

Update Benefit Dependent Information

Certain information for benefit dependents can be updated through Self Service, including; name, gender, relationship, marital status, address, Medicare information, phone number, etc.

Requests for additional changes to benefit dependent information can be made by contacting your campus benefit administrator.

NOTE: A change may impact a dependent's eligibility, coverage, or may require further documentation for proof of change.

Accessing the Update Dependent Details Page

1. Access your MyUW portal.

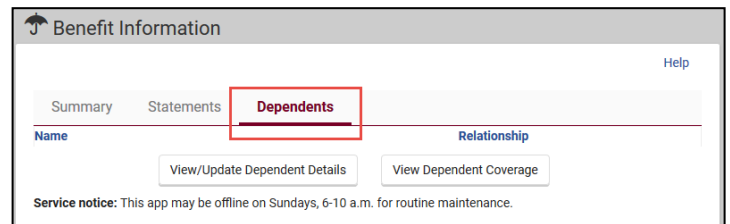
NOTE: The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.

- a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
- b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>

2. Click on the **Benefit Information Tile**.

3. Click the **Dependents** tab.

4. Click **View/Update Dependent Details** button.



Update Dependent Details

1. Click on the name of the dependent you would like to update.

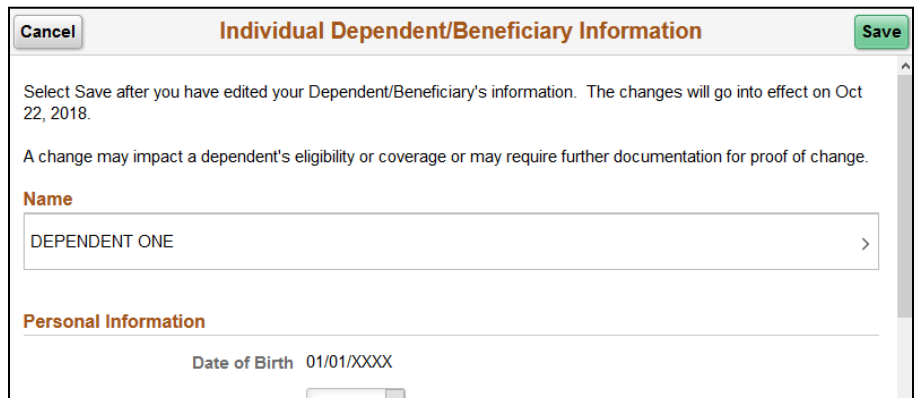
2. Review each section and add information or make changes as appropriate.

NOTE: There is certain information that cannot be updated on this page such as Date of Birth or Social Security Number.

3. To update existing name, address (physical or email), or phone number.

- Click the arrow to the right of that information.
- Make changes on the pop up screen
- Click **Done**.

4. When finished making changes, click **Save**.



The screenshot shows a form titled "Individual Dependent/Beneficiary Information" with "Cancel" and "Save" buttons. The form contains the following text: "Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Oct 22, 2018." and "A change may impact a dependent's eligibility or coverage or may require further documentation for proof of change." Below this, there is a "Name" section with a text input field containing "DEPENDENT ONE" and a right-pointing arrow. Underneath is a "Personal Information" section with a "Date of Birth" field containing "01/01/XXXX" and a "Gender" dropdown menu with "Female" selected.