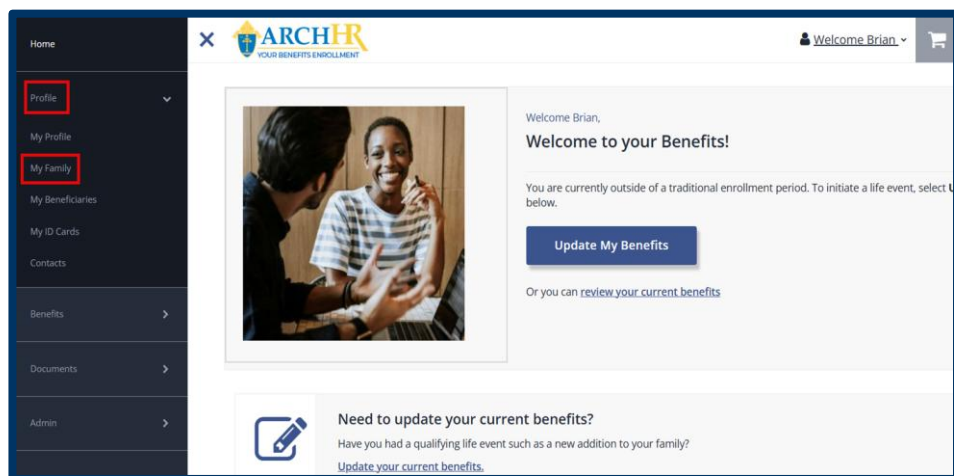


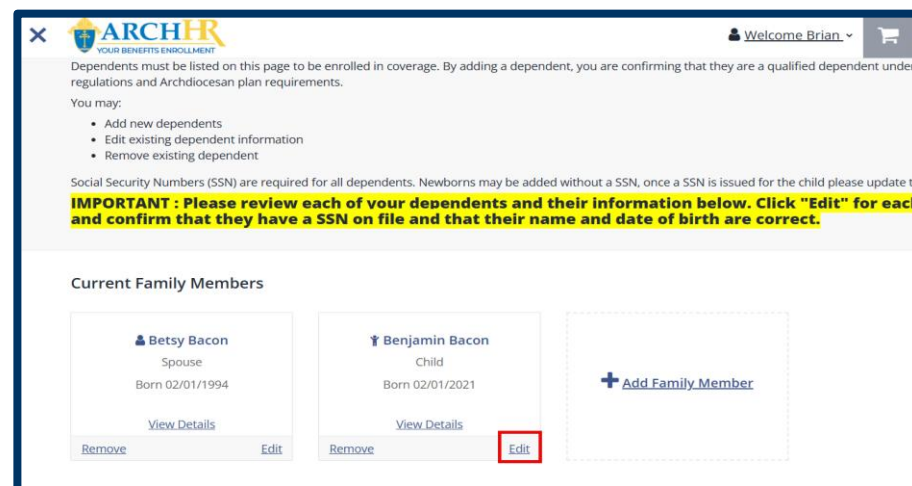
Benefits Quick Reference Guide: Updating or Adding Dependent Records

IMPORTANT! This guide is only intended to provide instructions on how to update demographic information for your existing dependent(s) or add a new dependent to your employee profile. If you wish to modify your benefits enrollments to ensure your dependents are covered under insurance, you must follow the associated enrollment Quick Reference Guide and actively assign your dependents to the applicable coverages by checking the box next to their name on each coverage enrollment screen.

1. To begin, log in to your benefits portal. Select Profile > My Family from the menu on the left side.



2. Select Edit on the dependent whose records should be updated or select +Add Family Member to add a new dependent all together.



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3. Make the necessary updates to the dependent. Once complete, select Save.

4. Review the pop-up and select OK to continue. Repeat steps 1-4 for any additional dependents who require record changes.

ARCHHR YOUR BENEFITS ENROLLMENT

Welcome Brian \$8.20 Per Deduction Period

Verify your Dependent Information and make changes if needed

You are confirming that this is a legal dependent, eligible for benefits under one or more of your available plans.

Basic Information

First Name * Benjamin

Middle Name Middle Name

Last Name * Bacon

SSN * [Redacted]

Gender * Male

Birthdate * 02/01/2021

Relationship * Child

Additional Info

☒ Lives At Home ☐ Enroll in Medicare

CANCEL **Save**



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CANCEL **Save**

Please confirm

Since you just changed your family member's information, you may need to start a life event because the change could impact coverage. Contact your Benefits Team representative if you need more information.

CANCEL **Ok**