

Adding Dependents During Open Enrollment

To add a dependent to your coverage, click **Add New Dependent**.

- Select **Existing Beneficiary or Emergency Contact** to add coverage for a dependent that you already have in the system.
- Select **Create Dependent** to add a new dependent. You only need to add a new dependent once. You can then select the dependent for additional coverages by clicking the plus button. Refer to your Summary Plan Description for the definition of eligible dependents (spouse, children, etc.).

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

Instructional Text
Click OK to add dependents.

OK Cancel

Then click **OK**.

If you select **Create Dependent**, complete the Add Dependent form.

Be sure to complete all required fields, as well as the National IDs section. National IDs are more commonly known as Social Security numbers.

Click **Save** once you've completed the dependent form.

Add My Dependent From Enrollment

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Save Cancel

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Primary Nationality

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Once your dependents are added (if applicable), click **Save**. **Each time you click in a different benefit plan, you will need to re-select your dependents.**