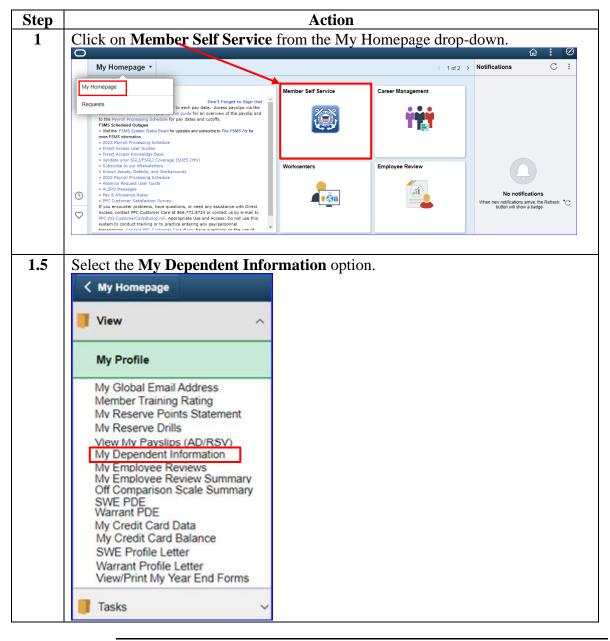
### **View My Dependent Information**

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.



Continued on next page

## View My Dependent Information, Continued

#### Procedures,

continued

		A	ction		
The Nam	ne tab will displa	ıy. A row exis	ts for each depen	dent. U	se the left
Arrows	to navigate to di	fferent rows, o	or click the View	All lin	k.
Name A	ddress Personal Profile				
Winifred	Sanderson	1	Person ID 1234567		
Dependent	/Beneficiaries		Find	View All	First 🕢 1 of 3
	Dependent/Beneficiary II	D 01			
Name H	istory		Find   1	View All	First 🕢 1 of 1 (
	Effective Dat	te 11/28/2006			
	Format Typ	e English			
	Display Nam	e Mary Sanderson	Edit Name		
Name   Addres	ss   Personal Profile				
Review t	he Name tab for	accuracy and	select the Addre	ess tab.	
		-			
NOTE:	The Edit Name	button does n	ot work in Self S	ervice.	See Step 6
Name A	ddress Personal Profile				
Name A	adress reisonar <u>r</u> ionie				
	Sanderson		Person ID 1234567		
Winifred			Person ID 1234567 Find	View 1	First 🕢 1-3 of 3
Winifred	Sanderson	0 01		View 1	First 🕢 1-3 of 3
Winifred	Sanderson Beneficiaries Dependent/Beneficiary ID	0 01	Find   1	View 1 /iew All	
Winifred Dependent/	Sanderson Beneficiaries Dependent/Beneficiary ID		Find   1		
Winifred Dependent/	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date	e 11/28/2006	Find   1		
Winifred Dependent/	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type	e 11/28/2006	Find   1		
Winifred Dependent/	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name	e 11/28/2006 e English e Mary Sanderson	Find   1		
Winifred Dependent/	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID	e 11/28/2006 e English e Mary Sanderson	Find   1	/iew All	First ④ 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID	e 11/28/2006 e English e Mary Sanderson	Find   1	/iew All	First ④ 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story	e 11/28/2006 e English e Mary Sanderson 0 02 e 11/28/2006	Find   1	/iew All	First ④ 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story Effective Date Format Type	e 11/28/2006 e English e Mary Sanderson 0 02 e 11/28/2006	Find   1	/iew All	First ④ 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story Effective Date Format Type	e 11/28/2006 e English e Mary Sanderson 0 02 e 11/28/2006 e English e Billy Butcherson	Find   1	/iew All	First ④ 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story Effective Date Format Type Display Name Display Name	e 11/28/2006 e English e Mary Sanderson 0 02 e 11/28/2006 e English e Billy Butcherson	Find   \ Fin	/iew All	First (1) 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Story Effective Date Format Type Display Name Dependent/Beneficiary ID story	<ul> <li>e 11/28/2006</li> <li>e English</li> <li>e Mary Sanderson</li> <li>0 02</li> <li>e 11/28/2006</li> <li>e English</li> <li>e Billy Butcherson</li> <li>0 03</li> </ul>	Find   \ Fin	/iew All	First (1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story Dependent/Beneficiary ID story Effective Date Format Type Display Name Dependent/Beneficiary ID story Effective Date Story Effective Da	<ul> <li>e 11/28/2006</li> <li>e English</li> <li>e Mary Sanderson</li> <li>0 02</li> <li>e 11/28/2006</li> <li>e English</li> <li>e English</li> <li>e Billy Butcherson</li> <li>0 03</li> <li>e 06/04/2015</li> </ul>	Find   \ Fin	/iew All	First (1.3 of 3 First (1 of 1 First (1 of 1) First (1 of 1)
Winifred Dependent/ Name His	Sanderson Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Data Format Type Display Name Dependent/Beneficiary ID story Effective Data Format Type Display Name Dependent/Beneficiary ID	e 11/28/2006 e English e Mary Sanderson 0 02 e 11/28/2006 e English e Billy Butcherson	Find   \ Fin	/iew All	First (1) 1 of 1
Winifred Dependent/ Name His	Sanderson Beneficiaries Dependent/Beneficiary ID story Effective Date Format Type Display Name Story Effective Date Format Type Display Name Dependent/Beneficiary ID story	<ul> <li>e 11/28/2006</li> <li>e English</li> <li>e Mary Sanderson</li> <li>0 02</li> <li>e 11/28/2006</li> <li>e English</li> <li>e English</li> <li>e Billy Butcherson</li> <li>0 03</li> <li>e 06/04/2015</li> </ul>	Find   \ Fin	/iew All	First (4) 1 of 1

Continued on next page

## View My Dependent Information, Continued

#### Procedures,

continued

p	Action						
	The Address tab will display the current mailing <b>Address</b> for each dependent. Review the information for accuracy and select the <b>Personal Profile</b> tab.						
	Name Address Personal Profile						
	Dependent/Beneficiaries	Find   View All First 🕢 1 of 3 🕟 Last					
	Winifred Sanderson Dependent/Beneficiary ID 01 Nam	Person ID 1234567 Name Mary Sanderson					
	Address History	Find   View All First 🕢 1 of 1 🕟 Last					
	Effective Date 11/28/2006						
	Same Address as Employee	Address Type Mailing					
	Employee's Current Address						
	Address 123 Forbidden Forest Salem, MA 01970 Phone Information	Edit Address Personalize   Find   2 대 First ④ 1 of 1 ④ Last					
	Same As Employee Phone Type	Telephone Extension Preferred					
	Main						
	Same Phone as Employee	Phone Type Main					
	Contact Phone						
	Phone 555 555-5555						
	Employee's Phone						
	Phone						
	Email	Personalize   Find   🔄   🌉 🛛 First 🕢 1 of 1 🕟 Last					
	Email Type	Email Address					
	Name   Address   Personal Profile						

Continued on next page

# View My Dependent Information, Continued

#### Procedures,

continued

tep				tion				
5	The <b>Personal Profile</b> tab will identify specific information for each dependent. The <b>Dependent Beneficiary Type</b> will identify if the person is identified as a							
	Dependen	t, a Beneficia	ry or other type of	of relationship to the me	ember.			
	-			-				
	-		-	Beneficiary, they will I				
	Both. Rev	view each Dep	endent/Beneficia	ary information for accu	uracy.			
	Name Addre	Personal Profile						
	Winifred S	anderson		Person ID 1234567				
	Personal Prof	file		Find View All	First 🕢 1 of 3 🕑 Las			
	Dep	endent/Beneficiary ID	01 Mary Sanderson					
		Date of Birth	12/17/1982	Birth Location				
		Birth Country	USA	Birth State MA				
		Date of Death		Riders/Orders	exist			
				Riders/Orders	Phone Numbers			
	Personal Hi	istory		Find View All	First 🕢 1 of 1 🕑 Last			
		Effective Date						
		ationship to Employee		Dependent Data				
	Deper	ndent Beneficiary Type Gender						
		Marital Status	Single	As of				
			Student	As of				
			Disabled	As of				
			Smoker	As of				
	Occupation							
	🗈 📰 USA							
	National	ID	P	ersonalize   Find   View All   🔄   🔢	First 🕢 1 of 1 🕟 Last			
	Country	National ID Type	Description	National ID	Primary ID			
	USA	PR	Social Security Number	123-45-6789	<b>V</b>			
	Name   Address	Personal Profile						