Reviewing Dependent/Beneficiary Information

Step	Action
1.	Click the **Benefits** tile. Benefits
2.	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 benefits guides, forms. and provider links Each of these links is covered in topics in Employee Self Service training
3.	Click the **Dependent/Beneficiary Info** link. Benefits Self Service Benefits Employee Self Service Benefits Summary Review a summary of current, past or future benefit enrollments. Dependent/Beneficiary Info Review or update dependent and beneficiary information.

Step	Action
4.	The **Dependent and Beneficiary Information** page displays. The Dependent and Beneficiary Information grid lists your current dependents and beneficiaries. This table displays their -- Names, -- Relationship to me, -- Date of birth, -- Martial status -- and whether or not they are a dependent and/or a beneficiary
5.	Dependents are eligible to be covered under medical, dental, and vision plans. Beneficiaries are eligible to receive benefits based on life and insurance and savings plans. An individual can be both a dependent and beneficiary. Their relationship to me determines if they qualify as a dependent. Dependents are your: -- Spouse -- Your Child -- Your Step Child -- Your domestic partner -- A child of a domestic partner -- A child determined by court order -- Other legal dependents
6.	Currently you have two dependents or beneficiaries listed. Mary Smith, your spouse and Michael Smith, your child. They are both beneficiaries and dependents.
7.	Notice the names in the **Name** column are links. You can use these links to review details about each dependent/beneficiary. You will start with Mary Smith.
8.	Click the **Mary Smith** link. **Dependent and Beneficiary Information** | Name	Relationship to Employee	Date of Birth	Marital Status	Dependent	Beneficiar
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Mary Smith	Spouse	09/17/1984	Married	Yes	Yes
Michael Smith	Child	04/27/2015	Single	Yes	Yes	 Dependent/Beneficiary Coverage Summary

Step	Action
9.	The **Dependent/Beneficiary Personal Information** page displays. This page presents Mary's information. The page lists her -- Name information—first, middle, and last name, prefix and suffix -- Date of birth -- Gender -- Relationship to you Her address and phone information appear toward the bottom of the page. You can edit the **Relationship to Employee** field (because Mary is your spouse).You can only edit the **Relationship to Employee** field for your spouse or domestic partner. This field is display only for all others. You can also edit the address and phone information. All other fields are presented in view only mode.
10.	Use the breadcrumbs menu at the top of the page to return to the **Dependent and Beneficiary Information** page.
11.	Click the **Dependent/Beneficiary Info** menu item in the Breadcrumbs menu. Favorites ▼ Main Menu ▼ > Dependent/Beneficiary Info
12.	Next, You will review details about Michael Smith.
13.	Click the **Michael Smith** link. **Dependent and Beneficiary Information** | Name	Relationship to Employee	Date of Birth	Marital Status	Dependent	Beneficiary
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Mary Smith	Spouse	09/17/1984	Married	Yes	Yes
Michael Smith	Child	04/27/2015	Single	Yes	Yes	
14.	The **Dependent/Beneficiary Personal Information** page for Michael Smith displays. The **Personal Information** section displays information about Michael Smith. You can edit address and phone information. All other fields will present as display only after you click the **Edit** button. You cannot edit the **Relationship to Employee** field, because Michael is not your spouse or domestic partner. You can only edit this field for a spouse or a domestic partner.
15.	Click the **Dependent/Beneficiary Info** menu item in the Breadcrumbs menu. Dependent/Beneficiary Info

Step	Action
16.	You have now completed reviewing your Dependent/Beneficiary Information. You will use the **Self Service Home** button to return to the Employee Self Service home page.
17.	Click the **Self Service Home** button. Dependent/Beneficiary Coverage Summary Benefits Home Self Service Home
18.	**End of Procedure.**