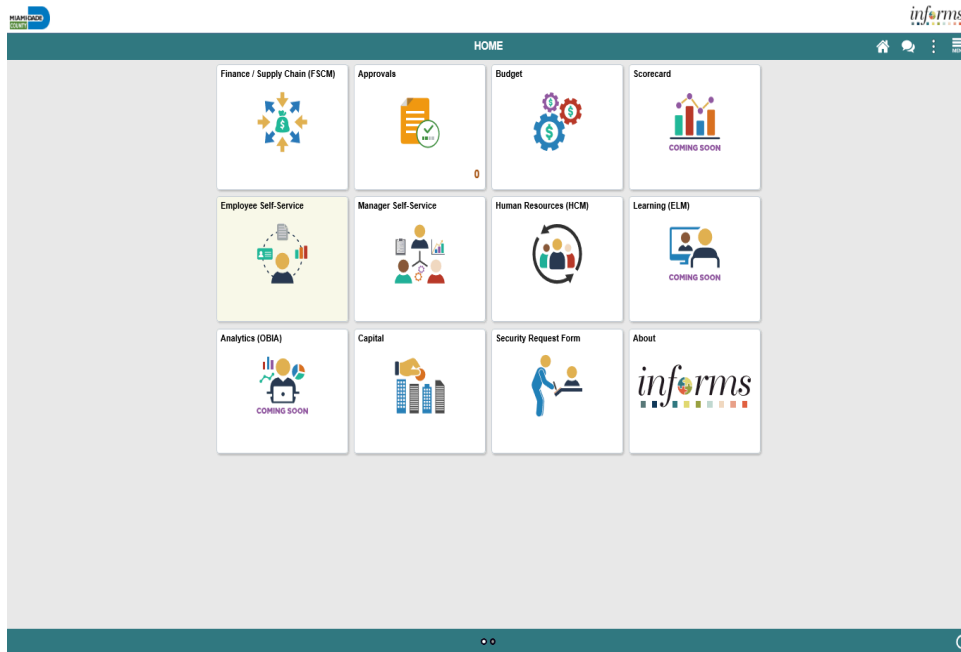


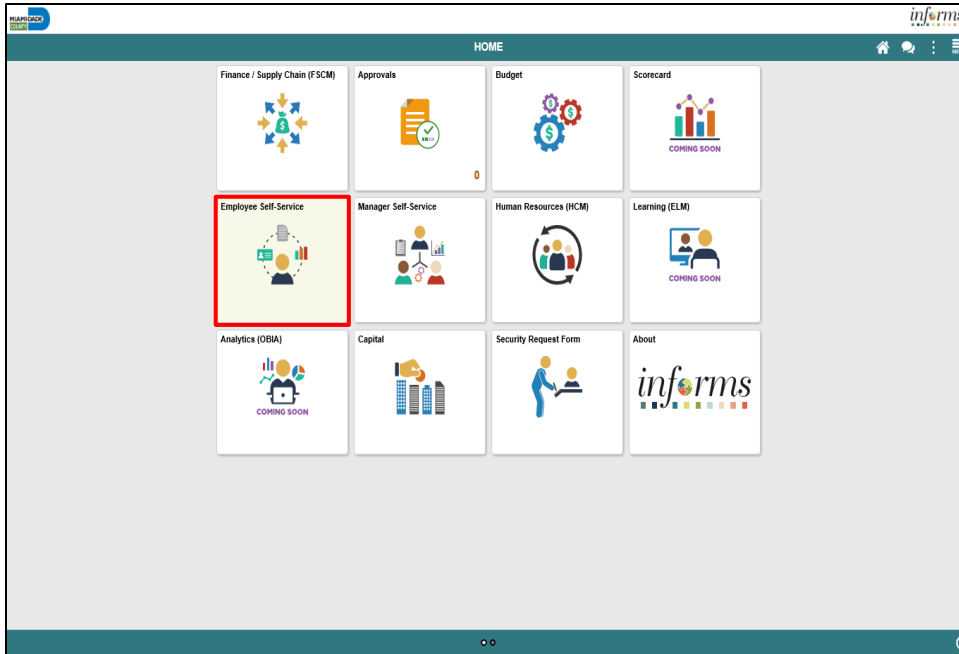


Add A Dependent During Open Enrollment



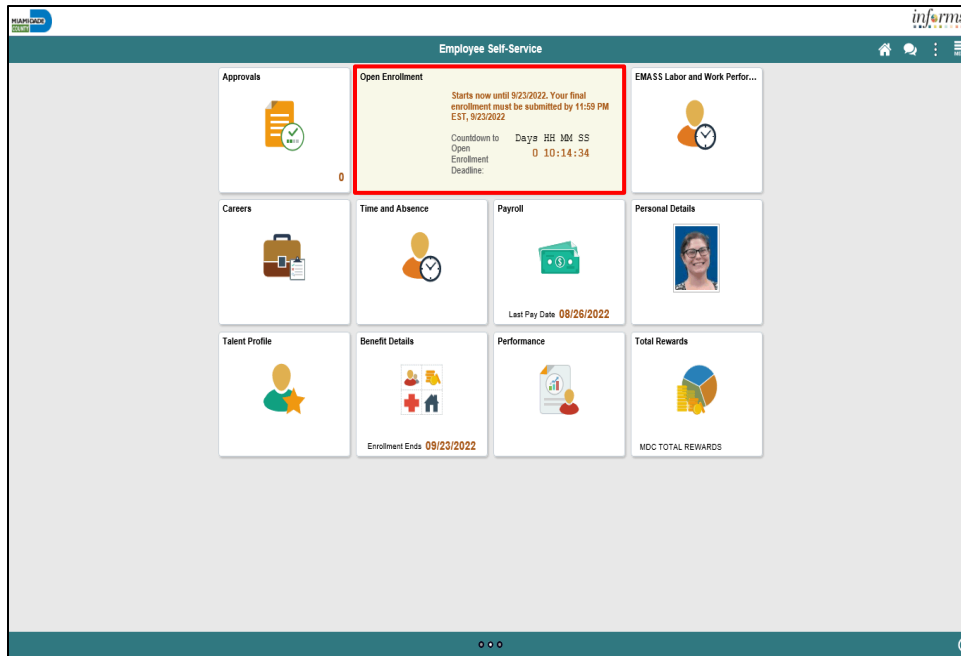
Step 1

Click the **Employee Self-Service** tile.



Step 2

Click the **Open Enrollment** tile.





Add A Dependent During Open Enrollment

Step 3

Click the **Next** button.

A screenshot of a web application titled "Open Enrollment". The header shows the enrollment period "9/7/2022 - 9/14/2022" and the user's name "Marie Hill". A "Next" button with a right arrow is highlighted with a red box in the top right corner. On the left is a sidebar with a list of steps: "Welcome" (Not Started), "Personal Information" (Visited), "Name" (Visited), "Home and Mailing Address" (Complete), "Contact Information" (Visited), "Dependent/Beneficiary Info" (Visited), "Benefits Summary" (Not Started), "Benefits Enrollment" (Not Started), "Benefits Statements" (Not Started), and "Summary" (Not Started). The main content area is titled "Task: Personal Information - Name" and contains a form with the name "Marie Hill" and a "Current" status, followed by a right arrow.



Add A Dependednt During Open Enrollment

Step 4

Click the **Next** button.

Exit Open Enrollment

Enrollment Period 9/7/2022 - 9/14/2022
Marie Hill

< Previous **Next** >

Welcome
Not Started

Task: Personal Information - Home and Mailing Address

Personal Information
Visited

Name
Visited

Home and Mailing Address
Complete

Contact Information
Visited

Dependent/Beneficiary Info
Visited

Benefits Summary
Not Started

Benefits Enrollment
Not Started

Benefits Statements
Not Started

Summary
Not Started

Home Address
1234 Collins Avenue
APT
MIAMI BEACH, FL 33141
Current

Mailing Address
1324 S. Main
Miami, FL 33131
Current



Add A Dependednt During Open Enrollment

Step 5

Click the **Next** button.

Open Enrollment

Enrollment Period 9/7/2022 - 9/14/2022
Marie Hill

< Previous **Next** >

Welcome
Not Started

Personal Information
Visited

Name
Visited

Home and Mailing Address
Complete

Contact Information
Visited

Dependent/Beneficiary Info
Visited

Benefits Summary
Not Started

Benefits Enrollment
Not Started

Benefits Statements
Not Started

Summary
Not Started

Task: Personal Information - Contact Information

Phone

Number	Extension	Type	Preferred	
305/555-5555		Mobile	✓	>
305/123-1234		Home		>

Email

Email Address	Type	Preferred	
marie.hill@miamidade.gov	Business	✓	>

Instant Message

No data exists.

Add IM



Add A Dependednt During Open Enrollment

Step 6

Click the **Add Individual** button.

Open Enrollment

Enrollment Period 9/7/2022 - 9/14/2022

Maria Hill

< Previous Next >

Welcome
Not Started

Task: Dependent/Beneficiary Info

Add Individual

Name	Relationship	Dependent	
JASON HILL	Spouse	✓	>
Jane Doe	Child	✓	>

Personal Information
Visited

Dependent/Beneficiary Info
Complete

Benefits Summary
Visited

Benefits Enrollment
Complete

Benefits Statements
Visited

Summary
Visited



Add A Dependent During Open Enrollment

Step 7

Click the **Add Name** button.

Cancel **Add Individual Dependent Information** Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Add Name

Personal Information

Date of Birth

*Gender ☐

*Relationship to Employee ☐

Dependent

*Marital Status ☐ Single ☐ As of

*Student ☐ No ☐ As of

*Disabled ☐ No ☐ As of

*Smoker ☐ Non Smoker ☐ As of

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone



Add A Dependent During Open Enrollment

Step 8

Click in the **First Name** field.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Add Name

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

*Marital Status

*Student

*Disabled

*Smoker

Address

Address Address Type

1234 COLLINS AVENUE Home

MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Name

Cancel Done

Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name



Add A Dependent During Open Enrollment

Step 9

Enter the desired information into the **First Name** field.

The screenshot shows a web application window titled "Add Individual Dependent Information". The main form has sections for "Name", "Personal Information", "Address", "National ID", and "Phone". A modal window titled "Name" is open in the center, with fields for "Name Format", "Name Prefix", "First Name", "Middle Name", "Last Name", "Name Suffix", "Display Name", "Formal Name", and "Name". The "First Name" field in the modal is highlighted with a red rectangle. The background form shows fields for "Date of Birth", "Gender", "Relationship to Employee", "Dependent", "Marital Status", "Student", "Disabled", "Smoker", "Address", "Address Type", "National ID", and "Phone".



Add A Dependent During Open Enrollment

Step 10

Click in the **Last Name** field.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Add Name

Personal Information

Date of Birth

*Gender ☐

*Relationship to Employee ☐

Dependent

*Marital Status Single ☐

*Student No ☐

*Disabled No ☐

*Smoker Non Smoker ☐

Address

Address Address Type

1234 COLLINS AVENUE Home

MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Name

Cancel Done

Name Format English ☐

Name Prefix ☐

*First Name Holly ☐

Middle Name ☐

*Last Name ☐

Name Suffix ☐

Display Name

Formal Name

Name



Add A Dependent During Open Enrollment

Step 11

Enter the desired information into the **Last Name** field.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Add Name

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

*Marital Status

*Student

*Disabled

*Smoker

Address

Address Address Type

1234 COLLINS AVENUE Home

MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Name

Cancel Done

Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name



Add A Dependent During Open Enrollment

Step 12

Click the **Done** button.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Add Name

Personal Information

Date of Birth

*Gender ☐

*Relationship to Employee ☐

Dependent ☐

*Marital Status Single ☐

*Student No ☐

*Disabled No ☐

*Smoker Non Smoker ☐

Address

Address Address Type

1234 COLLINS AVENUE Home

MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Name

Cancel Done

Name Format English ☐

Name Prefix ☐

*First Name Holly

Middle Name

*Last Name Hill

Name Suffix ☐

Display Name Holly

Formal Name Holly

Name Holly



Add A Dependednt During Open Enrollment

Step 13

Click the **Calendar Date of Birth** button.


Cancel **Add Individual Dependent Information** Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill >


Personal Information


Date of Birth 


*Gender ☒


*Relationship to Employee ☒

Dependent

*Marital Status ☒ As of 

*Student ☒ As of 

*Disabled ☒ As of 

*Smoker ☒ As of 

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

National ID

No data exists

Phone

No data exists



Add A Dependednt During Open Enrollment

Step 14

Click the **Gender** list.

CancelAdd Individual Dependent InformationSave

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth: 01/01/2010

*Gender: Gender

*Relationship to Employee: Relationship to Employee

Dependent

*Marital Status: Single As of: As of

*Student: No As of: As of

*Disabled: No As of: As of

*Smoker: Non Smoker As of: As of

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone



Add A Dependednt During Open Enrollment

Step 15

Click the **Female** list item.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender **Female**

*Relationship to Employee Male

Dependent

*Marital Status Single

*Student No

*Disabled No

*Smoker Non Smoker

As of

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone



Add A Dependent During Open Enrollment

Step 16

Click the **Relationship to Employee** list.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender Female

*Relationship to Employee

Dependent

*Marital Status Single

*Student No

*Disabled No

*Smoker Non Smoker

As of

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone



Add A Dependent During Open Enrollment

Step 17

Click the **Child** list item.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender Female

*Relationship to Employee

Dependent

*Marital Status

*Student

*Disabled

*Smoker

Address

1234 COLLINS AVENUE
MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

Adult Child

Child

Domestic Partner Adult

Employee

ExDomestic Partner

ExSpouse

Foster Child

Friend

Grand Parent

Grandchild

Great Grand Parent

Great Grandchild

In-Law

Neighbor

Other

Other Relative

Parent

Parent In-law

Roommate

Self

Sibling

Spouse

Step Parent

Stepchild

US Same-Sex Spouse

As of

Same as mine

Same as mine



Add A Dependent During Open Enrollment

Step 18

Click the **Add National ID** button.

Cancel **Add Individual Dependent Information** Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill >

Personal Information

Date of Birth: 01/01/2010

*Gender: Female

*Relationship to Employee: Child

Dependent: Yes

*Marital Status: Single As of: >

*Student: No As of: >

*Disabled: No As of: >

*Smoker: Non Smoker As of: >

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine >

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone



Add A Dependent During Open Enrollment

Step 19

Click the **Country** list.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender Female

*Relationship to Employee Child

Dependent Yes

*Marital Status Single

*Student No

*Disabled No

*Smoker Non Smoker

Address

Address Address Type

1234 COLLINS AVENUE Home

MIAMI BEACH, FL 33141

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

National ID

Cancel Done

*Country

*National ID Type

*National ID

Primary Yes



Add A Dependent During Open Enrollment

Step 20

Click the **United States** list item.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name
Holly Hill

Personal Information

Date of Birth 01/01/2010
*Gender Female
*Relationship to Employee Child
Dependent Yes
*Marital Status Single
*Student No
*Disabled No
*Smoker Non Smoker

Address
Address Address Type
1234 COLLINS AVENUE Home
MIAMI BEACH, FL 33141

National ID
No data exists
Add National ID

Phone
No data exists
Add Phone

National ID Modal:
Cancel National ID Done
*Country Canada
*National ID Type United States
*National ID
Primary Yes



Add A Dependent During Open Enrollment

Step 21

Click in the **National ID** field.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender Female

*Relationship to Employee Child

Dependent Yes

*Marital Status Single

*Student No

*Disabled No

*Smoker Non Smoker

Address

Address Address Type

1234 COLLINS AVENUE MIAMI BEACH, FL 33141 Home

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

National ID Modal

Cancel Done

*Country United States

*National ID Type Social Security Number

*National ID

Primary Yes



Add A Dependent During Open Enrollment

Step 22

Enter the desired information into the **National ID** field. Enter "**123-12-1234**".

The screenshot shows a web form titled "Add Individual Dependent Information". The form is for a dependent named "Holly Hill" with a date of birth of 01/01/2010, female, and a relationship to the employee as a "Child". The dependent is "Yes", marital status is "Single", and is not a student, disabled, or smoker. The address is "1234 COLLINS AVENUE, MIAMI BEACH, FL 33141". A modal window titled "National ID" is open, showing fields for "Country" (United States), "National ID Type" (Social Security Number), and "National ID" (a red box). The "Primary" checkbox is checked. The background form has sections for "National ID" and "Phone" with "Add" buttons.



Add A Dependent During Open Enrollment

Step 23

Click the **Done** button.

Cancel Add Individual Dependent Information Save

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth 01/01/2010

*Gender Female

*Relationship to Employee Child

Dependent Yes

*Marital Status Single

*Student No

*Disabled No

*Smoker Non Smoker

Address

Address	Address Type
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home

National ID

No data exists

Add National ID

Phone

No data exists

Add Phone

National ID Modal:

Cancel National ID Done

*Country United States

*National ID Type Social Security Number

*National ID 123-12-1234

Primary Yes



Add A Dependent During Open Enrollment

Step 24

Click the **Save** button.

CancelAdd Individual Dependent InformationSave

Select Save after you have edited your Dependent information. The changes will go into effect on Sep 23, 2022.

Name

Holly Hill

Personal Information

Date of Birth: 01/01/2010

*Gender: Female

*Relationship to Employee: Child

Dependent: Yes

*Marital Status: Single

*Student: No

*Disabled: No

*Smoker: Non Smoker

As of

Address

Address	Address Type	Same as mine
1234 COLLINS AVENUE MIAMI BEACH, FL 33141	Home	Same as mine

National ID

+

Country	National ID Type	National ID	Primary
United States	Social Security Number	123-12-1234	✓

Phone

No data exists

Add Phone



Add A Dependednt During Open Enrollment

Step 25

Click the **Next** button.

Open Enrollment

Enrollment Period 9/7/2022 - 9/14/2022

Maria Hill

< Previous **Next** >

Welcome
O Not Started

Task: Dependent/Beneficiary Info

Add Individual

Name	Relationship	Dependent	
JASON HILL	Spouse	✓	>
Jane Doe	Child	✓	>
Holly Hill	Child	✓	>

Personal Information
● Visited

Dependent/Beneficiary Info
● Complete

Benefits Summary
● Visited

Benefits Enrollment
● Complete

Benefits Statements
● Visited

Summary
● Visited



Add A Dependednt During Open Enrollment

Step 26

End of Procedure.

Exit

Open Enrollment

Enrollment Period 9/7/2022 - 9/14/2022

Maria Hill

PreviousNext

Welcome
Not Started

Task: Dependent/Beneficiary Info

Personal Information
Visited

Dependent/Beneficiary Info
Complete

Benefits Summary
Visited

Benefits Enrollment
Complete

Benefits Statements
Visited

Summary
Visited

Add Individual

Name	Relationship	Dependent	
JASON HILL	Spouse	✓	>
Jane Doe	Child	✓	>
Holly Hill	Child	✓	>