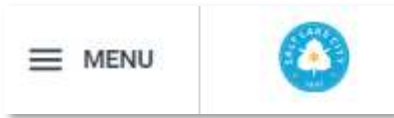


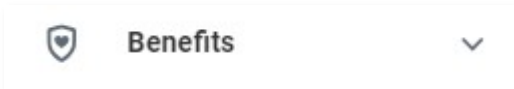
1. In the upper left-hand corner of Workday, **click on MENU**



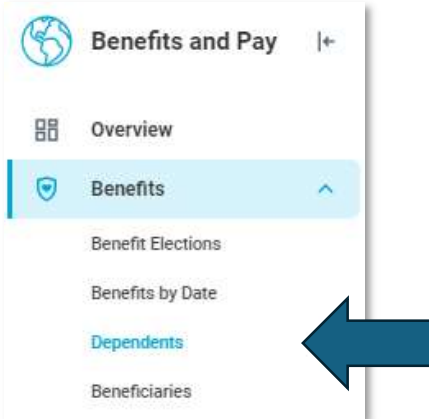
2. Click on **Benefits and Pay**



3. Click on **Benefits**



4. Click on **Dependents**



5. Click on the **Edit button** next to your dependent's record

Dependents Your Name ...

Dependents 1 item

Dependent	Relationship	Age	Benefit Elections	
Dependent 1	Adult Designee	46 years, 6 months, 8 days	Your Name Benefit Elections Active on 02/29/2024 (Medical - PEHP HDHP Summit Star) (Elect)	<input type="button" value="Edit"/>

6. In the **Effective Date & Reason box**, click on **Reason**

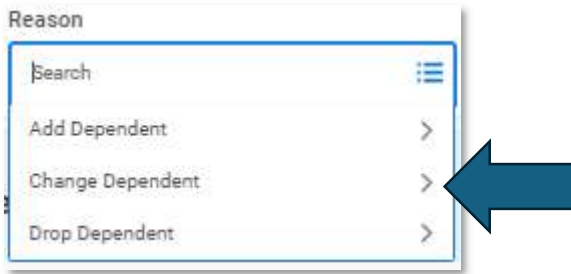
Dependent Options

Effective Date & Reason

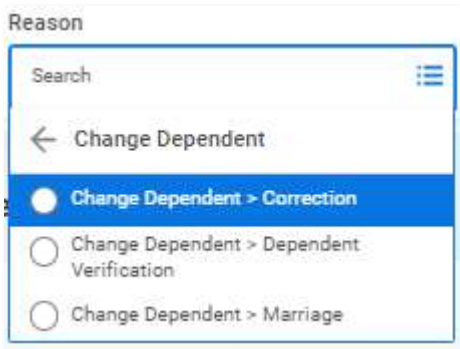
Effective Date *

Reason

7. Click on **Change Dependent**



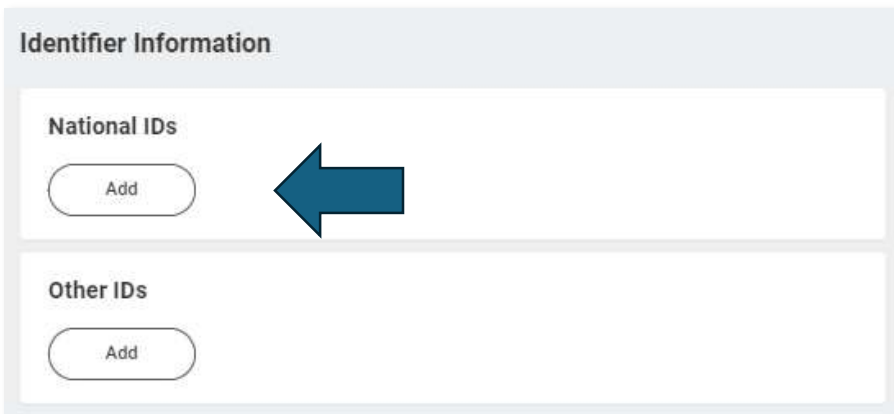
8. Click on **Change Dependent > Correction**



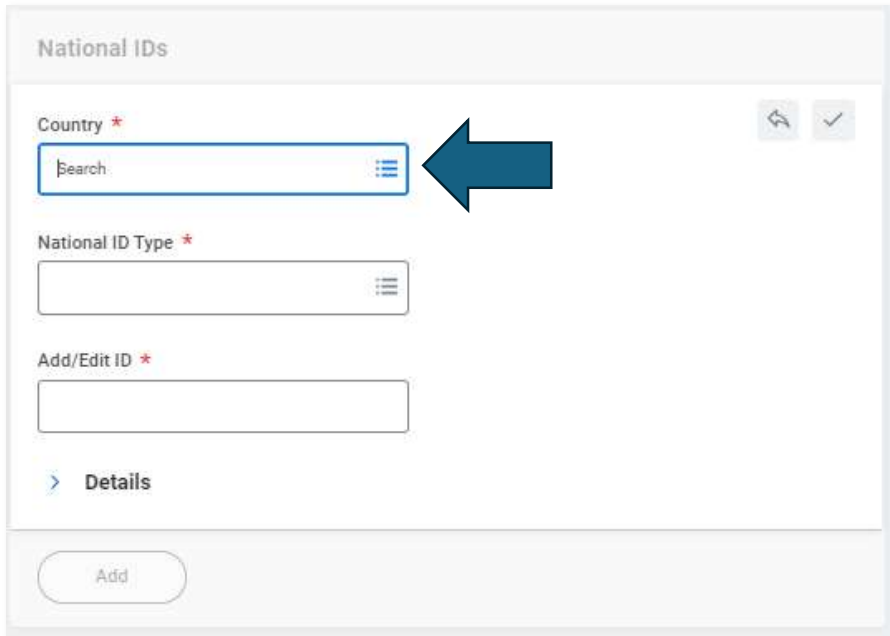
9. Scroll Down to **Identifier Information**



10. Under **National IDs**, click the **Add button**

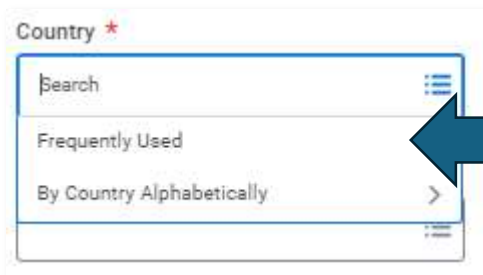


11. In the **Country** section, click on **Search**



The screenshot shows a form titled "National IDs". It contains several input fields: "Country *", "National ID Type *", and "Add/Edit ID *". The "Country *" field is a search input with a "Search" placeholder and a menu icon. A blue arrow points to this field. To the right of the "Country *" field are two small icons: a refresh icon and a checkmark icon. Below the input fields is a "Details" link with a right-pointing chevron. At the bottom of the form is an "Add" button.

12. Click on **Frequently Used**



This is a close-up of the "Country *" dropdown menu. It shows three options: "Search", "Frequently Used", and "By Country Alphabetically". A blue arrow points to the "Frequently Used" option.

13. Click on the **United States of America** radio button



This is a close-up of the "Country *" dropdown menu. The "Frequently Used" option is selected, and the "United States of America" option is highlighted in blue. A radio button is visible next to the "United States of America" option.

14. Click on **National ID Type**



This is a close-up of the "National ID Type *" input field. It is an empty text box with a menu icon on the right side.

15. Click on the **Social Security Number (SSN) radio button**



The screenshot shows a form titled "National ID Type" with a red asterisk. Below the title is a search bar with the word "Search" and a menu icon. There are two radio button options: "Social Security Number (SSN)" and "U.S. Individual Taxpayer Identification Number (ITIN)".

16. Enter the dependent's social (do not enter anything other than the dependent's social)

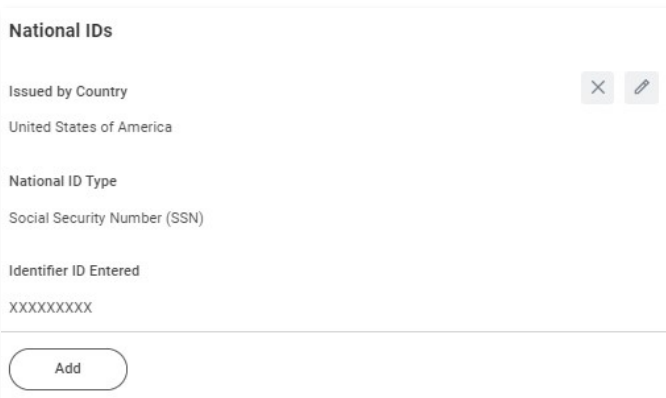


The screenshot shows a form titled "Add/Edit ID" with a text input field containing a masked social security number: "____-__-____".

17. Be sure the number is correct, once you click out, Workday obscures the number with Xs for security purposes



The screenshot shows the "Add/Edit ID" form with the text input field containing the number "123-45-6789".



The screenshot shows a summary card titled "National IDs". It contains the following information: "Issued by Country" is "United States of America"; "National ID Type" is "Social Security Number (SSN)"; and "Identifier ID Entered" is "XXXXXXXXX". There are "x" and "edit" icons next to the country name. An "Add" button is at the bottom.

18. Click the blue **Submit button** at the bottom of the page (you do not need to enter comments or submit documents for this change)



The screenshot shows three buttons: a blue "Submit" button, a "Save for Later" button, and a "Cancel" button.

Questions? Having trouble?

Email us at benefits@slcgov.com or call 801-535-6600, and press 1