# **Dependent Information**

Overview	
Introduction	This guide provides the procedures for entering, correcting, updating, or deleting Dependent Information in Direct Access (DA).
Required Roles	To use Correct History mode, the user must have the CG SPO Auditor functional role.
References	<ul> <li>(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)</li> <li>(b) Military Personnel Data Records (PDR System), COMDTINST M1080 series)</li> <li>(c) Identification Cards for members of the Uniformed Services, Their Eligible Family Members and Other Personnel, COMDTINST M5512.1A (series)</li> <li>(d) Personnel &amp; Pay Procedures Manual, TTP, Chapter 6</li> </ul>
Information	<ul> <li>Dependent Information should be completed or updated:</li> <li>Upon initial entry into the Coast Guard/ Coast Guard Reserves of a member with dependents.</li> <li>When a Coast Guard Reserve member with dependents begins any form of Active Duty.</li> <li>Upon reenlistment after a break in service.</li> <li>Upon recall to Active Duty of retired members.</li> <li>Upon reporting to a new Permanent Duty Station.</li> <li>Anytime a member acquires an initial or additional dependent.</li> <li>When any change occurs regarding the status of a dependent (i.e., separation, divorce, death of dependent, dependent enters the Armed Forces, has an incapacitated child who turns 18, or a child over age 21 who is a full-time student).</li> <li>When a spouse of a Coast Guard or Coast Guard Reserve member remarries another member of any Uniformed Service, and the former spouse has physical custody and/or receives child support payments on behalf of any children born or adopted during the previous marriage.</li> <li>When starting or updating a member's OHA/OCONUS COLA Entitlement Rows or when authorized a dependent locality BAH rate by PSC-psd-fs.</li> </ul>

BAH Dependency Data Form	Both beneficiaries and BAH eligible dependents, as def (a), are to be entered on the member's Dependent Inform	ined in reference mation page.
	Changes made in Dependent Information/Personal Infor <b>immediately appear</b> on the BAH Dependency Data for relies on an update process that runs nightly. Allow the process through a nightly update prior to attempting to Dependency form.	rmation will <b>not</b> rm. <mark>The form</mark> changes to print the BAH
Dependent Status Changes	<ul> <li>Do <u>NOT</u> delete dependents from the member's record changes. For example, if a member reports a divorce, <b>Personal History</b> row on the <b>Personal Profile</b> tab an spouse's relationship to ExSpouse and enter the divorce</li> <li>It is recommended to use the Divorce Annulment or D Dependent guide for divorces.</li> <li>Do NOT overtype an existing marriage row. This will multiple overpayments.</li> </ul>	if their status <b>insert</b> a new d change the ce date. Death of I potentially cause
	<b>NOTE:</b> Be sure to advise the member to stop the FSGI through the Servicemembers' Group Life Insurance (SG Enrollment System (SOES) if the member is divorced o spouse dies AND the member was participating in the p	LI deduction LI) Online or the member's program.
Required Legal Documentation	<ul> <li>Per references (b) and (c), the following legal supportin required when adding BAH eligible dependents:</li> <li>Birth Certificate(s) for dependent child (ren).</li> <li>Marriage Certificate (for spouse).</li> <li>Any additional documentation which may be required dependents requiring PPC approval.</li> <li>CG-2020A, and proof of full-time enrollment for over dependents.</li> </ul>	g documents are I when adding r 21+ student
	The Questionable Dependent PPC LGL Approval guide reference for determinations.	e is also a great
Contents		
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	Correcting or Updating Dependent Information	15
	Deleting Dependent Information	23

## **Entering Dependent Information**

**Introduction** This section provides the procedures for entering Dependent Information in Direct Access (DA).

**Procedures** See below.

Step		Action
1	Click on the AD/RSV Payre	oll Workcenter tile.
	AD/RSV Payroll Workcenter	
2	Scroll to the Act/RSV Pay S	hortcuts drop-down and select the <b>Dependent</b>
	Information option.	1 *
	Suppl Clothing Allowance	
	TSP Adjustment Request	
	View My Requests (All Types)	
	Act/RSV Pay Shortcuts	
	AvIP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB Enrollments	
	Net Pay Distribution	
	Pay Calendar Results	
	Sea Time Balances	
	SGLI + FSGLI	
	TDY Data	
	View Member W-2s	
	View Open Debts / Overpayments	

## Entering Dependent Information, Continued

#### 9BProcedures,

continued

$-\mathbf{F}$				Action			
	nter the member	's <b>Empl II</b>	D, chec	k the <b>Inc</b>	lude His	tory box,	and click
	earch. Iependent Informati	on					
Er	nter any information you hav	e and click Sear	ch. Leave fi	elds blank for a	a list of all value	s.	
	Find an Existing Value						
-	Search Criteria						
	Empl ID	begins with 🖌	1234567				
	Name	begins with 🖌					
	Last Name	begins with 🖌					
	Second Last Name	begins with 🗸					
A	Iternate Character Name	begins with 🗸					
	Middle Name	begins with 🗸					
	Business Unit	begins with 🗸					
	Department Set ID	begins with 🖌			Q		
	Department	begins with 🖌			Q		
	Include History	ect History	Case Sensi	tive			
	Search Clear Bas	sic Search 📓 S	Save Search	Criteria			
	Search Clear Bat	sic Search 🖉 S	Save Search	Criteria	/Benefici	ary ID un	iquely
Tl id	he Name tab will hentifies each dep	sic Search 🖉 S display. To bendent of	Save Search The <b>De</b> the me	pendent mber and	<b>/Benefici</b> d is auton	<b>ary ID</b> un natically g	iquely enerated.
Tl id D	he Name tab will lentifies each dep o <u>NOT</u> change t	sic Search er s	Che <b>De</b> The <b>De</b> the me	pendent mber and	/Benefici	ary ID un natically g	iquely enerated.
TI id D C	he Name tab will entifies each dep o <u>NOT</u> change t lick the <b>Plus</b> but	l display. To bendent of his numbe ton in the l	The <b>De</b> the me r. Depend	pendent, mber and lent/Bend	/Benefici 1 is auton eficiaries	<b>ary ID</b> un natically g section to	iquely enerated.
TI id D C	he Name tab will lentifies each dep o <u>NOT</u> change t lick the <b>Plus</b> but bependent/Benefi	display. The second se	Fre <b>De</b> the me r. Depend	pendent, mber and lent/Bend	<b>/Benefici</b> d is auton eficiaries	<b>ary ID</b> un natically g section to	iquely generated.
TI id D C	Search     Clear     Base       he Name tab will       lentifies each dep       to NOT change t       lick the Plus but       bependent/Benefi       Name       Address	l display. The second s	The <b>De</b> the me r. Depend	pendent, mber and lent/Bend	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely enerated. add a new
Ti id D C D	Search     Clear     Base       he Name tab will       lentifies each dep       to NOT     change t       lick the Plus but       vependent/Benefi       Name       Address	sic Search l display. T pendent of his numbe ton in the 1 ciary row. Personal Profile	The <b>De</b> the me r. Depend	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. add a new
Ti id D C: J	Search     Clear     Base       he Name tab will       lentifies each dep       to NOT     change t       lick the Plus but       bependent/Benefi       Name     Address       betweendent/Beneficiaries	l display. To bendent of his numbe ton in the l ciary row.	Fine <b>De</b> The <b>De</b> the me r. Depend	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. add a new
Tl id D C: D	Search Clear Bas he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Benefi Name Address Cependent/Beneficiaries Dependent/Beneficiaries	iciary ID 01	Fhe <b>De</b> the me r. Depend	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. • add a new • • • • • • • • • • • • • • • • • • •
T] id D C: D	Search Clear Bas he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Benefi Name Address ce Leaphorn Dependent/Beneficiaries *Dependent/Beneficiaries	iciary ID 01	Fhe <b>De</b> the me r. Depenc	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. • add a new • • • • • • • • • • • • • • • • • • •
T] id D C J	Search Clear Base he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Benefi Name Address Dependent/Beneficiaries "Dependent/Beneficiaries "Dependent/Beneficiaries The pendent/Beneficiaries The pendent/Beneficiaries The pendent/Beneficiaries The pendent/Beneficiaries	iciary ID 01	The <b>De</b> the me r. Depend	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. add a new
Ti id D C: D	Search Clear Base he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries The pendent/Beneficiaries The pendent/Beneficiaries	sic Search er s l display. To pendent of his numbe ton in the l ciary row. Personal Profile ive Date 10/30/2 nat Type English ay Name Emma	2018 Leaphorn	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. add a new View All
	Search Clear Bas he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries	iciary ID 01	2018 Leaphorn	Person ID 12	/Benefici d is auton eficiaries	ary ID un natically g section to	iquely generated. add a new
	Search Clear Bas he Name tab will lentifies each dep to <u>NOT</u> change t lick the <b>Plus</b> but bependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Dependent/Beneficiaries Coe Leaphorn Coe Leaphorn Co	iciary ID 01	2018 Leaphorn	Person ID 12	/Benefici d is auton eficiaries 234567 Q     Q       Q       Q	ary ID un natically g section to	iquely generated. add a new

## Entering Dependent Information, Continued

#### Procedures,

continued

Step	A	Action
5	A new row will open, and the next se	equential <b>Dependent/Beneficiary ID</b>
	number will be generated. Do <b>NOT</b>	change this number.
	Name         Address         Personal Profile	
	Joe Leaphorn	Person ID 1234567
	Dependent/Beneficiaries	
	*Dependent/Beneficiary ID 03	+-
	Name History	Q I I I I I I I I I I View All
	*Effective Date 01/16/2024	+-
	Display Name	Edit Name
	Save Return to Search Notify Name   Address   Personal Profile	Update/Display Include History Correct History
	<ul> <li>status approved, date of beneficiary</li> <li>Format Type – Defaults to English</li> <li>Click Edit Name.</li> <li>NOTE: Birth dates (Effective Date)</li> </ul>	y status selected, etc.). h, leave as is. cannot be future dated.
	Name         Address         Personal Profile	
	Joe Leaphorn	Person ID 1234567
	Dependent/Beneficiaries	Q         2 of 3 V       View All
	*Dependent/Beneficiary ID 03	+-
	Name History	Q    4 4 1 of 1 v  >  >  View All
	*Effective Date 01/07/2024	+ -
	Display Name	Edit Name
	Save Return to Search Notify Name   Address   Personal Profile	Update/Display Include History Correct History

## Entering Dependent Information, Continued

#### Procedures,

7 Complete each field as appropriate, then click <b>Refresh Name</b> .	
Name	
	×
English Name Format	Help 🔺
Name Prefix	
*First Name Sally	
Middle Name Growing	
*Last Name Thunder	
Name Suffix	
Display Name	
Formal Name	
Name	
OK Cancel Refresh Name	
<pre></pre>	• •
8 The name will be displayed in the <b>Display Name</b> , <b>Formal Name</b> , and	d the
Name lines. Verify everything looks correct, click OK.	7 40
Name	×
English Name Format	нер –
Name Pretix	
*First Name Sally	
Middle Name Growing	
*Last Name Thunder	
Name Suffix	
Display Name Sally Thunder	
Formal Name Sally Thunder	
Name Thunder,Sally Growing	
OK Cancel Refresh Name	
	• •

Continued on next page

## Entering Dependent Information, Continued

#### Procedures,

continued

Step	Action					
9	Click the <b>Address</b> tab.					
	Name         Address         Personal Profile					
	Joe Leaphorn Person ID 1234567					
	Dependent/Beneficiaries Q   I Q I 2 of 3 V View All					
	*Dependent/Beneficiary ID 03					
	Name History   Q   I   I   I   I   View All					
	*Effective Date 01/07/2024 📰 🛨 🗖					
	*Format Type English V					
	Display Name     Edit Name					
	Save         Return to Search         Notify         Update/Display         Include History         Correct History           Name   Address   Personal Profile         Address   Personal Profile         Include History					
10	Save       Return to Search       Notify       Update/Display       Include History       Correct History         Name   Address   Personal Profile       If the Address is the same as the member, check the Same Address as       Enclude with a state that the Address as					
10	<b>Employee</b> box under the Address History section					
	If the address is <i>different</i> from the member, click the <b>Edit Address</b> button.					
	Address History					
	*Effective Date 01/07/2024					
	✓ Same Address as Employee Address Type Mailing ✓					
	Employee's Current Address					
	Country USA United States					
	Address 555 Dark Winds Road					
	Kayenta, AZ 80033					
	Name         Address         Personal Profile					
	Dependent/Beneficiaries					
	Joe Leaphorn Person ID 1234567					
	Action ck the Address tab. Inter Address tab					
	Name       Address       Person ID       1224567         Dependent/Beneficiaries       Image: Address       Image: Address       Image: Address         Store       Return to Search       Notify       Update/Dipplay       Image: Address         Store       Return to Search       Notify       Update/Dipplay       Image: Address       Return to Search         Name       Address       Personal Profile       If the Address is the same as the member, click the Edit Address as Employee box under the Address History section.         If the address is different from the member, click the Edit Address button.       Address History       Image: Address Type       Image: Address Society         Employee box under the Address Type       Mailing       Image: Address Society       Image: Address Society         Mare       Address Type       Mailing       Image: Address Society       Image: Address Society         Mare       Address Personal Profile       Image: Address Type       Image: Address Type       Image: Address Type         Mare       Address History       Image: Address Type       Image: Address Type       Image: Address Type       Image: Address Type         Mare       Address Type       Image: Address Type       Image: Address Type       Image: Address Type       Image: Address Type					
	Dependent/Beneficiaries       If I					
	Address lype					
	Country USA Q United States					
	Address Edit Address					

## Entering Dependent Information, Continued

#### Procedures,

		Edit Address	
		Latriadioo	Help
Country	United States	Change Country	
Address 1	123 Black Hole Sun Lane		
Address 2			
Address 3			-
City	Kayenta	State AZ Q	
Postal	86033	Alizona	
County	Navajo		
ОК	Cancel		
4			
K			
			View
Address History		Q     1 of 1 v	
Address History	*Effective Date 01/07/2024		+
Address History	pdate each field as appropriate, then click OK. The Employee's Current ddress section will display the updated information.   OTE: Do NOT use any special characters.   Country United States   Country United States   Address 1   123 Black Hole Sun Lane   Address 2   Address 3   City Kayenta   State   AZ   Q   Iddress History	+	

Continued on next page

## Entering Dependent Information, Continued

Procedures,

Step			Action			
12	If the phone num	ber is the sam	ne as the memb	er, chec	k the Same	as Employee
	box under Phone	Information.				
	To add a phone i	number:				
	Using the drop-d	lown, select th	e appropriate I	Phone T	<b>ype</b> . Enter t	he
	Telephone num	per and Extens	sion as appropr	iate. To	add addition	nal phone
	numbers, click th	he <b>Plus</b> button	and repeat this	s step as	necessary.	
	Check the <b>Prefe</b>	<b>rred box</b> for t	he primary pho	one num	ber to reach	the
	dependent/benef	iciary.				
	T 11					
	I o add an email	address:		7		e as Employee
	Using the drop-d	lown, select th	e appropriate I		ype and ent	er the Email
	Phone Information					
	R Q					1 of 1 🗸 🕨 🕨
	Same As Employee	Phone Type	Telephon	e Extension	check the Same as Employee ne Type. Enter the . To add additional phone p as necessary. number to reach the all Type and enter the Email	
		Mobile 🗸	555/555-1234			+ -
	Email					
	T Q				▲ 1-1 of 1 ×	
	Email Type		Email Ac	dress		
		•				
	Save Return to Sea	arch Notify	Upda	ate/Display	Include History	Correct History
	Name   Address   Perso	nal Profile				
	Phone Information					
						of 1 🗸 🕨 🕨
	Same As Employee	Phone Type	Telephone	Extension	Preferred	
		Mobile 🗸	555/555-1234			+ -
	F			•	<ul> <li>I-1 of 1 ✓</li> </ul>	
	Email Type		Email A	dress		
	Business	× dark	winds@usca mil			
	Dusiness	- uark	winds@dscg.mir			
	Save Return to Sea	Irch Notify	Upda	ate/Display	Include History	Correct History
	Name   Address   Perso	nal Profile		)		
	L					
L						

Continued on next page

## Entering Dependent Information, Continued

#### Procedures,

Step	Action	
13	Click the <b>Personal Profile</b> tab.	
	Name         Address         Personal Profile	
	Dependent/Beneficiaries Q   I Q   Z of 3 v V I View All	
	Joe Leaphorn Person ID 1234567 + -	
	Dependent/Beneficiary ID 03 Name Sally Thunder	
14	Dependent/Beneficiary ID       03       Name       Sally Thunder         Enter the dependent/beneficiary information (ensure you are entering the correct information for the correct dependent/beneficiary). See Step 15 for a description of each required field.         Name       Address       Personal Profile         Joe Leaphorn       Person ID       1234567         Personal Profile       Q       I       I         Dependent/Beneficiary ID       03       Sally Thunder         Dependent/Beneficiary ID       03       Sally Thunder         Date of Birth       Birth Location       Birth State       Q	
	correct information for the correct dependent/beneficiary). See Step 15 for a	
	description of each required field.	
	Name         Address         Personal Profile	
	Joe Leaphorn Person ID 1234567	
	Personal Profile Q   I Q 2 of 3 V View All	
	Dependent/Beneficiary ID 03 Sally Thunder	
	Date of Birth End Birth Location	
	Birth Country Q Birth State Q	
	Date of Death Riders/Orders exist	
	Medicare Entitled Date Riders/Orders	
	description of each required field.         Name       Address         Personal Profile       Person ID 1234567         Personal Profile       Q         2 of 3 v       vi         Dependent/Beneficiary ID 03       Sally Thunder         Date of Birth       IIII         Birth Country       Q         Date of Death       IIII         Birth State       Q         Date of Death       IIII         Riders/Orders       Riders/Orders         Personal History       Q         101 v   view All         *Effective Date       01/07/2024         *Dependent Beneficiary Type       view All         *Cender       View All	
	*Effective Date 01/07/2024 🔃 🛨	
	*Relationship to Employee Dependent Data	
	*Dependent Beneficiary Type	
	"Gender Male ~	
	"Marital Status Single  As of	
	Student As of	
	Disabled As of	
	U Smoker As of	
	Occupation	
	▶ 🚍 USA	
	Implication         Implication	
	*Country *National ID Type Description National ID Primary ID	
	USA Q PR Q Social Security Number 4 -	
	Save         Return to Search         Notify         Update/Display         Include History         Correct History	
	Name   Address   Personal Profile	

Continued on next page

## Entering Dependent Information, Continued

Procedures,

continued

	Action
Field	Description
Date of Birth	Defaults to the current date. Enter
	the correct date of birth.
Birth Country	Using the lookup, select the
	appropriate birth country.
Birth Location	Enter the location (city) of birth.
Birth State	Using the lookup, select the
	appropriate birth state.
Effective Date	Defaults to the current date. Enter
	the correct date of dependency.
Relationship to Employee	Using the drop-down, select the
	appropriate relationship to the
	member.
Dependent Beneficiary Type	Using the drop-down, select the
	appropriate dependent beneficiary
	type.
Gender	Using the drop-down, select the
	appropriate gender.
Marital Status	Using the drop-down, select the
	appropriate marital status.
NEW	Used only for 21+ full-time student
Student check box and As of date	when the member provides more
	than 50% of the student's financial
	needs.
Occupation	(Optional) Enter the
	dependent/beneficiary occupation.
National ID	Enter the dependent/beneficiary
	social security number, il known.

## Entering Dependent Information, Continued

#### Procedures,

Click th	ne Dep	endent D	ata link.		
Name	Address	Personal Profile			
Joe Leapho	prn			Person ID 1234567	
Personal Pr	rofile			Q    4 2 of 3 v )	
	Dependent/B	eneficiary ID 03	Sally Thunder		
		Date of Birth 01/0	7/2024	Birth Location Kayenta	
Click the Depend	Birth Country USA	Q	Birth State AZ Q		
	Date of Death	<b></b>	Riders/Orders exist		
Date of D Medicare Entitled Personal History "Effective Data "Relationship to Employee		Entitled Date	 	Piders/Orders	
Personal	History			Q   I II III View All	
	*Effec	tive Date 01/07/20	24 📰	+-	
"Rel	ationship to E	mployee Daughte	er	✓ Dependent Data	
*Deper	ndent Benefici	iary Type Both		~	
		*Gender Female		✓	
	*Marit	al Status Single		✓ As of	
		□ Stude	nt	As of iii	
		Disab	ed	As of	
		□ Smok	er	As of	
	Oc	cupation			
<ul> <li>National</li> </ul>	ID				
■ Q				I€ € 1-1 of 1 ∨ ► ► I	Viev
*Country	*Nat	tional ID Type	Description	National ID Primary ID	
USA	Q. PR	Q	Social Security Number	111-22-3333	] [
Save	Return to Sea	rcn Notify		Update/Display Include History	Jorre

Continued on next page

## Entering Dependent Information, Continued

Procedures,

continued

Step	Action						
17	Complete the following fields:						
	• <b>BAH Eligible</b> – If this is a BAH eligible dependent or the Student check						
	box is used in the previous Step, check the BAH Eligible box and enter the						
	BAH Eligibility Date.						
	• Greater Than 50% Support – If the member is providing more that	n 50%					
	support for a dependent that does not reside with member or the Stuc	lent					
	check box is used in the previous Step, check the Greater Than 50%						
	Support box.						
	• <b>Spouse in Service</b> – If the dependent spouse is currently serving in t	he U.S.					
	military, check the Spouse in Service box.						
	• <b>Branch</b> – If the spouse is a Service Member, select the appropriate S	ervice					
	Branch from the drop-down.						
	• If Branch CG/CGR – If the spouse is a member of the Coast Guard						
	Regular, Coast Guard Reserve, NOAA, or PHS, enter the spouse's						
	Employee ID number.						
	When finished click <b>OK</b>						
	Dependent Allowance Data	×					
	Dependent Data	Help					
	SAH Eligible BAH Eligibility Date: 01/07/2024						
	Branch:						
	Spouse EMPLID:						
	Last Update: 9876543 When: 01/16/2024 1:14:22PM	-					
	OK Cancel						

## Entering Dependent Information, Continued

#### Procedures,

Step			Action	n			
18	Click Save.						
	Name Address	Personal Profile					
	Joe Leaphorn			Person ID 1	234567		
	Personal Profile			[	Q    4	4 2 of 3 ♥ ▶	I View All
	Dependen	t/Beneficiary ID 03	Sally Thunder				+ -
		Date of Birth 01/07	/2024	Birth Location	Kayenta		
		Birth Country USA	Q	Birth State	AZ Q		
		Date of Death	<b></b>		Riders/Order	s exist	
	Medica	re Entitled Date		Ri	ders/Orders		
	Personal History		[	Q    4 4	1 of 1 🗸	View All	
	*Ef	fective Date 01/07/202	4 📰			+ -	
	*Relationship to	o Employee Daughter	r <b>v</b>	Dependent	Data		
	*Dependent Bene	ficiary Type Both		×			
		*Gender Female		·			
	*Ma	arital Status Single		As of	<b></b>		
		🗆 Studen	ıt	As of			
		Disable	ed	As of	<b></b>		
		🗆 Smoke	r	As of	<b></b>		
		Occupation					
	<ul> <li>National ID</li> </ul>						
	E Q					-1 of 1 🗸 🕨 🕨	View All
	*Country *	National ID Type	Description	National ID		Primary ID	
	USA Q	PR Q	Social Security Number	111-22-3333			
	Save Return to S Name   Address   Pers	Search Notify onal Profile		Up	odate/Display	Include History	Correct History

## **Correcting or Updating Dependent Information**

Introduction	This section provides the procedures for correcting a member's Dependent Information in DA.
Information	Only CGHRSUP users can use Correct History mode to make data corrections (e.g., correct an erroneous date of birth).
	<b>NOTE:</b> Use the Divorce Annulment or Death of Dependent guide for a divorce or death. Do <b>NOT</b> overtype an existing marriage row. This will potentially cause multiple overpayments.
Warning Error	If this message is received upon saving a correction, click OK.
	Dependent/Beneficiaries
	*Dependent/Beneficiary ID 02
	Navigate to the Personal Profile tab and click on <b>Dependent Data</b> for each
	dependent. Verify ALL dependents that are checked <b>BAH Eligible</b> have a correct <b>Dependent Beneficiery Type</b> selected
	If <b>NOT checked</b> BAH Eligible or is not currently eligible, update the
	Dependent Beneficiary Type to reflect this as well as uncheck the checkbox,
	and remove the <b>BAH Eligibility Date</b> too, or you will get another error.
	Once this is completed you can save your correction transaction.
	Personal History Q I I I I of 1 v I View All
	*Effective Date 12/29/1997 👬 🗕
	*Relationship to Employee Spouse   Dependent Data
	*Dependent Beneficiary Type Both ~
	Dependent Allowance Data ×

			H
endent Data			
BAH Eligible	BAH Eligibility Date: 01/07/2024	Greater Than 50% Support	
Spouse in Serv	vice		
Branch:	~		
If Branch CG/CGF Spouse EMPLID:	VNOAA/PHS - Q		
Last Update: 98	76543 When:	01/16/2024 1:14:22PM	-

## Correcting or Updating Dependent Information, Continued

Proced	ures See below.					
Step	Action					
1	1 Click on the AD/RSV Payroll Workcenter tile.					
	AD/RSV Payroll Workcente	r				
2	Select the <b>Dependent Inform</b>	nation option.				
	▼ Links					
	Payroll Requests 🗸 🗸					
	Act/RSV Pay Shortcuts					
	AvIP					
	BAH Dep Data Verification					
	Cost of Living Allowance					
	Dependent Information					
	Direct Deposit					
	Housing Allowance					
	Maintain Tax Data USA					
	MGIB Enrollments					
	Direct Deposit Housing Allowance Maintain Tax Data USA MGIR Enrollments					

## Correcting or Updating Dependent Information, Continued

#### Procedures,

continued

<b>T</b> 1 1	
Enter the member	's <b>Empl ID</b> , check the <b>Correct History</b> box, and click
Search. Dependent Informati	on
Enter any information you have	/e and click Search. Leave fields blank for a list of all values.
Find an Existing Value	
▼ Search Criteria	
Empl ID	begins with V 1234567
Name	begins with 🗸
Last Name	begins with 🗸
Second Last Name	begins with 🗸
Alternate Character Name	begins with 🖌
Middle Name	begins with 🗸
Business Unit	begins with 🖌
Department Set ID	begins with 🗸
Department	begins with 🖌 🔍
Search Clear Bas	sic Search 🖾 Save Search Criteria
use the <b>arrows</b> to	scroll through the dependent rows).
<b>NOTE:</b> Use the l divorces. Do <b>NO</b> cause multiple ov	<b>Divorce Annulment or Death of Dependent</b> guide for <b>I</b> overtype an existing marriage row. This will potentially erpayments
NOTE: Use the divorces. Do NO cause multiple ov	Divorce Annulment or Death of Dependent guide for $\Gamma$ overtype an existing marriage row. This will potentially erpayments.
NOTE: Use the divorces. Do NOT cause multiple ov Name Address	Divorce Annulment or Death of Dependent guide for <b>r</b> overtype an existing marriage row. This will potentially erpayments. Personal Profile Person ID 1234567
NOTE: Use the divorces. Do NO cause multiple ov Name Address Joe Leaphorn Dependent/Beneficiaries	Divorce Annulment or Death of Dependent guide for T overtype an existing marriage row. This will potentially erpayments. Personal Profile Person ID 1234567 Q             10f6 -
NOTE: Use the divorces. Do NO cause multiple over Name Address Joe Leaphorn Dependent/Beneficiaries "Dependent/Beneficiaries	Divorce Annulment or Death of Dependent guide for T overtype an existing marriage row. This will potentially erpayments. Personal Profile Person ID 1234567 eficiary ID 02 +
NOTE: Use the divorces. Do NO cause multiple ov Name Address Joe Leaphorn Dependent/Beneficiaries "Dependent/Beneficiaries Name History	Divorce Annulment or Death of Dependent guide for T overtype an existing marriage row. This will potentially erpayments. Personal Profile Person ID 1234567 eficiary ID 02 eficiary ID 02 Q         10f1 >       View
NOTE: Use the l divorces. Do NO cause multiple ov Name Address Joe Leaphorn Dependent/Beneficiaries "Dependent/Beneficiaries Name History Effection For	Divorce Annulment or Death of Dependent guide for T overtype an existing marriage row. This will potentially erpayments. Personal Profile Person ID 1234567 eficiary ID 02 eficiary ID 0

## Correcting or Updating Dependent Information, Continued

Procedures,

Step	Ac	tion
5	Name tab:	
	• To <u>correct</u> the dependent/beneficiary (i.e., spelled incorrectly), click Edit N (NOTE: If the dependent/beneficiary correction; it is an update).	name due to being entered incorrectly Name in the Name History section. A changed their name, it is <b>NOT</b> a
	• To <u>update</u> a dependent/beneficiary n returns to maiden name), click the <b>Pl</b> new row and then click <b>Edit Name</b> .	ame (i.e., beneficiary divorces and us button under Name History to add a
	Name Address Personal Profile	
	Joe Leaphorn F	lerson ID 1234567
	Dependent/Beneficiaries	Q I I≪ ≪ 1-6 of 6 ~ ► ► I View 1
	*Dependent/Beneficiary ID D2	+ -
	Name History	Q I II II I I I I View All
	*Effective Date 12/29/1997 📰 *Format Type English 🗸	+ -
	Display Name Joe Leaphorn	Edit Name
	*Dependent/Beneficiary ID 03	+ -
	Name History	Q I I I I of 1 v I View All
	*Effective Date 12/29/1997	To <b>Update</b> : First click the (+) + - button, then click Edit Name.
	Display Name Emma Leaphorn	Edit Name To Correct: Do not add a new row, just click Edit Name.
	*Dependent/Beneficiary ID 04	+-
	Name History	Q I I II II II View All
	*Effective Date 12/29/1997	+ -
	Display Name Jim Chee	Edit Name

Continued on next page

## Correcting or Updating Dependent Information, Continued

Procedures,

continued

Step	Action
6	Update the fields as appropriate and click <b>Refresh Name</b> . If all the changes appear correct, click <b>OK</b> .
	<b>NOTE:</b> For more information on entering a dependent/beneficiary name, see
	Name x
	English Name Format
	Name Prefix
	*First Name Sally
	Middle Name Growing
	*Last Name Thunder
	Name Suffix
	Display Name Sally Thunder Formal Name Sally Thunder
	Name Thunder,Sally Growing
	OK Cancel Refresh Name
	• To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e. incorrect spelling), click <b>Edit Address</b> in the Address History section
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> <li>Name Address Personal Profile</li> <li>Dependent/Beneficiary ID 03 Name Sally Thunder</li> <li>Person ID 1234567</li> <li>Effective Date 01/07/2024 ## Address Type </li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> <li>Name Address Personal Profile</li> <li>Dependent/Beneficiary ID 03 Name Sally Thunder</li> <li>Address History USA United States Address Type Address To Correct: Do not add a new row, just click Edit Address S55 Dark Winds Road Kaverta, AZ 80033</li> </ul>
	<ul> <li>To <u>correct</u> the dependent/beneficiary address due to being entered incorrectly (i.e., incorrect spelling), click Edit Address in the Address History section. (NOTE: If the dependent/beneficiary moves, it is NOT a correction; it is an update.)</li> <li>To <u>update</u> a dependent/beneficiary address (i.e., dependent/beneficiary relocates), click the Plus button under Address History to add a new row and then click Edit Address.</li> <li>Name Address Personal Profile</li> <li>Dependent/Beneficiary ID 03 Name Sally Thunder</li> <li>Address History USA Q I Id 4 10f1 &gt;&gt; &gt;&gt;</li></ul>

## Correcting or Updating Dependent Information, Continued

Procedures,

Step			Action			
8	If updating an address, notice the Address History now indicates <b>1 of 2</b> read and the new row displays with the new <b>Effective Date</b> (defaults to currendate). Click <b>Edit Address</b> (see NOTE).					
	NOTE: Addr dependent/bei Employee. Se more informa	ess changes sho neficiary you are e the Entering I tion on entering	build <b>only</b> be made if the address of the e correcting is <b>not</b> the same address as the Dependent Information section of this guide for g an address.			
	<u>N</u> ame Address	Personal Profile				
	Dependent/Beneficiar	ies	Q   I I I I-6 of 6 - I View 1			
	Joe Leaphorn Depende	ent/Beneficiary ID 03	Person ID 1234567			
	Address History	55				
	Same Address a	is Employee	Address Type			
	Count	USA Q United States 555 Dark Winds Road Kayenta, AZ 86033	Edit Address			
	Phone Information		4			
9	Update each f	ield as appropri	ate and click <b>OK</b> .			
			Edit Address ×			
	Country	United States	Help <sup>^</sup>			
	Address 1	123 Black Hole Sun I	Lane			
	Address 2					
	Address 3					
	City	Kayenta	State AZ Q Arizona			
	Postal	86033	, MESING			
	County	Navajo				
	ОК	Cancel	-			
			•			

Continued on next page

## Correcting or Updating Dependent Information, Continued

Procedures,

Step			Action			
10	Personal Profile ta	b:				
	• To <u>correct</u> the dep incorrectly, overty entered incorrectly	pendent/benefic pe the informa , incorrect gen	ciary persona tion as appro der selected	al profile due to being opriate (i.e., birth coun ).	entered try was	
	• To <u>update</u> a dependent of the second seco	ndent/beneficia ficiary type, gen story to add a n	ry's persona nder, or mar new row and	al profile (i.e., change i ital status), click the <b>P</b> update each field as a	in <b>lus</b> button ppropriate.	
	<b>NOTE:</b> Use the Di divorces. Do <b>NOT</b> cause multiple over	vorce Annulme overtype an exist payments.	ent or Death sting marria	of Dependent guide for age row. This will poter	or ntially	
	Joe Leaphorn	Profile		Person ID 1234567		
	Personal Profile Q           1 of 6 v					
	Dependent/Beneficiar	y ID 03 Emma Lea	aphorn		+ -	
	Date of E	irth 🚺	Birth Loca	ation		
	Birth Cou	ntry Q	Birth S	State Q		
	Date of D	eath 🛄		Riders/Orders exist		
	Medicare Entitled	Date		Riders/Orders		
	Personal History		Q I M	I of 1 → I View All		
	*Effective Date	12/29/1997	To Update:	First click the (+)		
	*Relationship to Employee	Spouse	button. Depend	dent Data		
	*Dependent Beneficiary Type	Both	~			
	*Gender	Female	~			
	*Marital Status	Married	✓ As of			
		Student	As of			
		Disabled	As of			
		Smoker	As of			
	Occupation					

Continued on next page

## Correcting or Updating Dependent Information, Continued

**Procedures**, continued

Step					Act	ion				
11	If updating, r row displays field as appro	notice th with a r opriate (	e Pe lew I see I	rsonal Histo <b>Effective D</b> NOTE). Cli	ory <b>ate</b> ick	now indic (defaults <b>Save</b> .	ates <b>1</b> ( to curre	of 2 row ent date)	s and . Uj	the new odate eacl
	<b>NOTE:</b> For tab, see the E	more in Entering	forn <mark>Dep</mark> Profile	nation on en endent Info	iteri <mark>rma</mark>	ng inform tion section	ation o on of th	n the Pe iis guide	erson	al Profile
	Joe Leaphorn					Persor	n ID 123456	7		
	Personal Profile						Q    4	<ul> <li>1 of 6</li> </ul>	• •	View All
	Depend	ent/Beneficiary	ID 03	Emma Leaph	om					+ -
		Date of Bir	th	<b></b>		Birth Location				
		Birth Count	ry	Q		Birth State	Q	]		
		Date of Dea	th	<b></b>			Riders/Ord	lers exist		
	Medi	care Entitled Da	te	<b></b>		Rid	ers/Orders			
	Personal History	1				Q    4 4	1 of 2 🐱		/iew All	
		Effective Date	04/15/20	021 🛗				+	-	
	*Relationshi	p to Employee	Spouse	3	~	Dependent Da	ita			
	*Dependent Be	neficiary Type	Both		~					
		*Gender	Female	1	~					
		Marital Status	Married		~	As of				
			Stud	lent		As of				
			🗆 Disa	bled		As of				
			□ Smo	ker		As of				
		Occupation								
	<ul> <li>National ID</li> </ul>									
	₽Ç Q						H 4 -	1-1 of 1 👻 🕨	M	View All
	*Country	"National ID	уре	Description		National ID		Primary ID		
	USA Q	PR	Q	Social Security Numb	er				+	-
	Save Return to	o Search	Notify		Up	date/Display	nclude History	Correct H	listory	

## **Deleting Dependent Information**

Introduction	This section provides the procedures for deleting Dependent Information in Direct Access (DA).
User Roles	Only CGHRSUP users can use the Correct History mode to delete a dependent/beneficiary.
Dependent Status Changes	Do <b>NOT</b> delete a dependent/beneficiary due to a status change. The delete function should <b>ONLY</b> be used to remove a dependent/beneficiary that was erroneously added to an incorrect member's profile. Use the Divorce Annulment or Death of Dependent guide for a divorce or death. Do <b>NOT</b> overtype an existing marriage row. This will potentially cause multiple overpayments.

**Procedures** See below.

Step	Action							
1	Click on the AD/RSV Payroll Workcenter tile.							
	AD/RSV Payroll Workcenter							
2	Select the <b>Dependent Inform</b>	mation option.						
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
	▼ Links							
	Payroll Requests 🗸							
	Act/RSV Pay Shortcuts							
	AvIP							
	BAH Dep Data Verification							
	Cost of Living Allowance							
	Dependent Information							
	Direct Deposit							
	Housing Allowance							
	Maintain Tax Data USA							
	MGIB Enrollments							

# Deleting Dependent Information, Continued

#### Procedures,

Enton the manual		A	ction				
Enter the member	's <b>Empl I</b>	D, check	the Cor	rect Hi	<b>story</b> t	ox, and	click
Search.	on						
Enter any information you hav	ve and click Searc	h. Leave fields	plank for a lis	t of all value	s.		
Find an Existing Value							
▼ Search Criteria							
Empl ID	begins with 🖌	1234567					
Name	begins with v						
Last Name	begins with v						
Second Last Name	begins with 🖌						
Alternate Character Name	begins with v						
Middle Name	begins with v						
Business Unit	begins with v						
Department Set ID	begins with 🖌			Q			
Department	begins with 🖌			Q			
Search Clear Bas	sic Search	ase Sensitive	eria				
Locate the depend	lent/benefi	ciary that	needs t	o be de	leted (1	nay hav	e to click
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause the Name Address Pe	lent/benefi ne <b>arrows</b> has 5 dep Divorce An Do <b>NOT</b> o multiple ov	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar	leted (1 pendent pender riage ro	nay hav rows). 7 at guide w. This	e to click This for a will
Locate the depend View All or use the member currently NOTE: Use the I divorce or death. I potentially cause I Name Address Pe Gordon Sena	lent/benefi ne <b>arrows</b> has 5 depo Divorce Ar Do <b>NOT</b> o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar	epender riage ro	nay hav rows). <sup>7</sup> at guide w. This	e to click This for a will
Locate the depend View All or use the member currently NOTE: Use the la divorce or death. In potentially cause the Marrie Address Pe Gordon Sena Personal Profile	lent/benefi ne <b>arrows</b> has 5 depo Divorce An Do <b>NOT</b> o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng man	epender riage ro	nay hav rows). 7 at guide w. This	e to click This for a will
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause to Mare Address Pe Gordon Sena Personal Profile Dependent/Benefit	lent/benefi ne <b>arrows</b> has 5 depo Divorce An Do <b>NOT</b> o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar	epender riage ro	nay hav rows). 7 at guide w. This	e to click This for a will
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause the Mame Address Pe Gordon Sena Personal Profile Dependent/Benefit Date	lent/benefi ne <b>arrows</b> has 5 depe Divorce An Do <b>NOT</b> o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar	ependen riage ro	nay hav rows). T at guide w. This	e to click This for a will View +
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause to Name Address Pe Gordon Sena Personal Profile Dependent/Benefit Date Birth	lent/benefi ne <b>arrows</b> has 5 depe Divorce An Do <b>NOT</b> of multiple ov rsonal Profile	ciary that to scroll t endent/be nulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar	epender riage ro	nay hav rows). 7 at guide w. This	e to click This for a will • • • • • • •
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause the Gordon Sena Personal Profile Dependent/Benefit Date Birth Date	lent/benefi ne arrows has 5 depo Divorce An Do NOT o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme	needs t hrough neficiar or Deat n existin nts.	o be de the dep y rows h of De ng mar Person	ependent ependent riage ro 1234567	nay hav rows). T at guide w. This	e to click This for a will Viev +
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause the Mame Address Pe Gordon Sena Personal Profile Dependent/Benefit Date Birth Date of Medicare Entit	lent/benefi ne arrows has 5 depo Divorce An Do NOT o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme Sarah Sena 35 III Q IIII	needs t hrough neficiar or Deat n existin nts. Birth Loc Birth	o be de the dep y rows h of De ng mar	epender ciage ro ID 1234561	nay hav rows). It guide w. This	e to click This for a will • • • • •
Locate the depend View All or use the member currently NOTE: Use the l divorce or death. I potentially cause the Mame Address Pe Gordon Sena Personal Profile Dependent/Benefit Date Birth Date of Medicare Entith Personal History	lent/benefi ne arrows has 5 depo Divorce An Do NOT o multiple ov rsonal Profile	ciary that to scroll t endent/be nnulment overtype a verpayme Sarah Sena 5 5 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	needs t hrough neficiar or Deat n existin nts. Birth Loo Birth	o be de the dep y rows h of De ng marr Person Q ation State Riders/O	ependent ependent riage rc 1D 1234566 1 1234566 1 1234566 1 1234566 1 1234566 1 1234566	nay hav rows). T at guide w. This	e to click This for a will • • • • • • • • • • • • • • • • • • •

Continued on next page

## Deleting Dependent Information, Continued

Procedures,

Step	Action					
5	Once the appropriate dependent/beneficiary row has been located (ENSURE YOU HAVE THE CORRECT DEPENDENT/BENEFICARY TO BE REMOVED) click the <b>Delete</b> button. In this example, we will delete					
	Dependent/Beneficiary ID 05					
	Name Address Personal Profile					
	Gordon Sena Person ID 1234567					
	Personal Profile Q    4 4 5 of 5 v b     View All					
	Dependent/Beneficiary ID 05 HELEN ATCITTY					
	Date of Birth 01/02/2020					
	Birth Country USA Q Birth State FL Q					
	Date of Death Riders/Orders exist					
	Medicare Entitled Date					
	Personal History Q                       View All					
	*Effective Date 01/02/2020 📰 🗕					
	*Relationship to Employee Daughter   Dependent Data					
	*Dependent Beneficiary Type Both 🗸					
	*Gender Female 🗸					
	*Marital Status Single					
	□ Student As of III					
	Disabled As of					
	Smoker As of					
	Occupation					
6	A confirmation message will display. If you are sure you want to delete this					
	dependent/beneficiary, click <b>OK</b> .					
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.					
	OK Cancel					
7	Notice the number of dependent/beneficiery rows now indicates 4 vice 5. Click					
/	Notice the number of dependent/beneficiary fows now indicates 4 vice 5. Click					
	Name Address Personal Profile					
	Gordon Sena Person ID 1234567					
	Personal Profile   Q   I   I   I   I   I   View All					
	Dependent/Beneficiary ID 04 Guy Atcitty					
	Date of Birth 04/15/2016 EIII Birth Location Santa Fe					
	Birth Country USA Q Birth State NM Q					
	Date of Death Riders/Orders exist					
	Medicare Entitled Date Riders/Orders					