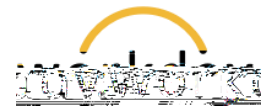


Introduction: This guide will show you how to create your dependents in Workday first, and then apply them to eligible learning plans. The process is the same when signing up for benefits for the first time, or when making changes after the initial enrollment.

Creating a Dependent

1. After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**. Click **Benefits** from the left hand navigation and then select **Dependents** from the resulting list.

2. Any existing dependents will be listed on the resulting page along with the benefits they have been enrolled in. Click **Add New Dependents**.

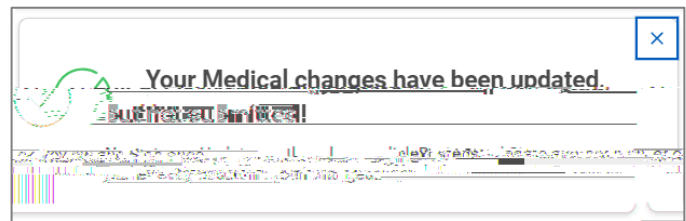


- A list of the dependents you created will appear below the Add New Dependent button. Click the checkbox next the dependents you wish to add to the plan and then click **Submit**.

Note that if you have not previously entered a social security number for the dependent, you will be asked to do so here

If you have a new dependent that is not on your current list, you can click Add New Dependent and enter their information here.

- You will receive a confirmation message and your benefit will update to show that a dependent has been added plus any additional cost.



- When you are done entering your benefit plans, click the **Review and Sign** button. You will be presented with a summary of your benefits to review. Scroll down the page to check the box next to **I Accept** after reading the agreement statement and then click the **Submit** button to finalize your changes.

Editing Dependent Information

Once a dependent is created, information about the dependent can be edited by clicking the **Edit** button after their insurance coverage information. You will be presented with the same form as described above with the current information present. Enter the effective date and the reason for the change, make your changes, and click **Submit**.