



## Benefits – Edit Dependent Information

## Overview

Edit Dependent personal information: address, birthday, phone number, etc. This process is <u>not</u> 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

Change	External Links
Benefits	Employee Benefit Information Site
Beneficiaries	ICUBA Benefit Site
Dependents	Lincoln Financial
	TIAA
View	Current Cost
Benefit Elections	206.49
Benefit Elections as of Date	

- 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

Dependent Options	
Effective Date & Reason	
Effective Date * 11/30/2020	
Search :=	
← Edit Dependent	
De Edit Dependent > Change in Marital Status	
Edit Dependent > Contact Information Change	
Edit Dependent > Personal Information Change	