

# View Your Dependent Information

**Use this quick reference to:**

**Reminders**

- View your dependent information online in the PeopleSoft system.
- Follow the navigation path **Self Service > eBenefits> Dependents > Dependent/Beneficiary Coverage Summary** to access your dependent information.
- Dependent data is available starting on **January 1, 2005**.
- **IMPORTANT:** If any of your dependent information is incorrect, contact the Benefits Services Group at 617-496-4001.

## Dependent/Beneficiary Coverage Summary

Section	Key Points	Screen Shot
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**A** If you want to view historical dependent information, enter the date (or use the drop down calendar to select a date) and then click the **GO** button.

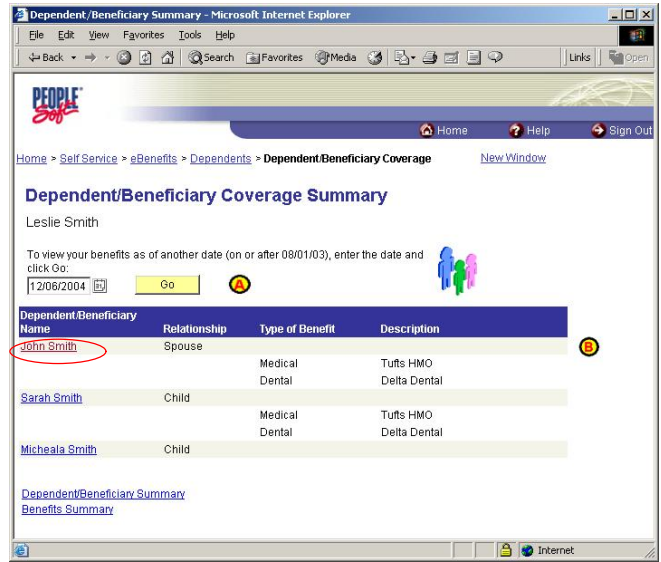
**B** The Dependent/Beneficiary Coverage Summary page displays all of your covered dependent(s) as of the date (defaults to the current day) in the date field.

The summary page provides information on the dependent's name, relationship, the benefit plan(s) they are enrolled in, and plan name.

To view a dependent's personal information, click the dependent's name (noted on screen shot).

**NOTE:**

If a recently added dependent is not displayed, change the date field to a date when the dependent will become active in a plan. If they still do not display, please contact the Benefits Services Group.



In the above example, clicking on John Smith would open the screen below.

Section	Key Points	Screen Shot
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**C** The Dependent/Beneficiary Personal Information page provides details on the dependent's social security number, birthdate, relationship to employee, and address information.

**D** Click edit (noted on screen shot) to modify the dependent's information in the following fields:

- Gender
- Social Security Number
- Marital Status
- Address

**To make changes to any of the other fields on this screen, please contact the Benefits Services Group.**

For additional information on how to edit your dependent information, please view the online simulation on ABLE at: <http://able.harvard.edu/hr-ess/sim/ess-direct-deposit.html>

