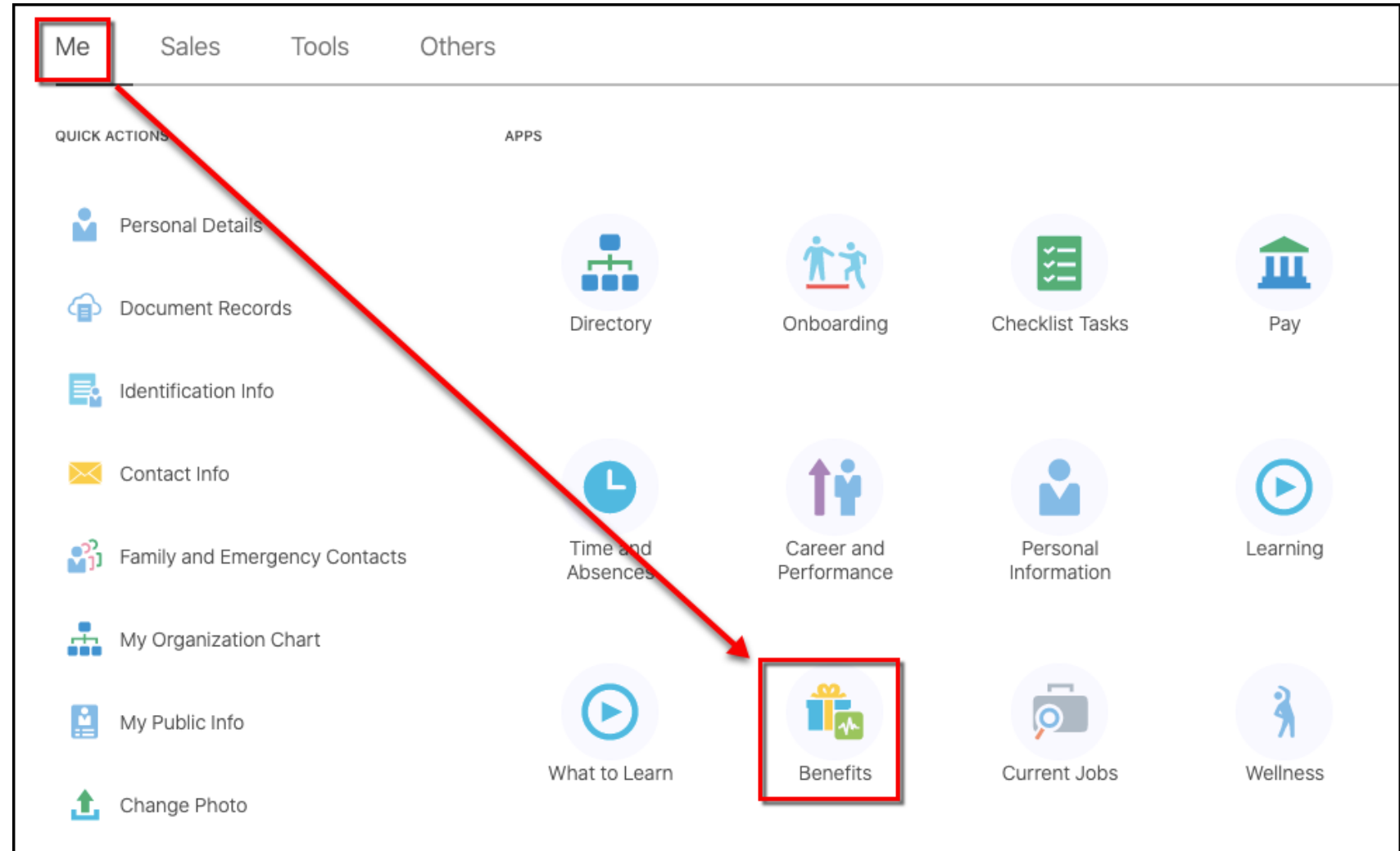


1. Select **Me** to display your employee functions.
2. Click the **Benefits** icon.



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

Brian Stark
Review your benefits package and relevant info before you enroll.
[Make Changes](#)

**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

**Before You Enroll**
Add family and others before you enroll

**Document Records**
Upload documents to support your enrollments

**Need Help? Contact Us**
Contact your representative for help

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.

People to Cover



Information

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

People to Cover

Arya Stark
Spouse

Terry Stark
Child

Michael Stark
Child

[+ Add](#)

Beneficiary Organizations



There's nothing here so far.

[+ Add](#)

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

Relationship

Relationship Spouse	Emergency Contact Yes	
Relationship Start Date 12-11-2020	Country United States	

Name

Start Date 12-11-2020	First Name Arya	
Last Name Stark		

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

People to Cover



Information

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

People

Arya Stark
Spouse

Terry Stark
Child

Michael Stark
Child

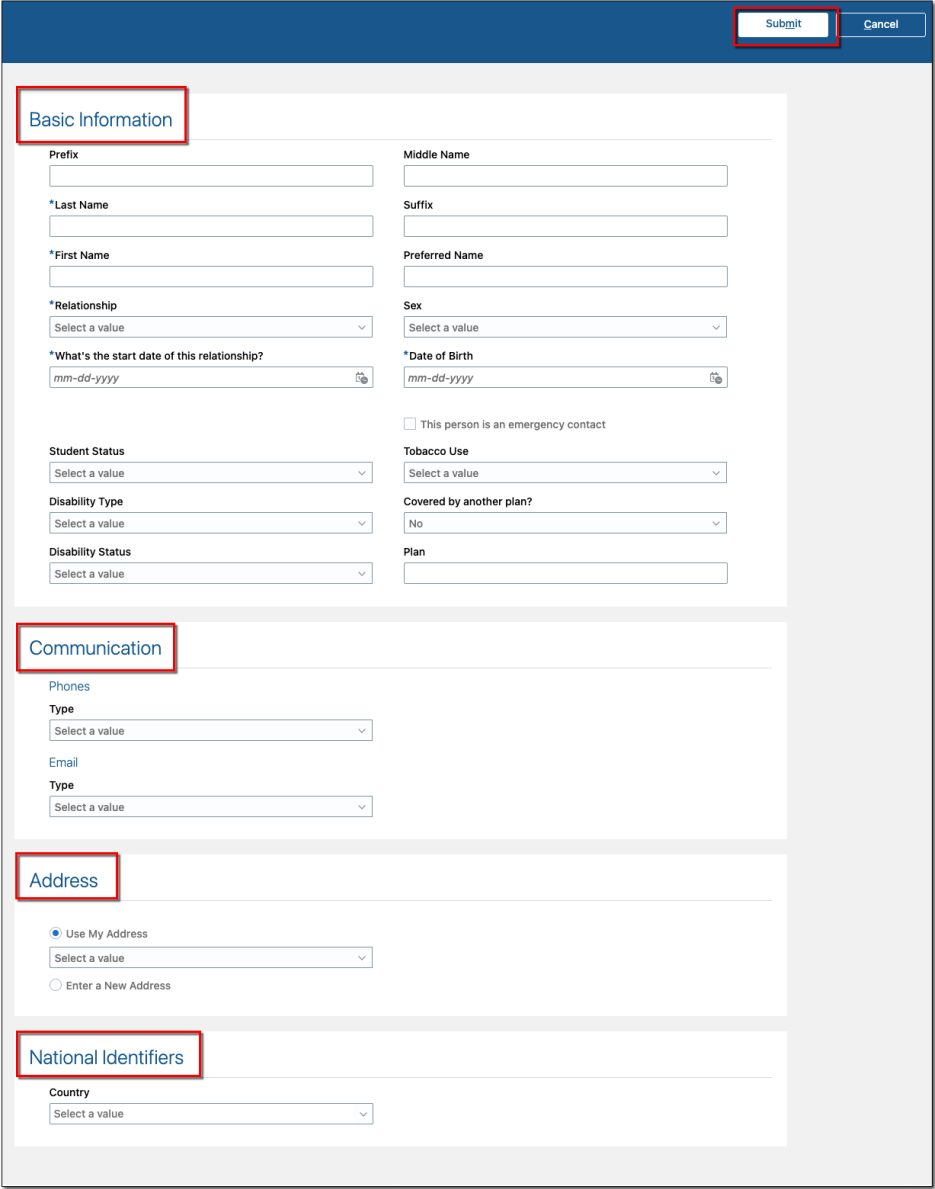
+ Add

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



The screenshot shows a web form for managing people to cover. The form is divided into several sections, each highlighted with a red box:

- Basic Information:** This section contains fields for Prefix, Middle Name, Last Name, Suffix, First Name, Preferred Name, Relationship (dropdown), Sex (dropdown), Date of Birth (calendar), and Date of Relationship (calendar). It also includes checkboxes for "This person is an emergency contact", "Student Status", "Disability Type", "Disability Status", "Tobacco Use", "Covered by another plan?", and "Plan".
- Communication:** This section contains fields for Phone Type (dropdown) and Email Type (dropdown).
- Address:** This section contains a radio button for "Use My Address" and a dropdown for "Select a value", and a radio button for "Enter a New Address".
- National Identifiers:** This section contains a field for Country (dropdown).

At the top right of the form, there are "Submit" and "Cancel" buttons, both highlighted with red boxes.