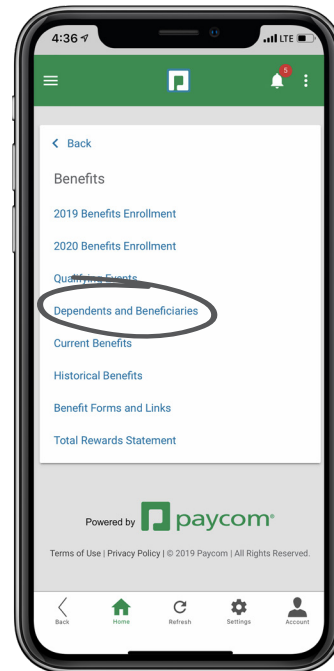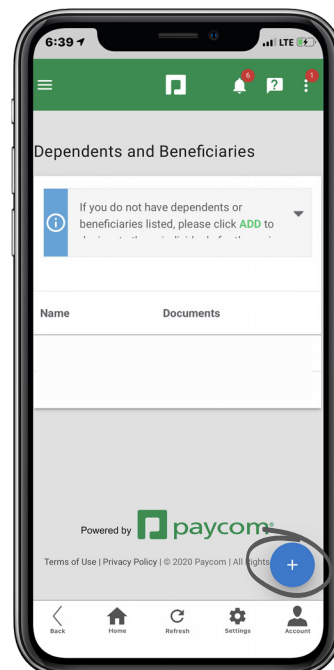# SHOW ME HOW

to Add or Edit a Dependent
Benefits

STEP 1

Navigate to Benefits >
Dependents and Beneficiaries.

STEP 2

Click the blue plus sign icon.

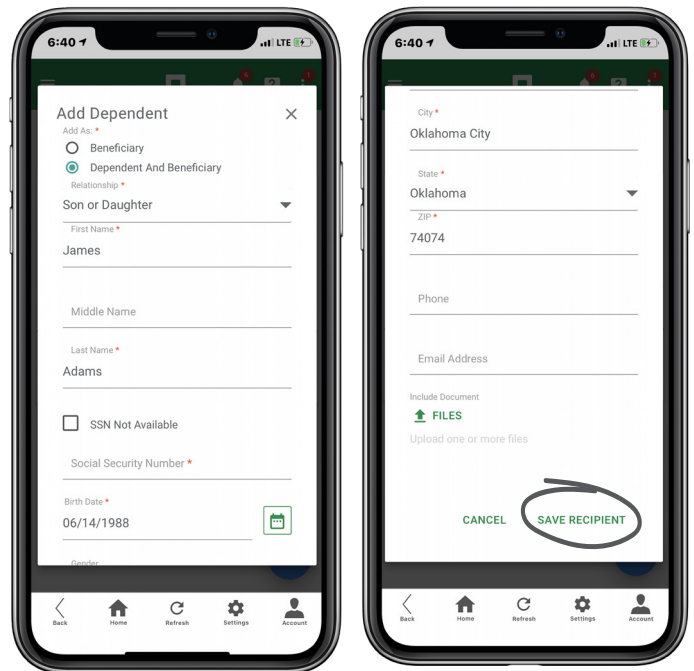**EMPLOYEES** Visit the Help Menu for the most up-to-date version of this guide.

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SHOW ME HOW

to Add or Edit a Dependent
Benefits

> **STEP 3**
>
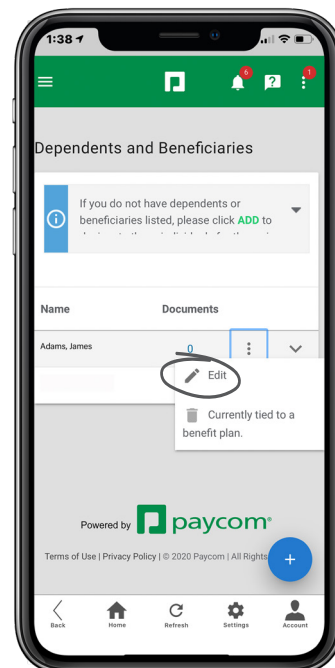> Then, enter the information for the dependent. When you're finished entering details, click "Save Recipient."
>
> *Certain fields are required.*

> **STEP 4**
>
> To edit an existing dependent, click the three-dot icon and click "Edit."

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

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