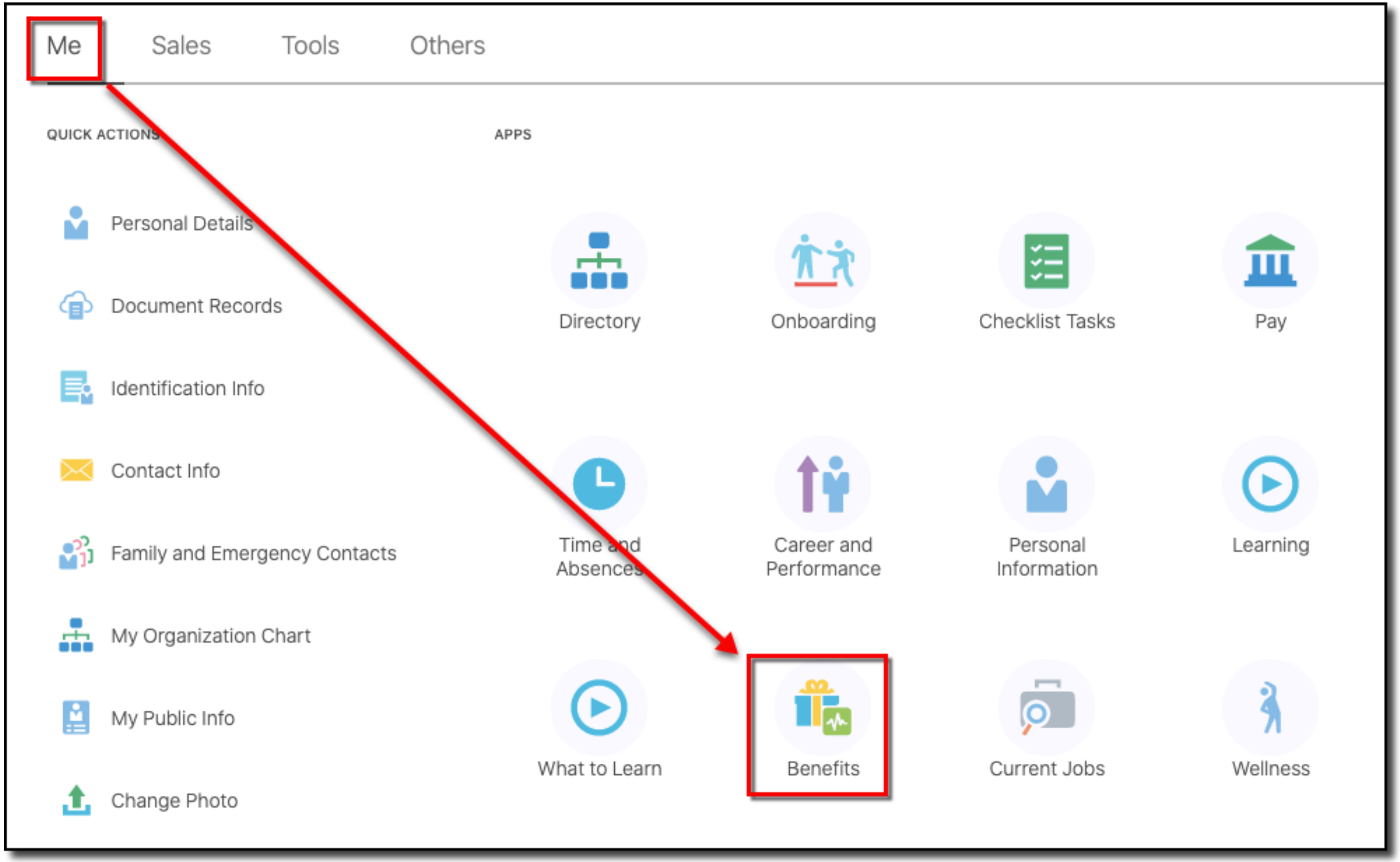
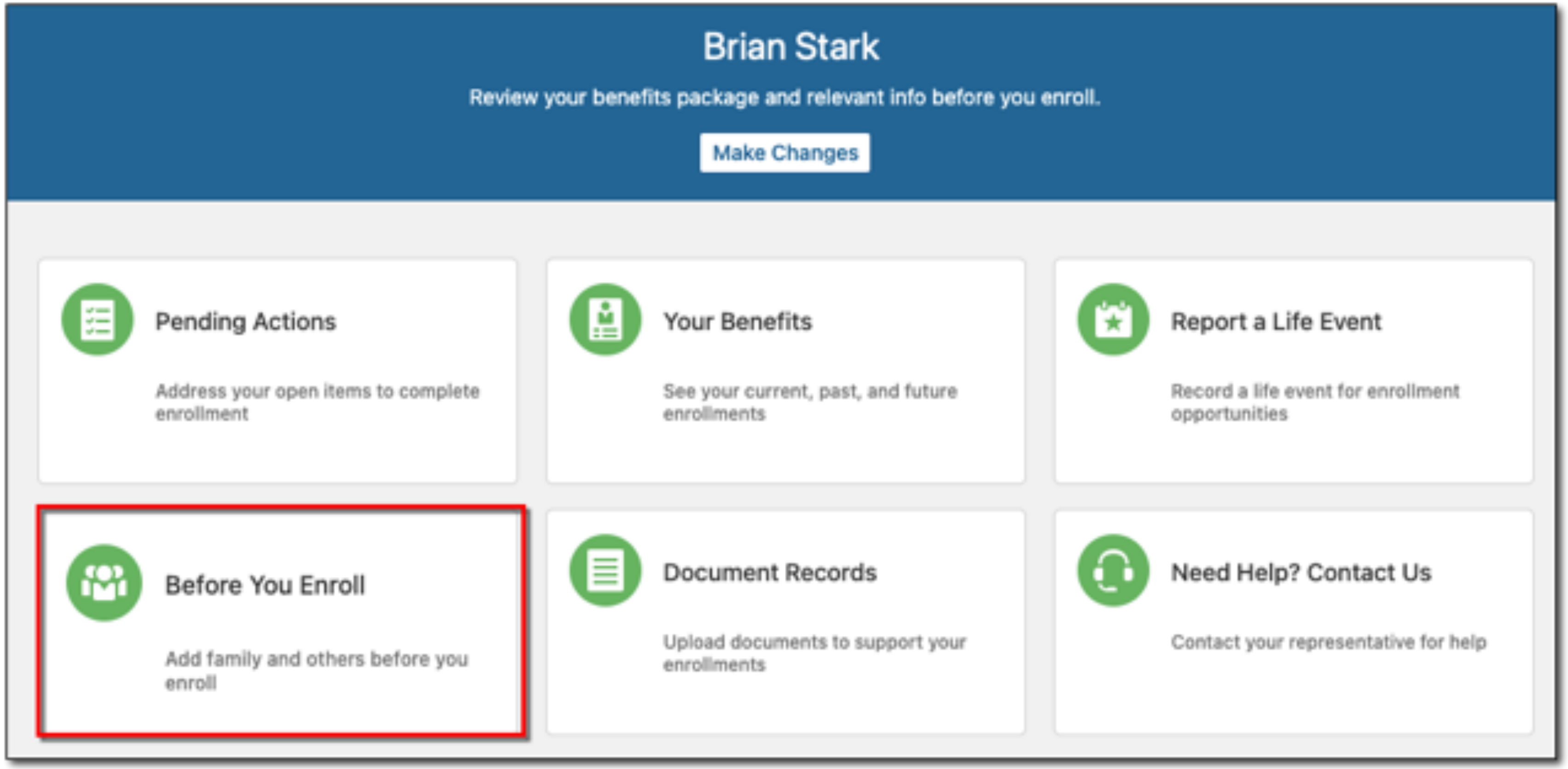
Managing People to Cover

1. Select **Me** to display your employee functions.

2. Click the **Benefits** icon.



3. Click the **Before You Enroll** tile.

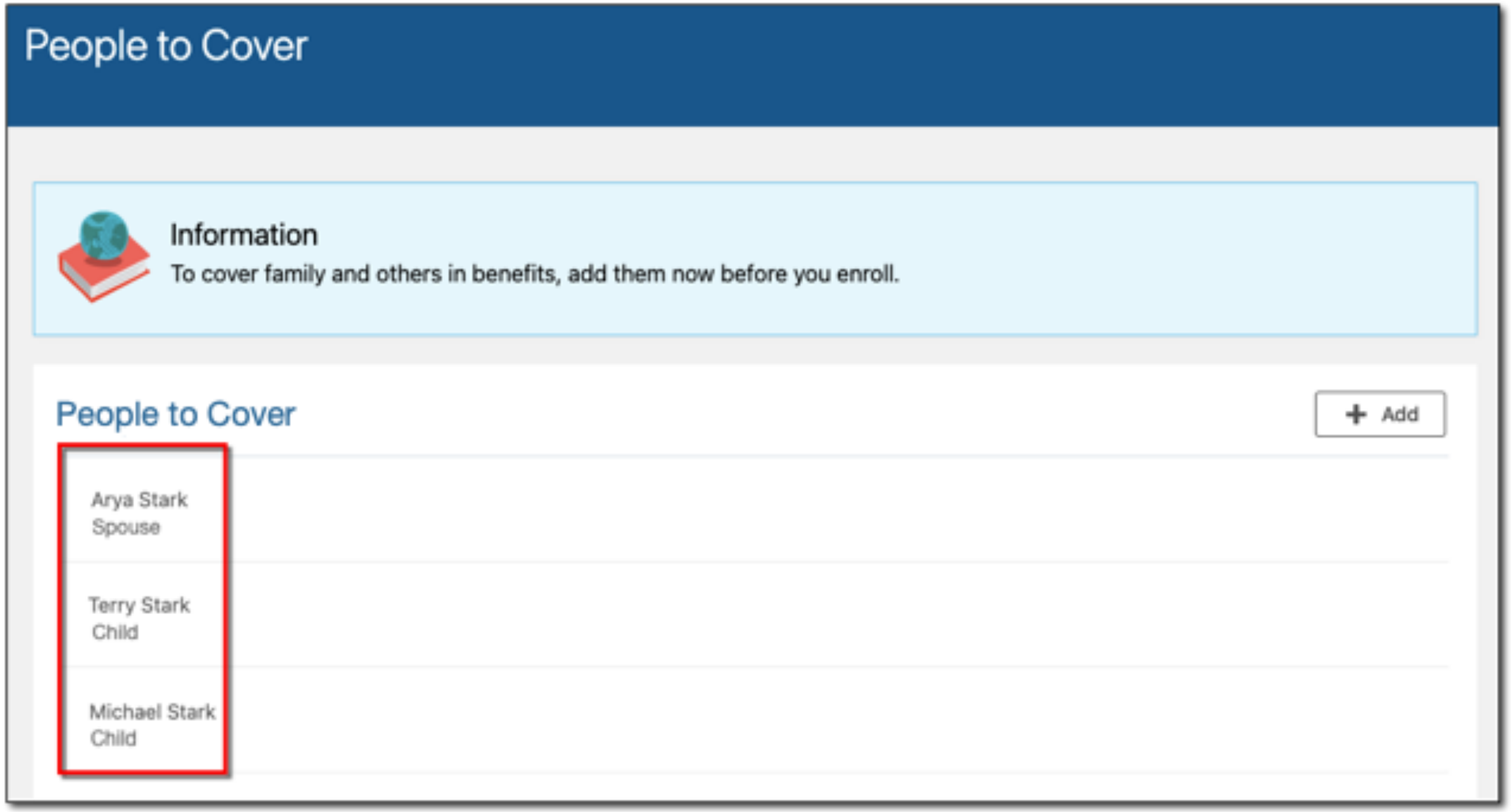


Managing People to Cover

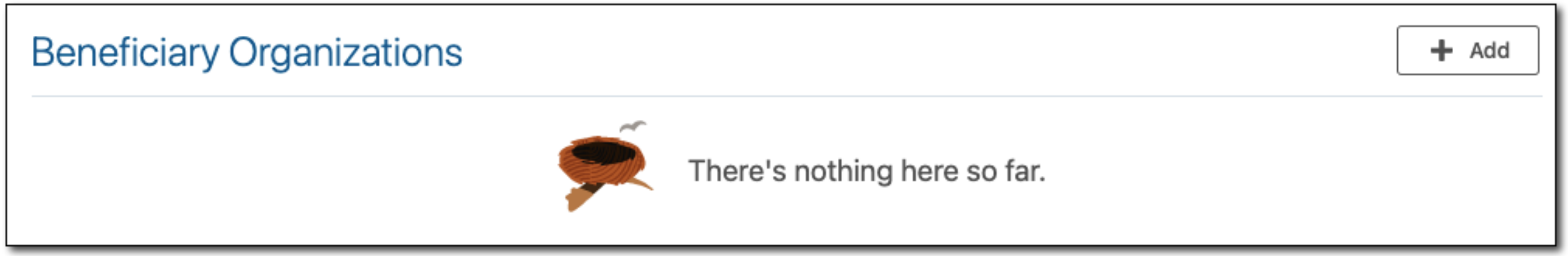
Note: People to Cover refers to your dependents and beneficiaries.

Note: You can edit existing people to cover or add new ones.

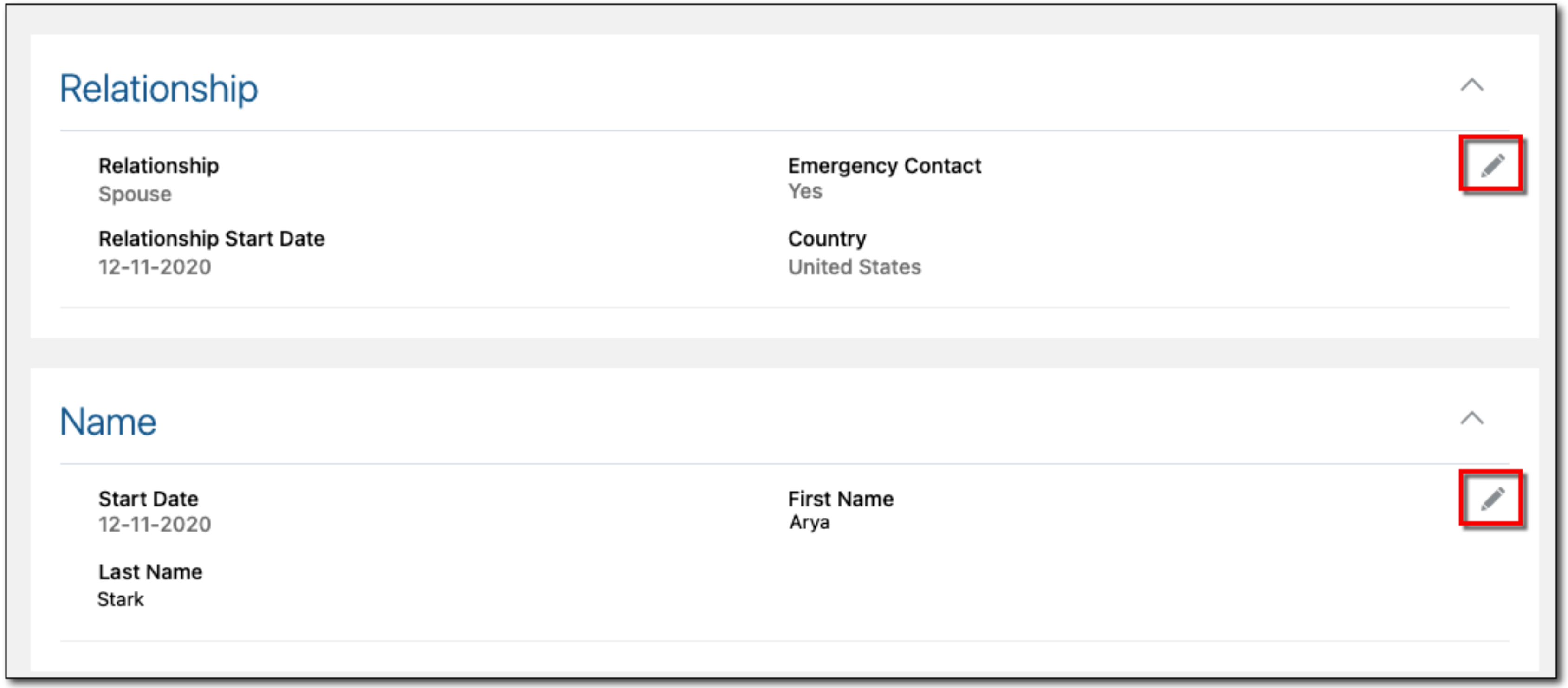
4. To edit an existing person, click the person's **name**.



Note: If desired, an organization can be designated as a beneficiary in lieu of a person.

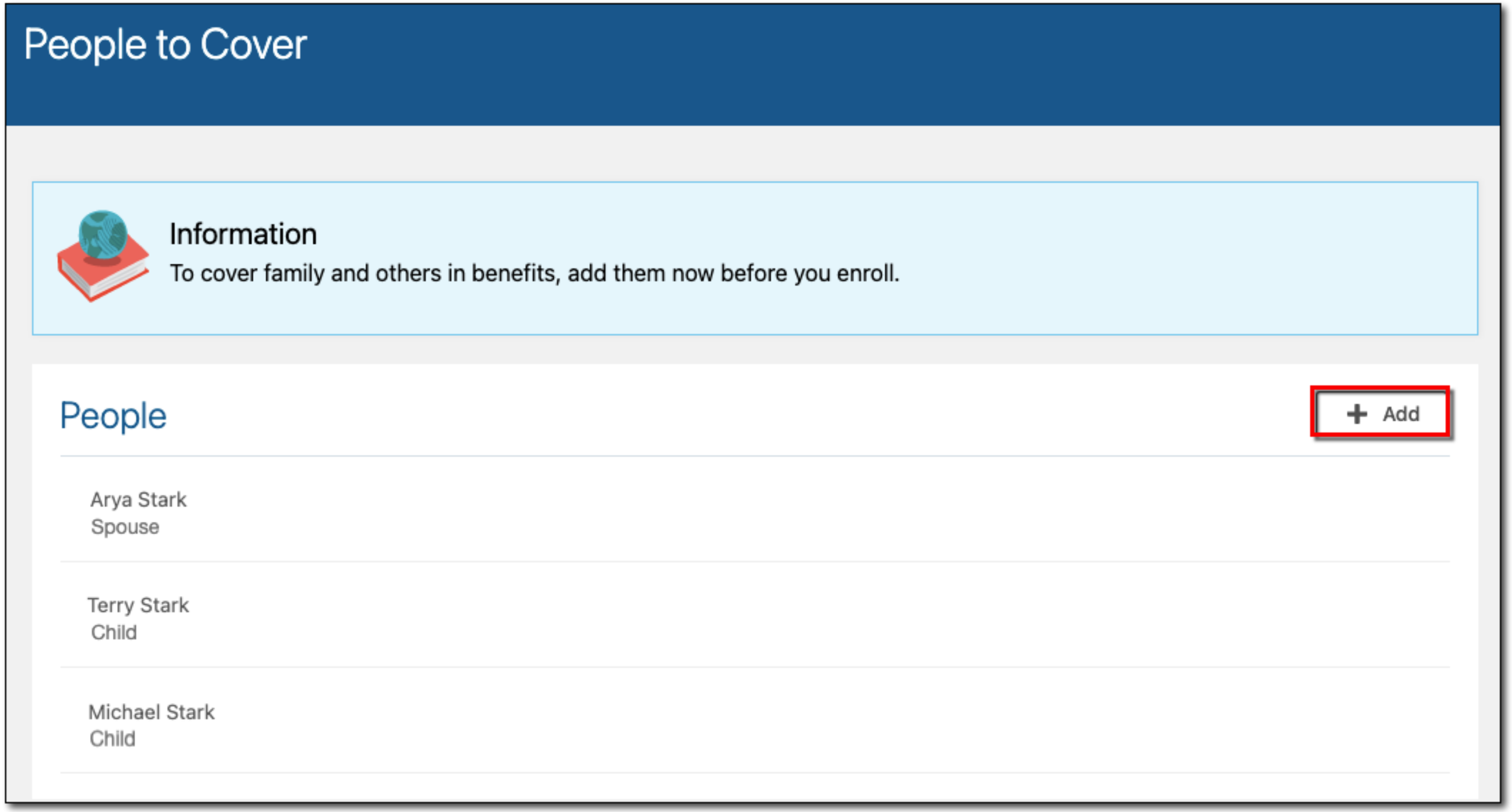


5. Click the **Pencil** icon to update the person's Relationship or Name details respectively.



Managing People to Cover

6. To add a person, click the **Add** button.



7. Enter the person's **Basic Information**, **Communication**, **Address**, and **National Identifier** details being sure to complete all required fields marked with an asterisk.

8. When finished, click **Submit**.

Note: When establishing a new relationship, enter the date the relationship began. The Relationship date cannot be a future date.

End of Procedure