


## Add New Dependent

1.	Click the <b>Benefits</b> link. 
2.	Click the <b>Employee/Dependent Information</b> link. 
3.	Click the <b>Update Dependent/Beneficiary</b> link. 
4.	Enter the desired information into the <b>EmplID</b> field.
5.	Click the <b>Search</b> button. 
6.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
7.	Enter the desired information into the <b>Effective Date</b> field.
8.	Click the <b>English</b> list item. 
9.	Click the <b>Edit Name</b> link. 
10.	Click the <b>Prefix</b> list item. Choose an item from the list or leave blank. For this example, we left this field blank. 
11.	Enter the desired information into the <b>First Name</b> field.
12.	Enter the desired information into the <b>Last Name</b> field.
13.	Click the <b>OK</b> button. 
14.	Click the <b>Address</b> tab. 
15.	Click the <b>Same Address as Employee</b> option. 
16.	Click the <b>Same Phone as Employee</b> option. 
17.	Click the <b>Personal Profile</b> tab. 
18.	Enter the desired information into the <b>Date of Birth</b> field.
19.	Click the Relationship to Employee list item.
20.	Click on the <b>Dependent Beneficiary Type</b> list. To enroll eligible dependents in benefits, the Type must be either Dependent or Both.

## Quick Guide



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21.	Click the <b>Gender</b> list item. Choose an item from the list.
22.	Click on the <b>Marital Status</b> list. Choose an item from the list.
23.	Enter the desired information into the <b>National ID</b> field.
24.	Click the <b>Save</b> button. 
25.	<b>End of Procedure.</b>