


View My Dependent Information

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

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

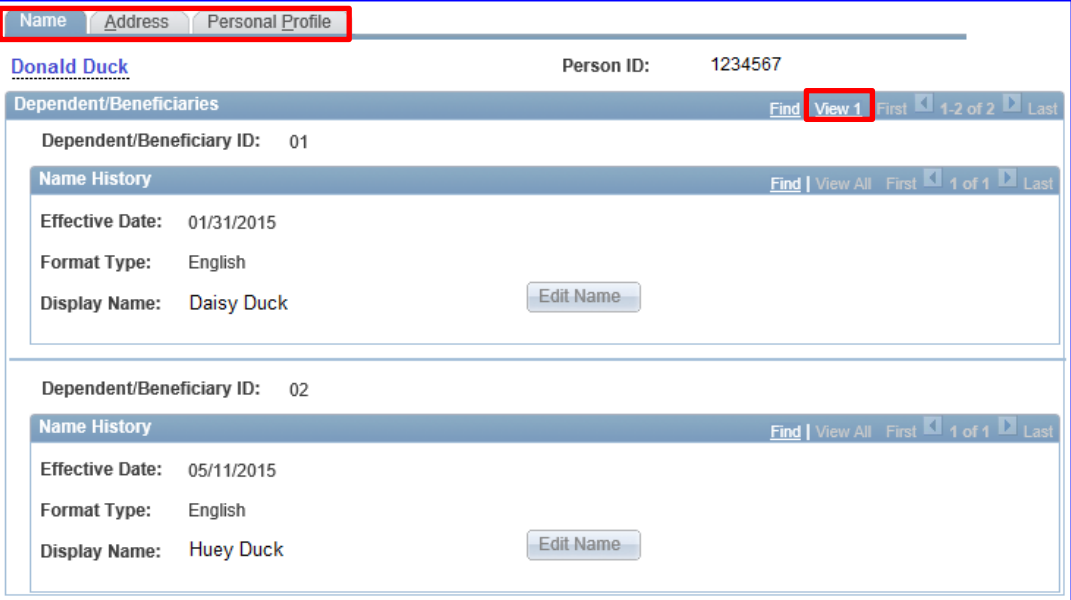
Procedure Log into Direct Access and follow these steps to view your dependent information.

Step	Action
1	<p>Select the My Dependent Information link from the Self Service Employee pagelet. You may need to click the 7 more link.</p>  <p>The screenshot shows a web interface titled 'Employee' with a dropdown arrow. It is divided into three columns: 'Profile', 'Tasks', and 'View'. The 'View' column contains a list of links, with 'My Dependent Information' highlighted by a red rectangular box. Other links in the 'View' column include 'My Profile', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Employee Reviews', 'Employee Review Summary', 'Off Comparison Scale Summary', and '7 More...'. The 'Tasks' column includes links for 'PCS eResumes', 'My Airport Terminal Orders', 'Emergency Contacts', 'Home and Mailing Address', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'Federal & State Tax Elections', 'All Duty Report', and '11 More...'. The 'Profile' column has a 'Profile' link.</p>

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View My Dependent Information, Continued

Procedure, continued

Step	Action
2	<p>The Dependent/Beneficiary Information page 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> <p>Each dependent will have a Name, Address and a Personal Profile tab. Click the tab titles to view the data.</p> <p>Review the information on the Name tab for accuracy.</p> 

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View My Dependent Information, Continued

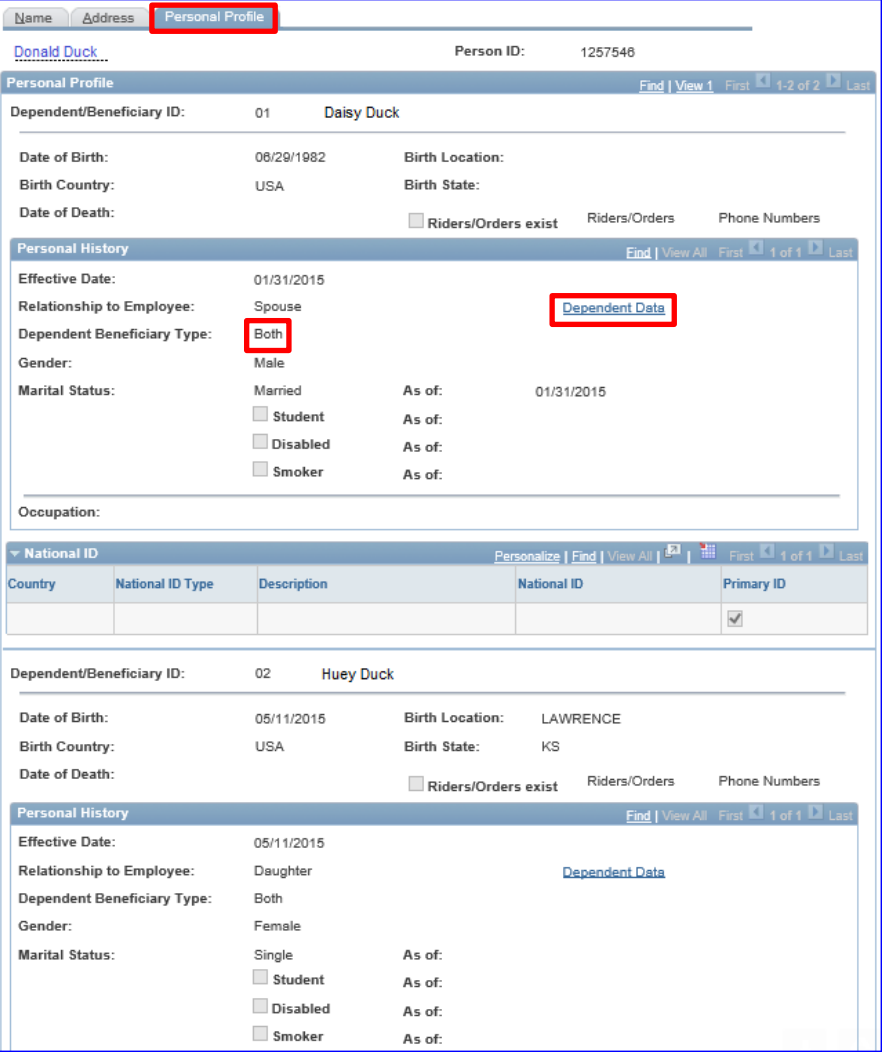
Procedure, continued

Step	Action
3	<p>The Address tab will display the current mailing address for each dependent. Review the information for each Dependent/Beneficiary for accuracy.</p> <div data-bbox="370 541 1435 1629"><p>Name Address Personal Profile</p><p>Donald Duck Person ID: 1234567</p><p>Dependent/Beneficiaries Find View 1 First 1-2 of 2 Last</p><p>Dependent/Beneficiary ID: 01 Name: Daisy Duck</p><p>Address History Find View All First 1 of 1 Last</p><p>Effective Date: 01/31/2015</p><p><input checked="" type="checkbox"/> Same Address as Employee Address Type: Mailing</p><p>Employee's Current Address</p><p>Country: USA United States</p><p>Address: 1 Quack Lane Topeka, KS 66683</p><p><input type="checkbox"/> Same Phone as Employee Phone Type:</p><p>Contact Phone</p><p>Phone:</p><p>Employee's Phone</p><p>Phone:</p><p>Dependent/Beneficiary ID: 02 Name: Huey Duck</p><p>Address History Find View All First 1 of 1 Last</p><p>Effective Date: 05/11/2015</p><p><input checked="" type="checkbox"/> Same Address as Employee Address Type: Mailing</p><p>Employee's Current Address</p><p>Country: USA United States</p><p>Address: 1 Quack Lane Topeka, KS 66683</p></div>

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View My Dependent Information, Continued

Procedure, continued

Step	Action
4	<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> <p>Click the Dependent Data link.</p> 

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View My Dependent Information, Continued

Procedure, continued

Step	Action
<p>5</p>	<p>The Dependent Allowance Data page will display and identify if the Dependent/Beneficiary is:</p> <ul style="list-style-type: none"> • BAH Eligible dependent. • If the Member provides greater than 50% support of the dependent and • If the Spouse is in a military service. <p>If the page is blank, the dependent is a Beneficiary only.</p> <div data-bbox="370 764 1435 1241" style="border: 1px solid blue; padding: 5px;"> <p>Dependent Allowance Data</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Dependent Data</p> <div style="border: 2px solid red; padding: 5px;"> <p><input checked="" type="checkbox"/> BAH Eligible BAH Eligibility Date: 01/31/2015 <input type="checkbox"/> Greater Than 50% Support</p> <p><input type="checkbox"/> Spouse in Service</p> <p>Branch:</p> <p>If Branch CG/CGR - Spouse EMPLID:</p> </div> <p>Last Update: 1234567 When: 02/26/2018 12:27:44PM</p> <p><input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div>