



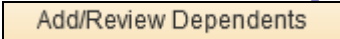







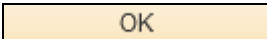



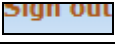




Dependent Data Change Through Open Enrollment

Step	Action
1.	Click in the User ID field.
2.	Enter your User ID
3.	Press [Tab] .
4.	Enter your Password
5.	Click the Sign In button. 
6.	Click the Open Enrollment link. 
7.	Click the Select button. 
8.	Click the Edit button next to the Medical plan in order to view and edit your dependents. 
9.	Click the Add/Review Dependents button. 
10.	Click on the dependent you want to Edit. In this example, we are going to add an SSN for a dependent. 
11.	Click the Edit button. 
12.	Click in the SSN field. 
13.	Enter the SSN .
14.	Click the Save button. 
15.	Whenever a dependent is added or edited, the Benefit's Office is sent an email. This message is simply informing the user that this email was sent. Click the OK button. 
16.	Click the OK button. 
17.	Click the Return to Dependent/Beneficiary Summary link. 
18.	Click the Return to Event Selection link. 
19.	Click the OK button. 



Step	Action
20.	Click the Submit button. 
21.	Click the Submit button. 
22.	Click the OK button. 
23.	Click the Sign out link. 
24.	End of Procedure.