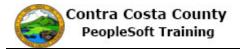
Editing Dependent/Beneficiary Information

Action
Click the Benefits button.
Benefits
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+ 4
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.
This page contains the links that you use to review and manage your benefits information. These links allow you to
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
Each of these links is covered in topics in Employee Self Service training.
You can use either the Benefit Summary component or the Dependent/Beneficiary Info component to edit a dependent/beneficiary's information.
You edit this information on the Dependent/Beneficiary Personal Information page.
For his topic, you will use the Benefits Summary link.
Click the Benefits Summary link.
Benefits Summary
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.
Click the Basic Life link.
Basic Life



Step	Action
6.	The Basic Life page displays. Your dependents/beneficiaries are listed in the Dep\Ben Coverage Details grid in the Covered Beneficiaries section.
	The names in this table are links. This links navigate to the Dependent/Beneficiary Personal Information page.
	For this example. you will work with Peter Smith, your father. You will edit his phone information.
7.	Click the Smith,Peter link. Smith.Peter
8.	The Dependent/Beneficiary Personal Information page displays with information for Peter Smith.
	You'll use the Edit button to edit Peter's information.
9.	Click the Edit button.
10.	The Dependent/Beneficiary Personal Information page displays in edit mode.
	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.
	In this example, you edit phone information.
11.	You father's phone is no longer the same as yours. You will deselect the Same Phone as Employee check box.
12.	Click the Same Phone as Employee option.
	Same Phone as Employee
13.	Notice your phone information no longer displays and a Phone field displays.
	You'll use this field to enter Peter's phone number.
14.	Click in the Phone field.
	Phone
15.	Enter the desired information into the Phone field. Enter a valid value e.g. "925/555-5566".
	Phone
16.	Click the Save button.
	Save
17.	Click the OK button.
	OK
18.	Click the scrollbar.



Step	Action
19.	Click the Self Service Home button. Self Service Home
20.	End of Procedure.