View My Dependent Information

Introduction

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

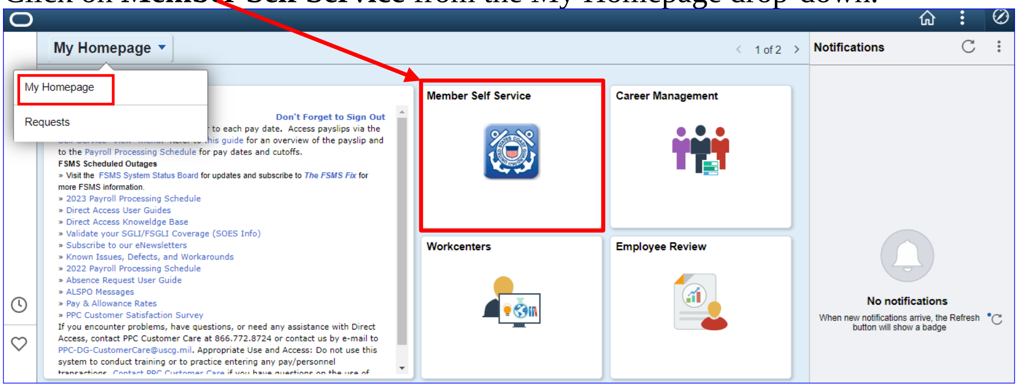
View Only Access

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

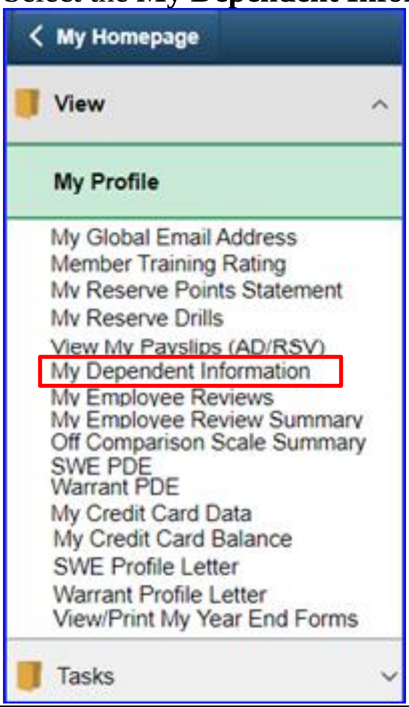
Procedures

See below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on Member Self Service from the My Homepage drop-down.



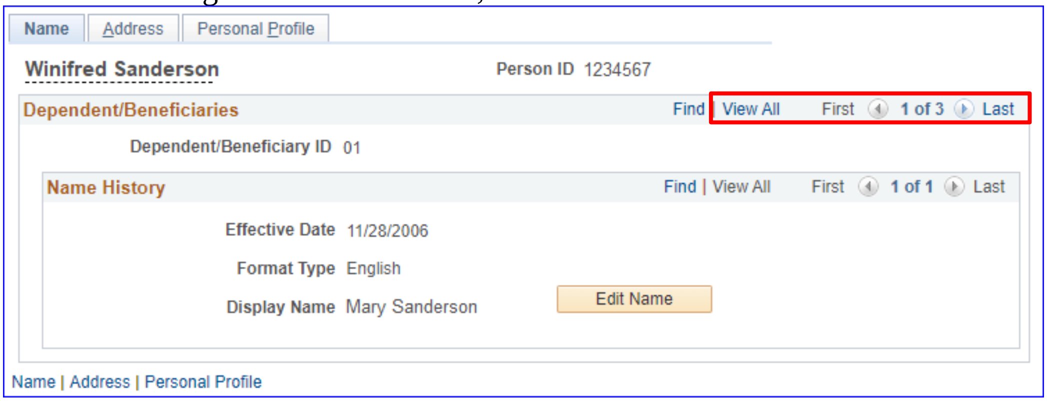
</td></tr>
<tr><td>1.5</td><td>Select the My Dependent Information option.



</td></tr>
</table>

Continued on next page

Procedures,
continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>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.


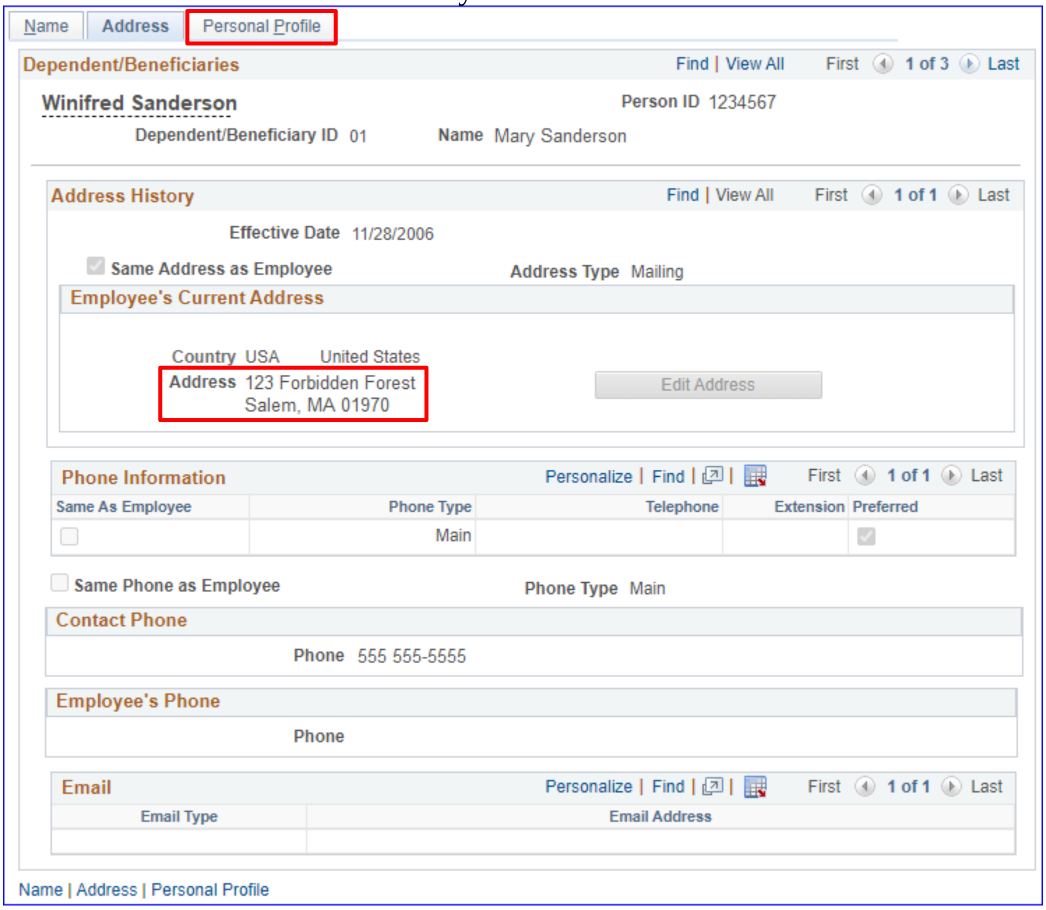
</td></tr>
<tr><td>3</td><td>Review the Name tab for accuracy and select the Address tab.

NOTE: The Edit Name button does not work in Self Service. See Step 6.


</td></tr>
</table>

Continued on next page

Procedures, continued

Step	Action
4	The Address tab will display the current mailing **Address** for each dependent. Review the information for accuracy and select the **Personal Profile** tab. 

Continued on next page

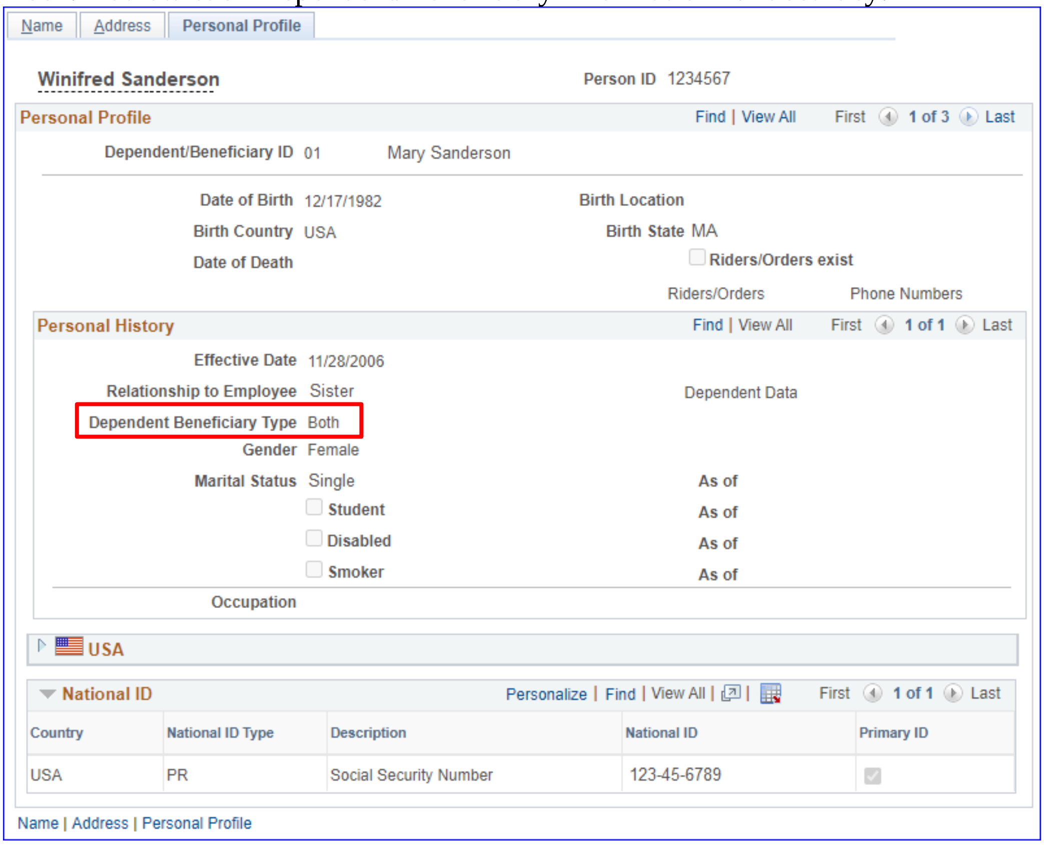
View My Dependent Information, Continued

Procedures,
continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>

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.

If the person listed is a Dependent and a Beneficiary, they will be identified as **Both**. Review each Dependent/Beneficiary information for accuracy.



</td></tr>
<tr><td>6</td><td>If corrections are needed, contact your unit Administrative support staff for guidance on having the information updated in DA by your Pay Tech.</td></tr>
</table>