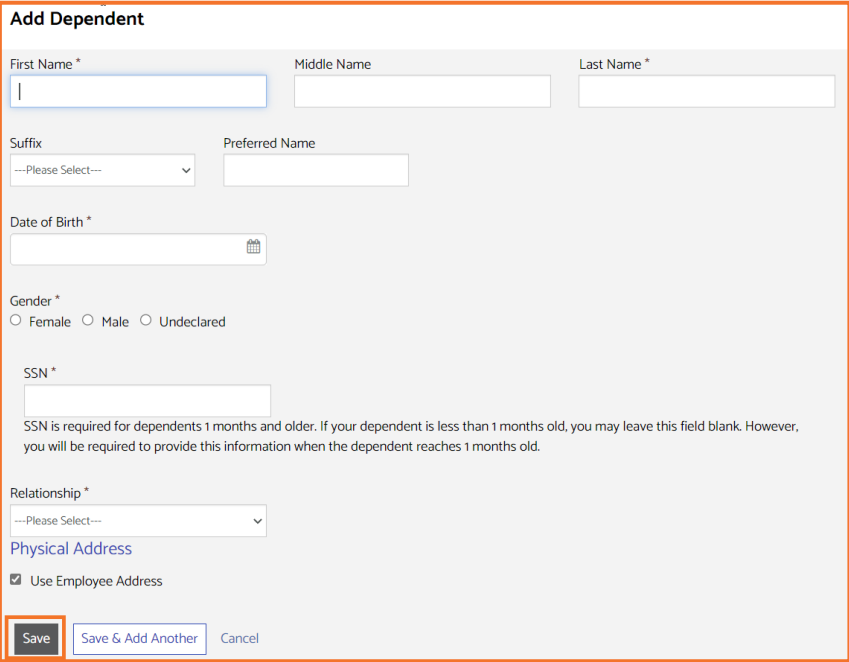




How to Add a Dependent, Remove a Dependent, or Edit Dependent Information

Please follow the steps outlined below to add, remove, or edit dependent information.

Step #	Add a New Dependent
1	<p>Click the Profile tab from the home page and select Your Dependents link.</p> 
2	<p>Click the Add Dependent button, then click Next to continue.</p> 
3	<p>Enter the dependent demographic information. Required fields are indicated with an asterisk (*). Click Save when done.</p> 



4

Review the information and ensure it is correct, then click **Next**.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Name	Relationship	Date of Birth	Gender	Actions
Jane N TrainDee	Spouse	01/01/1988	Female	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Actions ▾</div>

Add Dependent

Next

Previous

Remove a Dependent

5

You may remove a dependent prior to enrolling them in benefits. To delete a dependent, click the **Actions** drop-down to the right of the dependent's name and select **Remove**, then click **Next**.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Name	Relationship	Date of Birth	Gender	Actions
Jane TrainOne	Child	07/13/2022	Female	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Actions ▾</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: fit-content;"> <div style="padding: 2px 10px; margin-bottom: 2px;">Edit</div> <div style="padding: 2px 10px; margin-bottom: 2px; border: 1px solid #ccc;">Remove</div> </div>

Add Dependent

Next



Edit Dependent Information

6 To edit an existing dependent information, click the **Actions** drop-down to the right of the dependent's name and select **Edit**.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Name	Relationship	Date of Birth	Gender	Actions
Jane N TrainDee	Spouse	01/01/1988	Female	Actions ▾ Edit Remove

Add Dependent

Next Previous

7 Edit the information needed and click the **Save** button.

Edit Dependent

First Name * Middle Name Last Name *

Suffix Preferred Name

Date of Birth *

Gender * Female Male Undeclared

SSN *

Show and edit
SSN is required for dependents 1 months and older. If your dependent is less than 1 months old, you may leave this field blank. However, you will be required to provide this information when the dependent reaches 1 months old.

Relationship *

Physical Address

Use Employee Address

Save Save & Add Another Cancel



8

Answer any additional enrollment questions. Click **Next** to return to the home page.

PROFILE SHOP FOR BENEFITS CONFIRM & FINISH

Covered by Medicare?

Providing Medicare information can help coordinate payment of medical expenses.

Are you or any of your dependents covered by Medicare?

Yes
 No

Who is covered by Medicare?

TrainDee, Kevin
 TrainDee, Jane N

Do you have all required details?

Yes, I have all the required details.
 No, I do not have all details at this time.

What is Medicare?

Next Previous Cancel