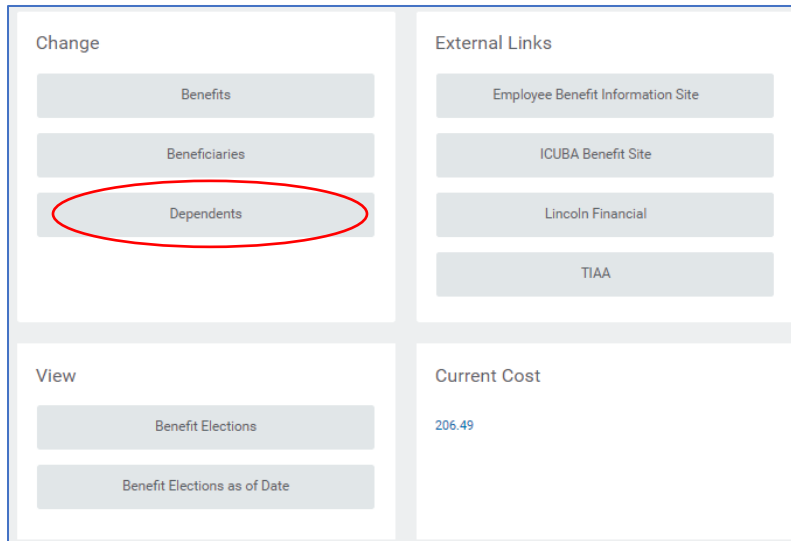FLORIDA TECH
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workday.

Benefits – Edit Dependent Information

Overview

Edit Dependent personal information: address, birthday, phone number, etc. This process is **not** to add a **NEW** Dependent, see Benefits – Life Event Change Benefit job aid.

Benefits Change

1. Select the **Dependents** Application from Home Page
2. Select the Dependents link in the Change box

3. If you have current approved dependents, their names will be listed in this step.
   a. To the right of each name there is an **Edit** link
   b. Once in the **Edit** screen, an Effective date and Reason must be selected.
   c. Demographic information can be edited and saved