


# 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.

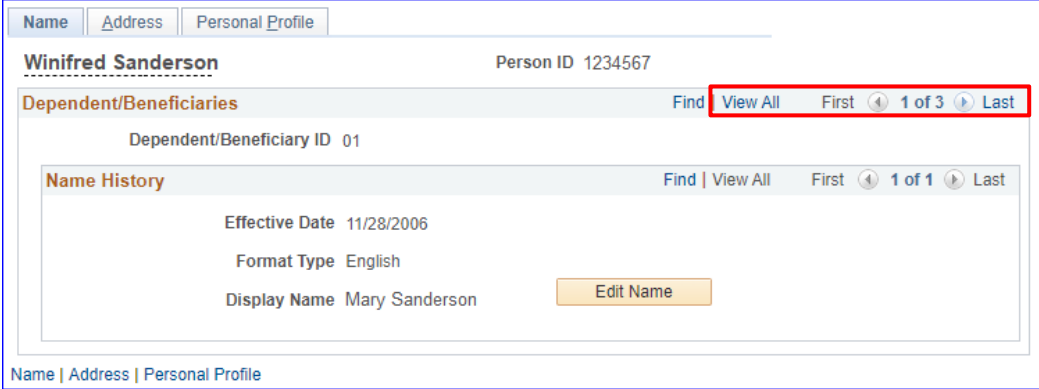
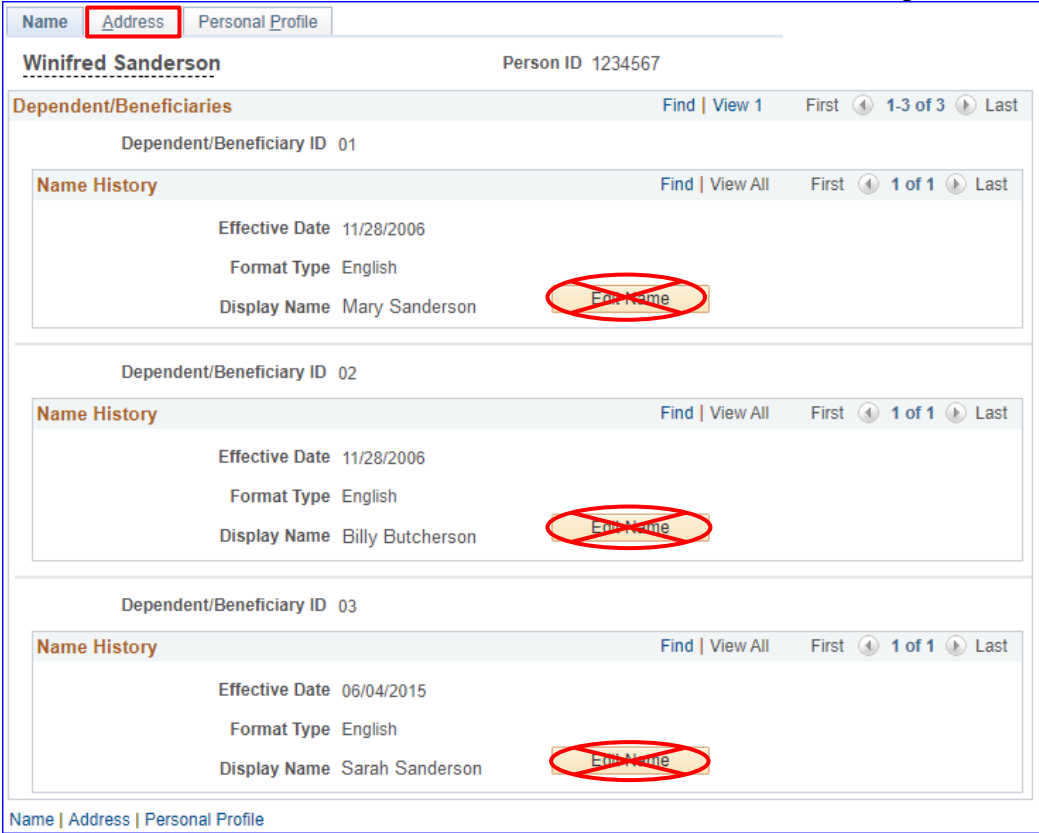
**Procedures** See below.

Step	Action
1	<p>Select the <b>My Dependent Information</b> link from the Employee pagelet. You may need to click the # <b>more</b> link.</p>  <p>The screenshot shows an 'Employee' pagelet with a list of links. The 'My Dependent Information' link is highlighted with a red box. Below it, the '8 More...' link is also highlighted with a red box. The list includes: Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, 12 More...; View, My Profile, My Global Email Address, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and 8 More...</p>

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## View My Dependent Information, Continued

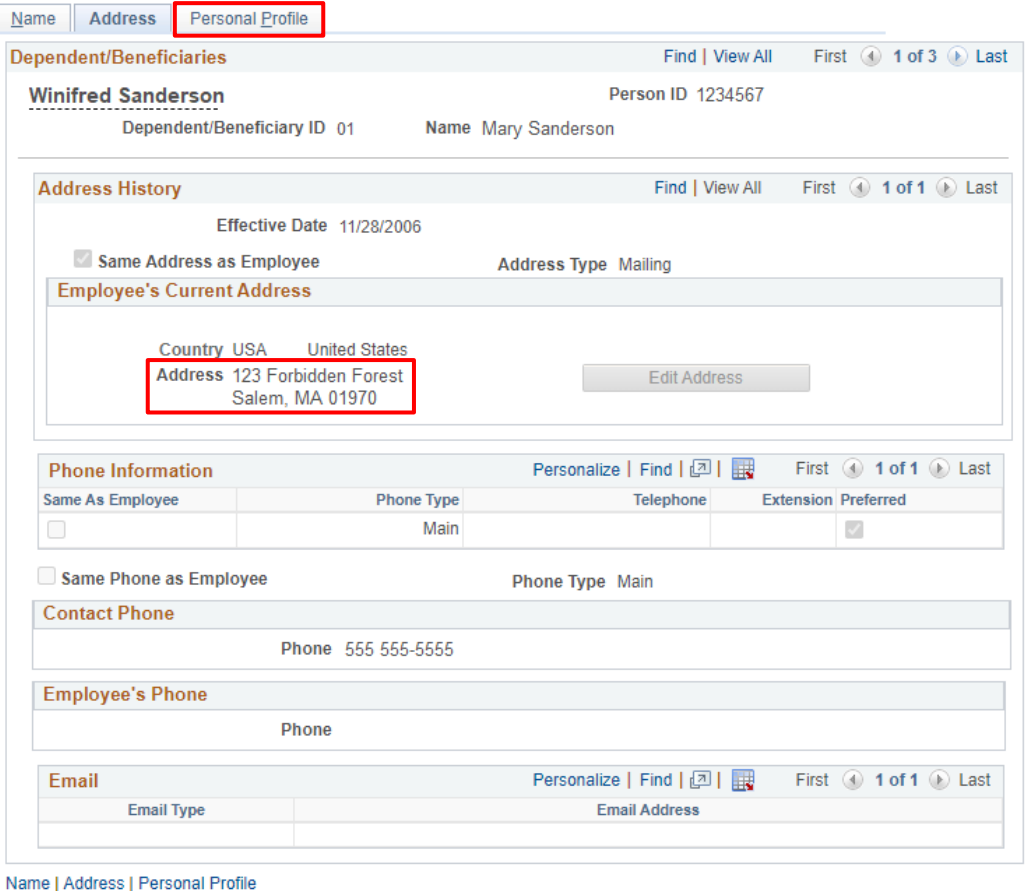
Procedures,  
continued

Step	Action
<p><b>2</b></p>	<p>The Name tab will display. A row exists for each dependent. Use the left or right <b>Arrows</b> to navigate to different rows, or click the <b>View All</b> link.</p> 
<p><b>3</b></p>	<p>Review the Name tab for accuracy and select the <b>Address</b> tab.</p> <p><b>NOTE:</b> The <b>Edit Name</b> button does not work in Self Service. See Step 6.</p> 

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## View My Dependent Information, Continued

Procedures,  
continued

Step	Action
4	<p>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.</p>  <p>The screenshot shows the 'Personal Profile' tab for dependent Winifred Sanderson. The 'Address' tab is selected. The 'Employee's Current Address' section shows 'Country USA United States' and 'Address 123 Forbidden Forest Salem, MA 01970', both highlighted with red boxes. Other sections include 'Address History', 'Phone Information', 'Contact Phone', 'Employee's Phone', and 'Email'.</p>

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## View My Dependent Information, Continued

Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>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 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 <b>Both</b>. 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. Below this is a 'National ID' section with a table showing a Social Security Number (123-45-6789) for the USA.</p> </div>
<p><b>6</b></p>	<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>