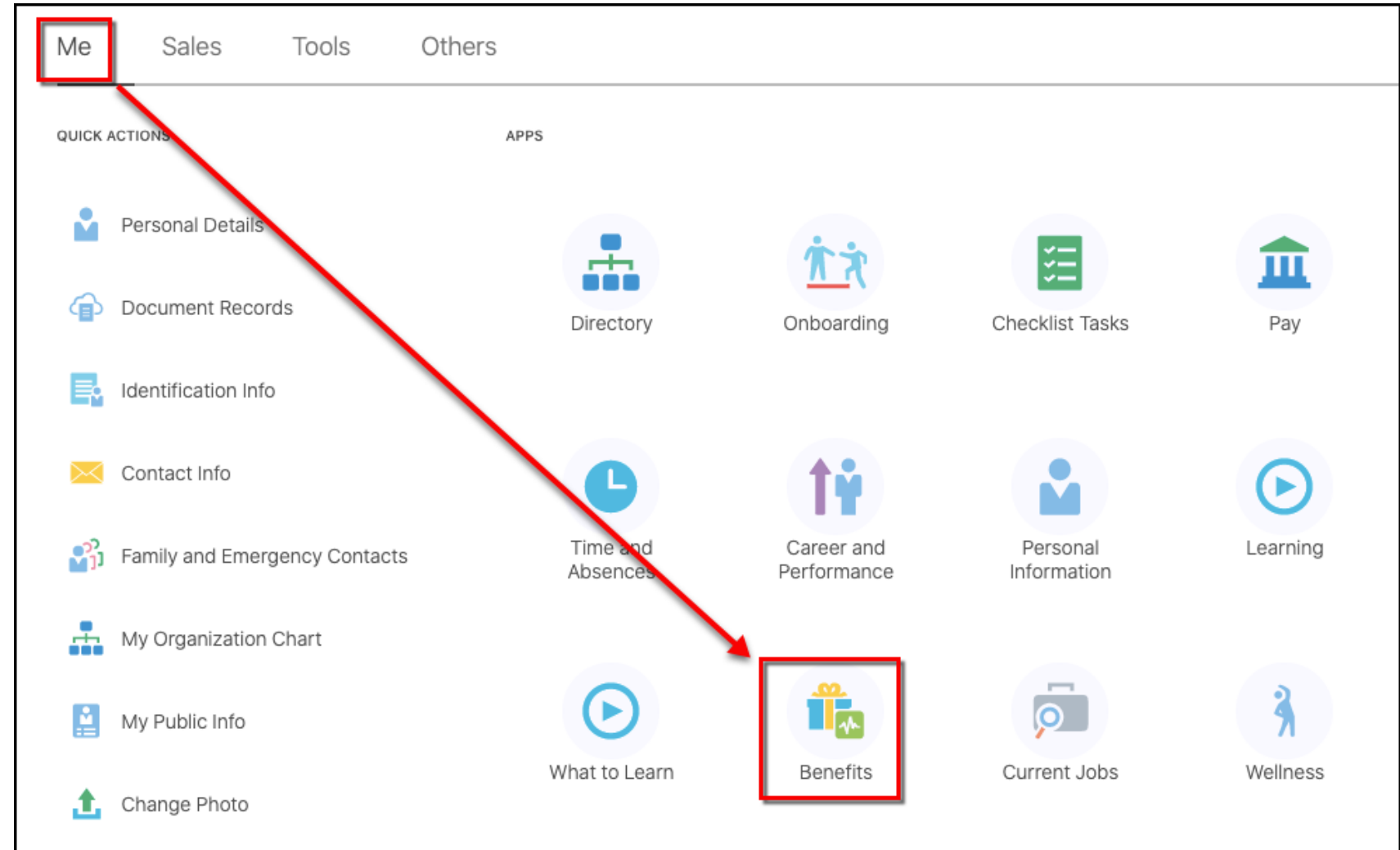


1. Select **Me** to display your employee functions
2. Click **Benefits**



3. To add dependents or beneficiaries, click **People to Cover**

RS

Rickon Stark

Review your benefits package and relevant info before you enroll.



Pending Actions
Address your open items to complete enrollment



Your Benefits
See your current, past, and future enrollments



Report a Life Event
Record a life event for enrollment opportunities



People to Cover
Add family and others before you enroll



Primary Care Physicians
Provide physician details for yourself and others



Document Records
Upload documents to support your enrollments

4. On the **People to Cover** page, you can edit existing people or add more

People to Cover

Rickon Stark



Information

To cover family and others in benefits, add them now before you enroll.

People

Catelyn Stark
Child

+ Add

Beneficiary Organizations



There's nothing here so far.

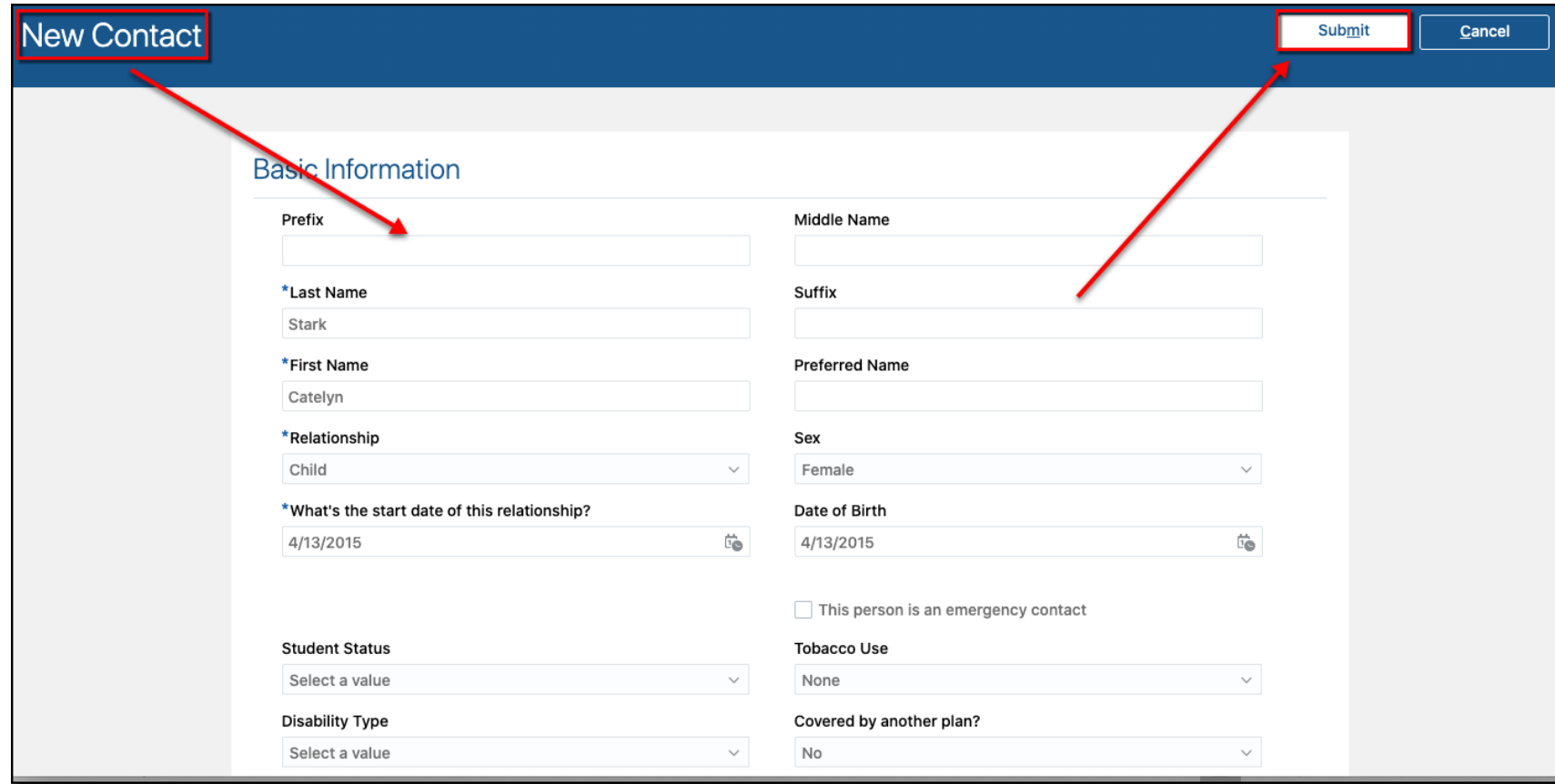
+ Add

5. To add a person, enter the person's information

Note: Required fields are indicated with a blue asterisk

6. Be sure to enter details for all sections on the page

7. When finished, click **Submit**



The screenshot shows a web form titled "New Contact" in a blue header bar. The form is divided into two columns. The left column contains fields for "Prefix", "*Last Name" (with "Stark" entered), "*First Name" (with "Catelyn" entered), "*Relationship" (with "Child" selected), and "*What's the start date of this relationship?" (with "4/13/2015" entered). The right column contains fields for "Middle Name", "Suffix", "Preferred Name", "Sex" (with "Female" selected), "Date of Birth" (with "4/13/2015" entered), and a checkbox for "This person is an emergency contact". Below these are three more fields: "Student Status" (with "Select a value" selected), "Disability Type" (with "Select a value" selected), "Tobacco Use" (with "None" selected), and "Covered by another plan?" (with "No" selected). At the top right of the form are "Submit" and "Cancel" buttons. Red arrows point from the "New Contact" title and the "Submit" button to the instructional text on the left.

New Contact

Basic Information

Prefix

Middle Name

*Last Name
Stark

Suffix

*First Name
Catelyn

Preferred Name

*Relationship
Child

Sex
Female

*What's the start date of this relationship?
4/13/2015

Date of Birth
4/13/2015

☐ This person is an emergency contact

Student Status
Select a value

Tobacco Use
None

Disability Type
Select a value

Covered by another plan?
No

Submit **Cancel**

8. If applicable, click **Add** again to enter additional people to cover

End of Procedure

People to Cover



Information

To cover family and others in benefits, add them now before you enroll.

People

Catelyn Stark
Child



Beneficiary Organizations





There's nothing here so far.