

## HOW TO ADD A NEW DEPENDENT WITHIN THE ENROLLMENT PROCESS

1. Click on “Add New Dependent”.

You will see instructions on this page that will guide you on which option to choose. Once you click OK, move to the next step.

2. You will need to enter these required fields:
  - Country: United States of America
  - First Name
  - Last Name
  - Relationship
  - Date of Birth
  - Gender

For “National IDs”, click on “Add” and enter these required fields:

- Country: United States of America
- National ID Type: Social Security Number (SSN)
- identification #: Enter SSN

For “Address”, click on the prompt to use the existing address if you wish to default to your home address on file. To enter a new address, enter these required fields:

- Country: United States of America
- Address Line 1
- City
- State
- Postal Code

Click on Save at the bottom left – you will be returned back to the Dependents page. To add more dependents, complete these steps again.

3. Confirm your dependents and click Save.