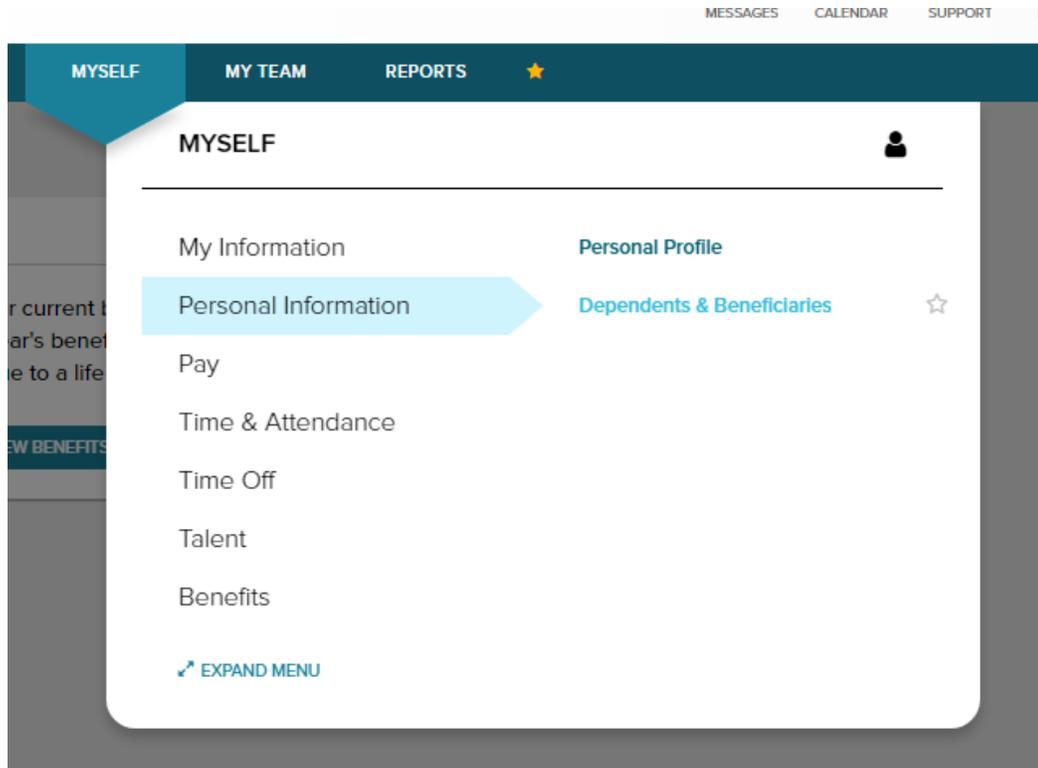
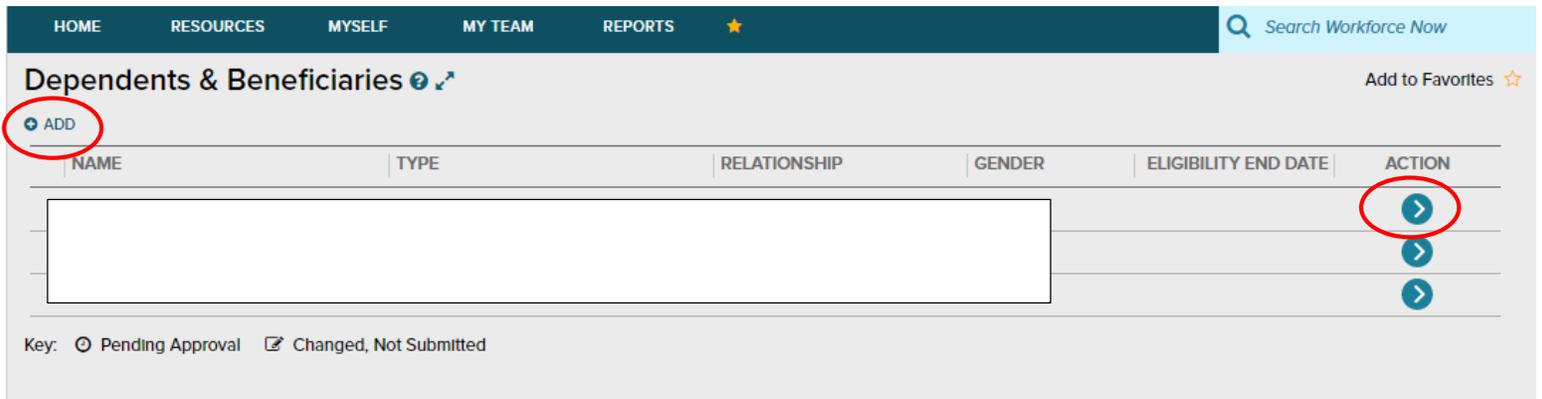


ADP: Change Beneficiary's

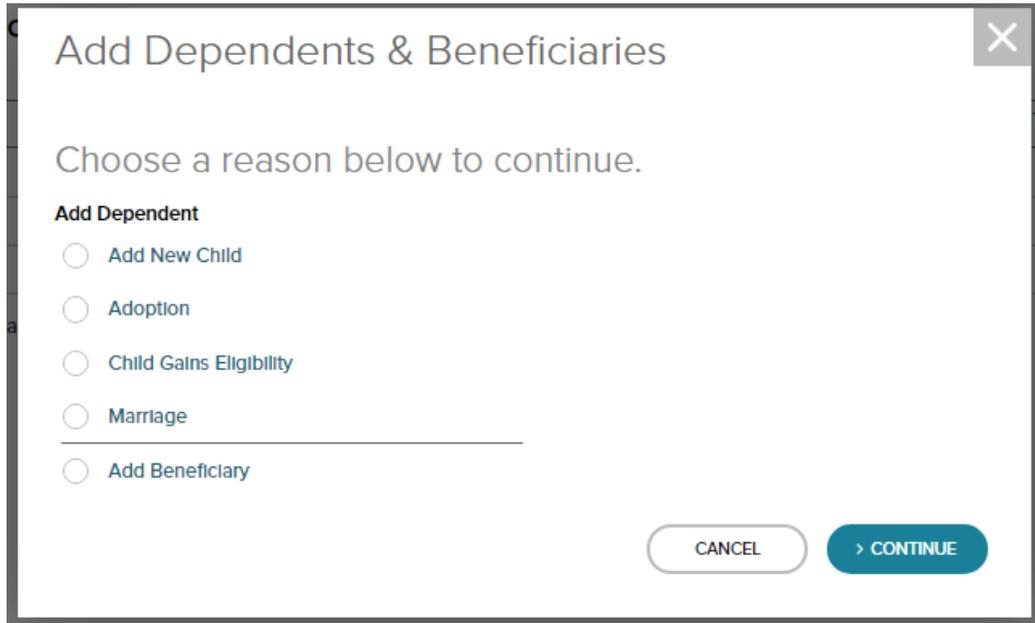
1. Select the MYSELF Tab >> Personal Information >> Dependents & Beneficiaries



2. The Dependents & Beneficiaries are what the Employee Engagement Office have on file. If you need to delete someone, click the arrow listed under the Action section, then delete.
3. To add, you need to click the ADD button at the top left of the page.

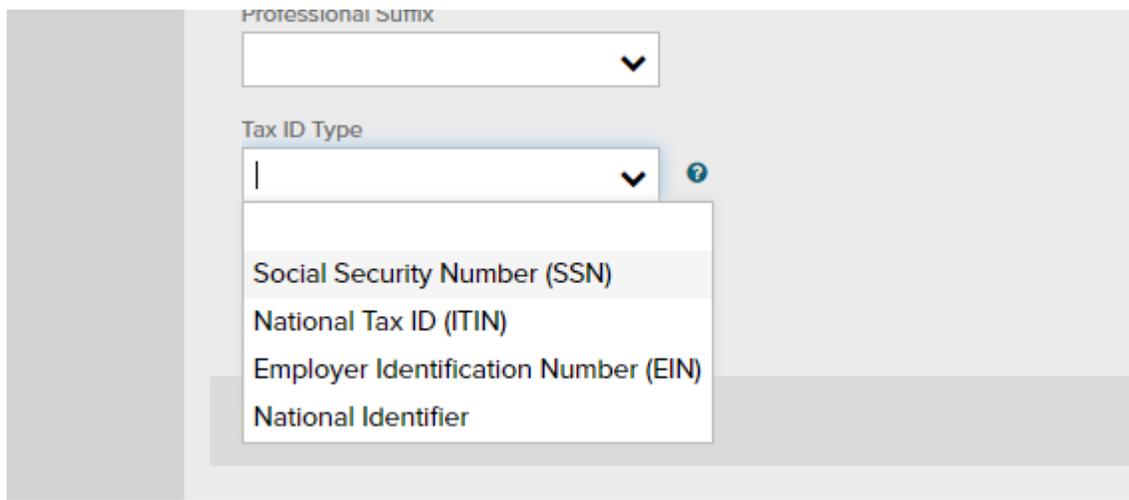


- Once you click ADD, you will be prompted to enter in the necessary information for either a Dependent or Beneficiary.



The screenshot shows a dialog box titled "Add Dependents & Beneficiaries" with a close button (X) in the top right corner. Below the title, it says "Choose a reason below to continue." Underneath, there is a section labeled "Add Dependent" with five radio button options: "Add New Child", "Adoption", "Child Gains Eligibility", "Marriage", and "Add Beneficiary". At the bottom right of the dialog, there are two buttons: "CANCEL" and "> CONTINUE".

- Social Security Numbers are required to be added as well. To add a SSN, click on the arrow to the far right of the 'Tax ID Type'. Select "Social Security SSN) in the drop down menu.



The screenshot shows a close-up of a "Tax ID Type" dropdown menu. The menu is open, showing four options: "Social Security Number (SSN)", "National Tax ID (ITIN)", "Employer Identification Number (EIN)", and "National Identifier". The "Social Security Number (SSN)" option is highlighted. Above the dropdown, there is a label "Professional Sumix" and a search input field with a downward arrow.

- You will then be able to type in the 'Tax ID' number (SSN).

Tax ID Type

Social Security Number (SSN) ▼



Applied for a Tax ID

Tax ID

- -

National Identifier

undefined