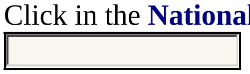
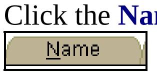
Entering an Employee's Dependents Data

1.	Click the **Compensate Employees** link. Compensate Employees
2.	Click the **Administer Base Benefits** link. Administer Base Benefits
3.	Click the **Use** link. Use
4.	Click the **Dependent/Beneficiary** link. Dependent/Beneficiary
5.	Click in the field in which you want to search. Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Select the desired entry.
9.	The applicable **Dependent/Beneficiary ID** will populate. NOTE: The system assigns the first person entered as a dependent a Dependent Beneficiary ID of 01. For subsequent entries, use the plus sign to add a row, and the system will increment the ID accordingly.
10.	Click the ***Relationship to Employee** list.
11.	Select the desired entry. Son
12.	Select the appropriate **Dep/Benef Type**, if necessary. NOTE: Accepting the default value Dependent/Beneficiary indicates that the individual can be both a dependent and a beneficiary.
13.	Click in the **First Name** field.
14.	Enter the dependent's or beneficiary's first name into the **First Name** field. Enter a valid value, e.g. "**John**".
15.	Press **[Tab]**.
16.	Enter the dependent's or beneficiary's middle name or middle initial into the **Middle** field. Enter a valid value, e.g. "**William**".
17.	Press **[Tab]**.
18.	Enter the dependent's or beneficiary's last name into the **Last Name** field. Enter a valid value, e.g. "**Winter**".
19.	

20.	Click the **Address** tab. 
21.	NOTE: The **Address** page is optional for health benefit dependents. Click the check box if the dependent's or beneficiary's address is the same as the employees. The address data will populate from the Personal Data page in the employee record. Click the **Same Address/Phone as Employee** option. 
22.	If the dependent's or beneficiary's address is different from the employee's address, enter the dependent's address in the **Address 1** field. NOTE: The user is restricted to 25 characters in the **Address 1** field. Enter the **City**, **Postal**, and **State** fields, if necessary.
23.	If beneficiary data for Savings Bonds is being entered, click the **Personal Profile** tab. Click the **Personal Profile** tab. 
24.	Scroll as necessary to view the **National ID** field.
25.	Click in the **National ID** field. 
26.	Enter the beneficiary's Social Security Number (SSN) in the **National ID** field. NOTE: Per DHHS policy, the SSN must be documented for co-owners or beneficiaries of Savings Bonds. Enter a valid value, e.g. "**123121234**".
27.	Click the **Save** button. 
28.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the **Ok** button.
29.	If additional dependents need to be entered, click the **Name** tab to return to the **Name** page. Click the **Name** tab. 
30.	Click the **+** button in the **Name** box to insert another row and add another dependent to the employee's record, if necessary. Click the **Add a new row at row 1** button. 
31.	Follow the preceding steps to enter the additional dependent's **Name**, **Address** and **Personal Profile** information, if necessary. Click the **OK** button. 
32.	The employee's dependents data is entered. **End of Procedure.**