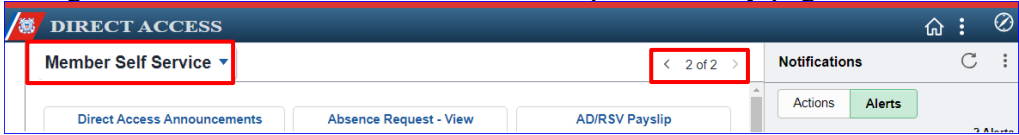



Member: Dependent Information

Introduction This guide provides the procedures for viewing dependent and beneficiary information using Direct Access (DA) Self Service.

View Only Access This is view only functionality. Any changes to the Dependent or Beneficiary Information must be submitted to the Pay Tech to be updated.















Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Personal Details tile.</p> 

Continued on next page

Member: Dependent Information, Continued

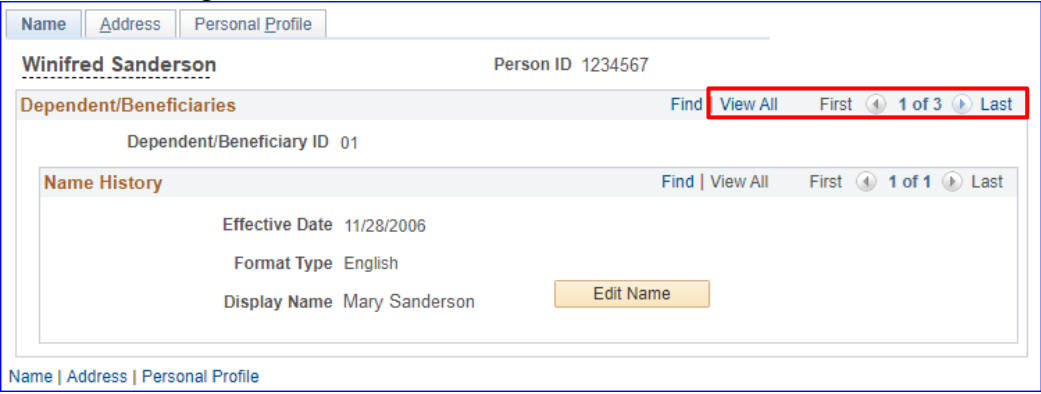
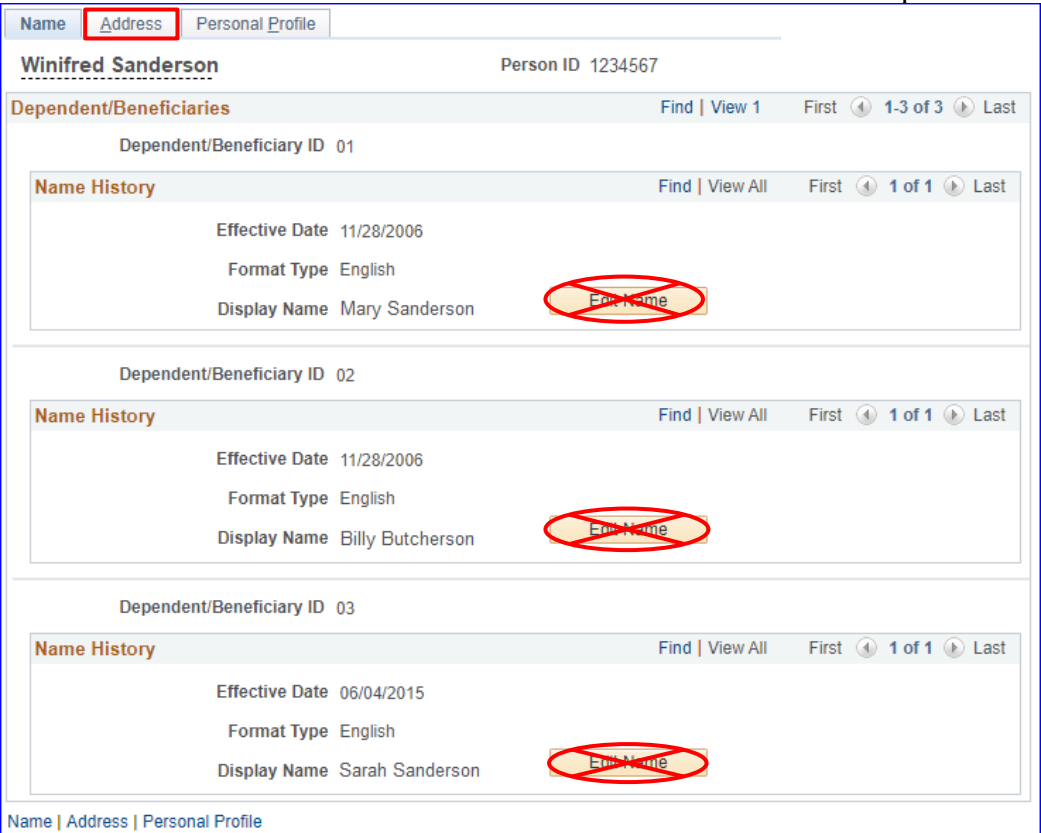
Procedures,
continued

Step	Action
3	<p>Select the Dependent Information option.</p> <div><div> Name</div><div> Additional Information</div><div> Address (Home and Mailing)</div><div> BAH Dep Data Verification</div><div> Contact Details (Phone)</div><div> Credit Card Data</div><div> Credit Card Balance</div><div> Dependent Information</div><div> Email Addresses</div><div> Email - GAL Address List</div><div> Emergency Contacts</div><div> Ethnic Groups</div><div> Marital Status</div><div> Religion</div></div>

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Member: Dependent Information, Continued

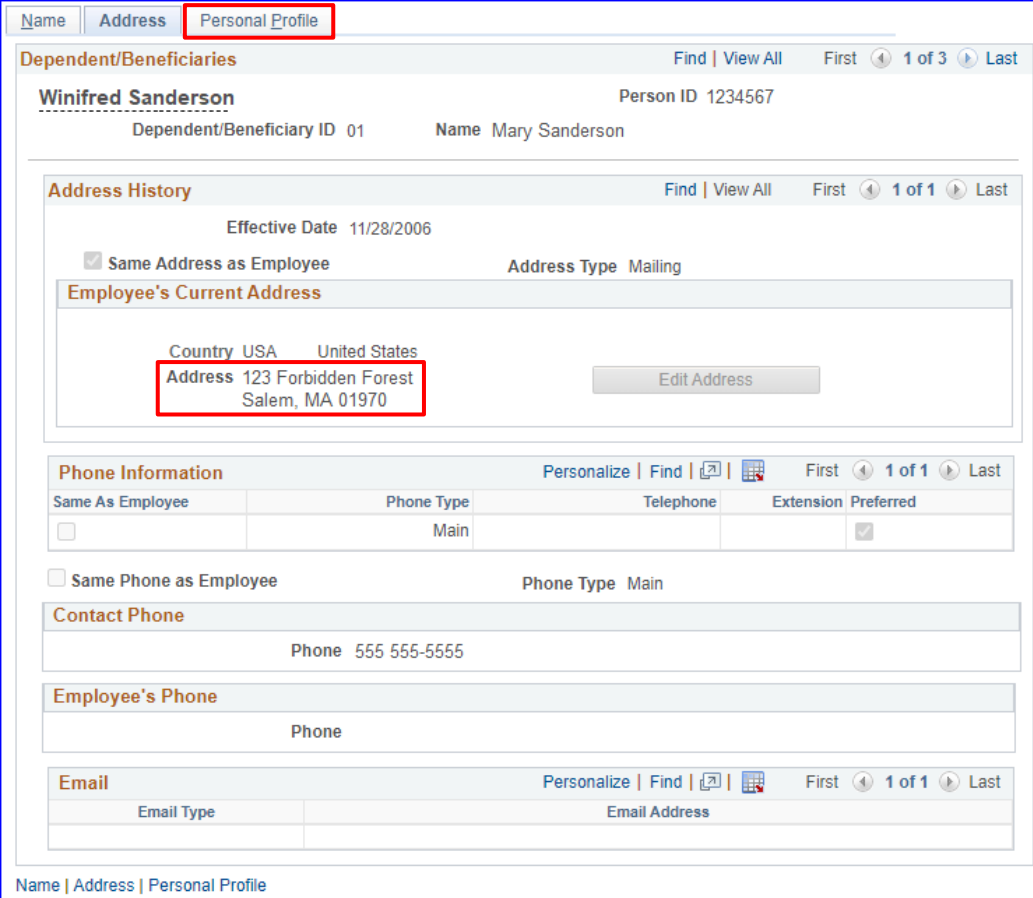
Procedures,
continued

Step	Action
4	<p>The Name tab will display. A row exists for each dependent. Use the left or right Arrows to navigate to different rows, or click the View All link.</p> 
5	<p>Review the Name tab for accuracy and select the Address tab.</p> <p>NOTE: The Edit Name button does not work in Self Service. See Step 6.</p> 

Continued on next page

Member: Dependent Information, Continued

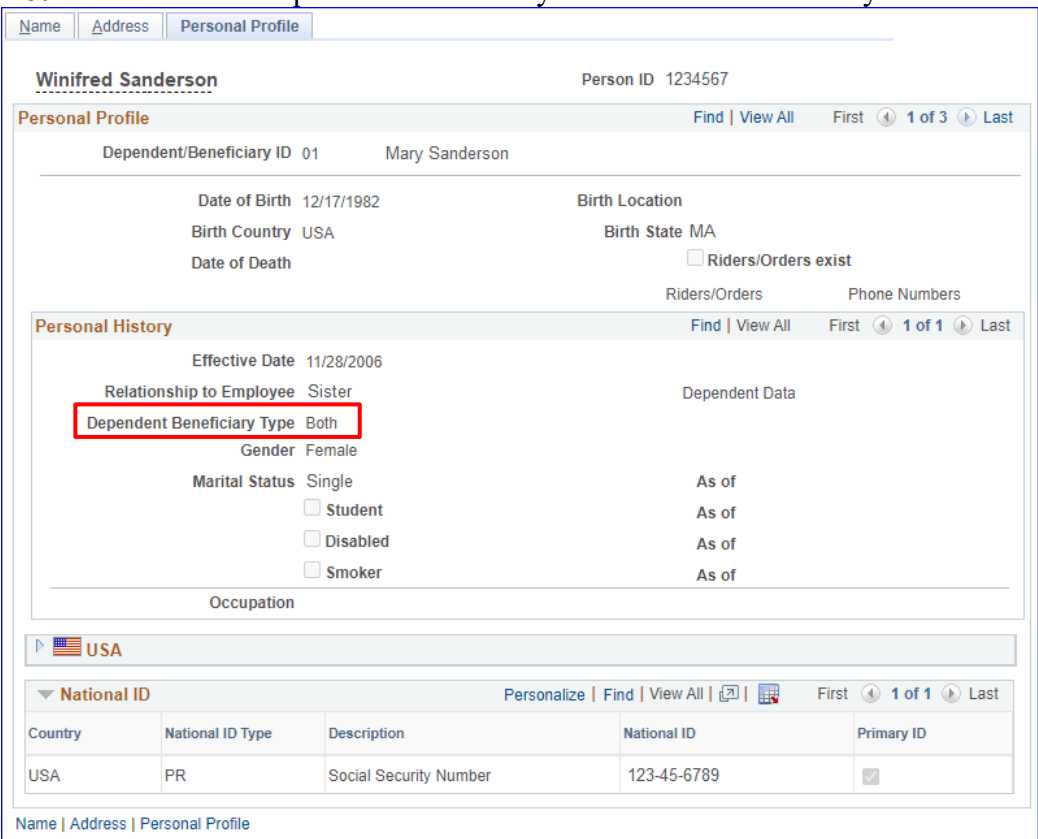
Procedures,
continued

Step	Action
6	<p>The Address tab will display the current mailing Address for each dependent. Review the information for accuracy and select the Personal Profile tab.</p>  <p>The screenshot displays the 'Personal Profile' tab for a dependent named Winifred Sanderson. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile', with 'Personal Profile' being the active tab. Below the tabs, the dependent's name 'Winifred Sanderson' and 'Person ID 1234567' are shown. The 'Address History' section lists the current mailing address: '123 Forbidden Forest, Salem, MA 01970'. The 'Phone Information' section shows a 'Main' phone number: '555 555-5555'. The 'Email' section is currently empty.</p>

Continued on next page

Member: Dependent Information, Continued

Procedures, continued

Step	Action
7	<p>The Personal Profile tab will identify specific information for each dependent. The Dependent Beneficiary Type will identify if the person is identified as a Dependent, a Beneficiary or other type of relationship to the member.</p> <p>If the person listed is a Dependent and a Beneficiary, they will be identified as Both. Review each Dependent/Beneficiary information for accuracy.</p> 
8	<p>If corrections are needed, contact your unit Administrative support staff for guidance on having the information updated in DA by your Pay Tech.</p>