





Editing Dependent/Beneficiary Information

Step	Action
1.	<p>Click the Benefits button.</p> <p>Benefits</p> 
2.	<p>The Benefits Self Service page displays. This page is a classic page, not a fluid page. The benefits self service portion of PeopleSoft has not yet been converted to Fluid.</p> <p>This page contains the links that you use to review and manage your benefits information. These links allow you to</p> <ul style="list-style-type: none">-- Review benefits summary information—to see your current or past benefits elections-- Review and/or edit your Dependent and beneficiary information-- Update your benefits information after you have experienced a qualifying Life Event—marriage, birth of a child, divorce, adoption, etc.-- Enroll in benefits during an open enrollment period and/or at the time of hire-- Upload documents in support of a qualifying life event or dependent verification-- Access benefit guides, forms, and provider links <p>Each of these links is covered in topics in Employee Self Service training.</p>
3.	<p>You can use either the Benefit Summary component or the Dependent/Beneficiary Info component to edit a dependent/beneficiary's information.</p> <p>You edit this information on the Dependent/Beneficiary Personal Information page.</p> <p>For this topic, you will use the Benefits Summary link.</p>
4.	<p>Click the Benefits Summary link.</p> <p>Benefits Summary</p>
5.	<p>You'll use basic life to access your dependents/beneficiaries. You could use any of the benefit types in which you are enrolled, if the value in the Type of Benefit column is a link.</p> <p>Click the Basic Life link.</p> <p>Basic Life</p>



Step	Action
6.	<p>The Basic Life page displays. Your dependents/beneficiaries are listed in the Dep\Ben Coverage Details grid in the Covered Beneficiaries section.</p> <p>The names in this table are links. This links navigate to the Dependent/Beneficiary Personal Information page.</p> <p>For this example, you will work with Peter Smith, your father. You will edit his phone information.</p>
7.	<p>Click the Smith,Peter link.</p> <p>Smith,Peter</p>
8.	<p>The Dependent/Beneficiary Personal Information page displays with information for Peter Smith.</p> <p>You'll use the Edit button to edit Peter's information.</p>
9.	<p>Click the Edit button.</p> <p>Edit</p>
10.	<p>The Dependent/Beneficiary Personal Information page displays in edit mode.</p> <p>You can edit phone and address information. All other fields on this page present in display only mode. You can not edit values in these fields.</p> <p>In this example, you edit phone information.</p>
11.	<p>You father's phone is no longer the same as yours. You will deselect the Same Phone as Employee check box.</p>
12.	<p>Click the Same Phone as Employee option.</p> <p><input checked="" type="checkbox"/> Same Phone as Employee</p>
13.	<p>Notice your phone information no longer displays and a Phone field displays.</p> <p>You'll use this field to enter Peter's phone number.</p>
14.	<p>Click in the Phone field.</p> <p>Phone <input type="text"/></p>
15.	<p>Enter the desired information into the Phone field. Enter a valid value e.g. "925/555-5566".</p> <p>Phone <input type="text"/></p>
16.	<p>Click the Save button.</p> <p>Save</p>
17.	<p>Click the OK button.</p> <p>OK</p>
18.	<p>Click the scrollbar.</p>



Step	Action
19.	Click the Self Service Home button.  A rectangular button with a yellow background and a red border, containing the text "Self Service Home".
20.	End of Procedure.