

## HOW TO ADD DEPENDENT INFORMATION WITHIN THE ENROLLMENT PROCESS

1. Click on the prompt under "Enroll Dependents" column next to the medical plan you are electing. You have two choices:

### Existing Dependents

If the dependent information is already in Workday, click on the arrow button to add them to this benefit.

### Add My Dependent From Enrollment

If the dependent is not in Workday, click on this to add dependent information. You will be taken to a subprocess.

### Subprocess

2. Decide if your new dependent will also be a beneficiary and click on Yes or No then OK at the bottom left.

3. You will need to enter these required fields:

- Relationship
- Date of Birth
- Gender
- First Name
- Last name

Click on tab "Contact Information" and enter these required fields:

- Address (ADD)
  - You can simply click on the prompt in "Use Existing Address" if you wish to default to your home address on file
- Type

Click on tab "National IDs" and enter these required fields:

- Click on the plus symbol
- Country: United States of America
- National ID Type: Social Security Number (SSN)
- Identification #: Enter SSN

Click on OK at the bottom left – you will be returned back to the Health Care Elections screen

5. To add more dependents, complete these steps again.