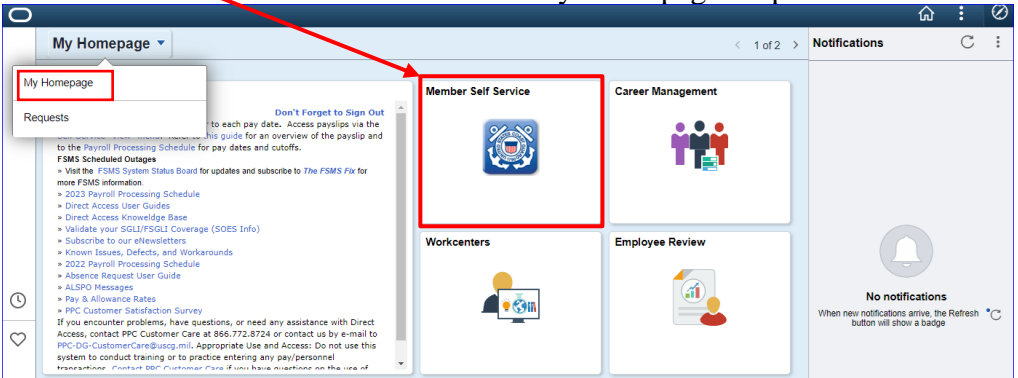
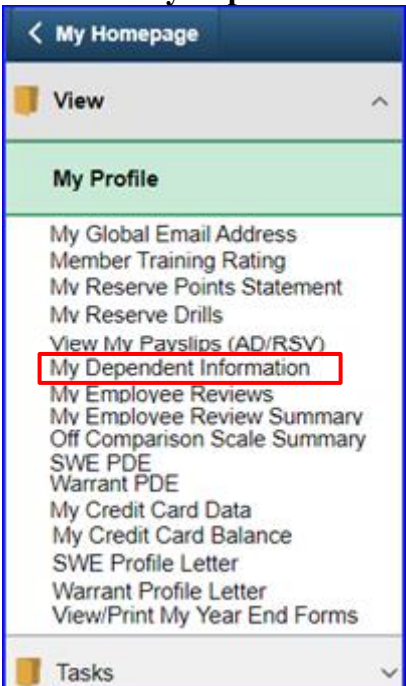


View My Dependent Information

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.

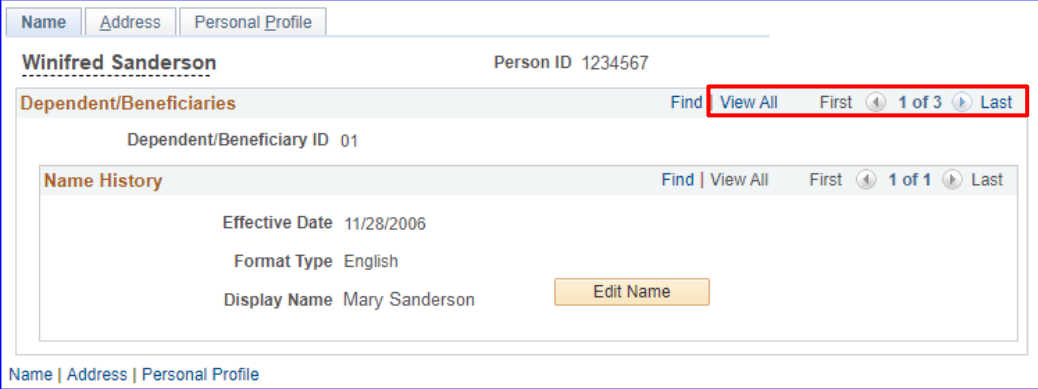
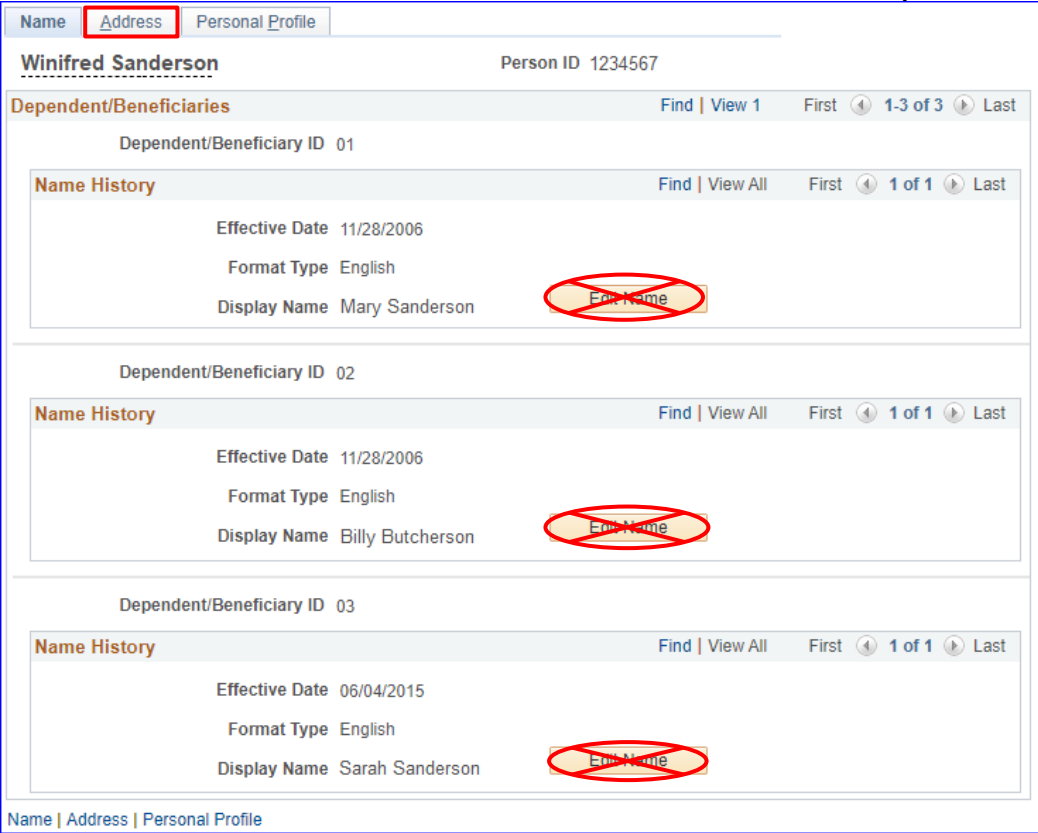
Procedures See below.

Step	Action
1	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
1.5	<p>Select the My Dependent Information option.</p> 

Continued on next page

View My Dependent Information, Continued

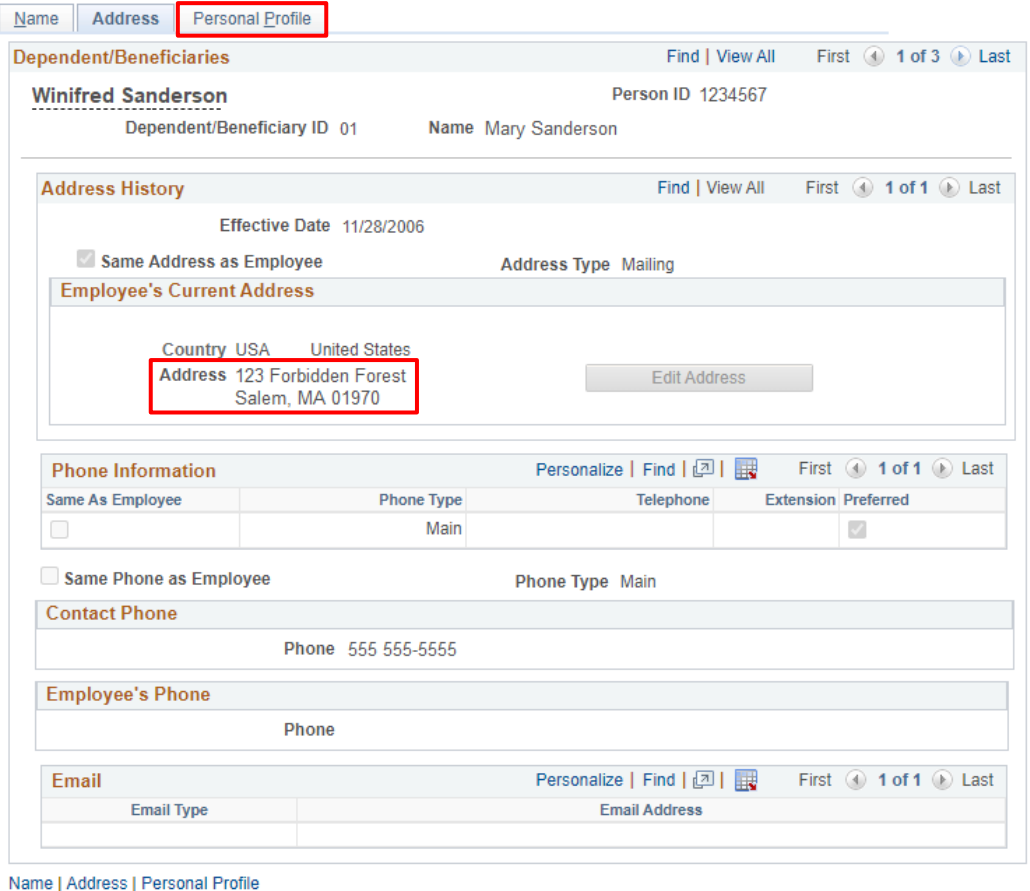
Procedures,
continued

Step	Action
2	<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> 
3	<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

View My Dependent Information, Continued

Procedures,
continued

Step	Action
4	<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 shows the 'Personal Profile' tab selected. Under 'Dependent/Beneficiaries', the name 'Winifred Sanderson' and 'Person ID 1234567' are visible. The 'Address History' section shows an effective date of 11/28/2006 and 'Same Address as Employee' checked. The 'Employee's Current Address' section shows 'Country USA United States' and 'Address 123 Forbidden Forest Salem, MA 01970'. The 'Phone Information' section shows 'Same As Employee' unchecked and 'Phone Type Main'. The 'Contact Phone' section shows 'Phone 555 555-5555'. The 'Employee's Phone' section shows 'Phone'. The 'Email' section is empty.</p>

Continued on next page

View My Dependent Information, Continued

Procedures,
continued

Step	Action
5	<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> <div data-bbox="327 689 1369 1525" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Personal Profile' section for Winifred Sanderson (Person ID 1234567). It includes fields for Date of Birth (12/17/1982), Birth Location (USA, MA), and Date of Death. The 'Personal History' section shows an effective date of 11/28/2006, a relationship to the employee as 'Sister', and a 'Dependent Beneficiary Type' of 'Both', which is highlighted with a red box. Other fields include Gender (Female), Marital Status (Single), and checkboxes for Student, Disabled, and Smoker. A 'National ID' table at the bottom shows a Social Security Number (123-45-6789) for the USA with a 'PR' type and a checked 'Primary ID' box.</p> </div>
6	<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>