

Use this task to view and edit dependent summary information.

Dashboard Navigation:

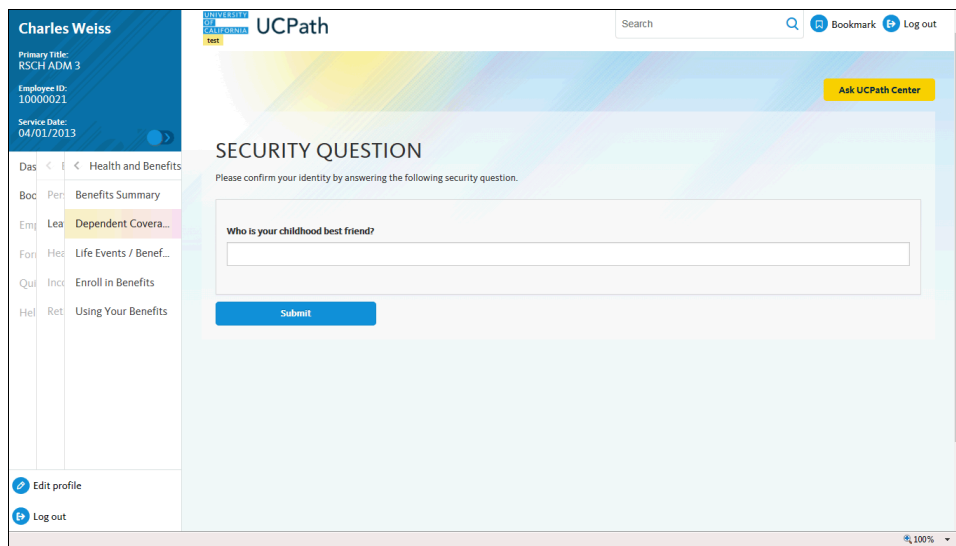
Health and Welfare > **Dependent Coverage**

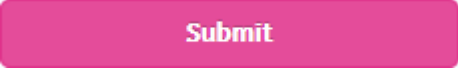
or

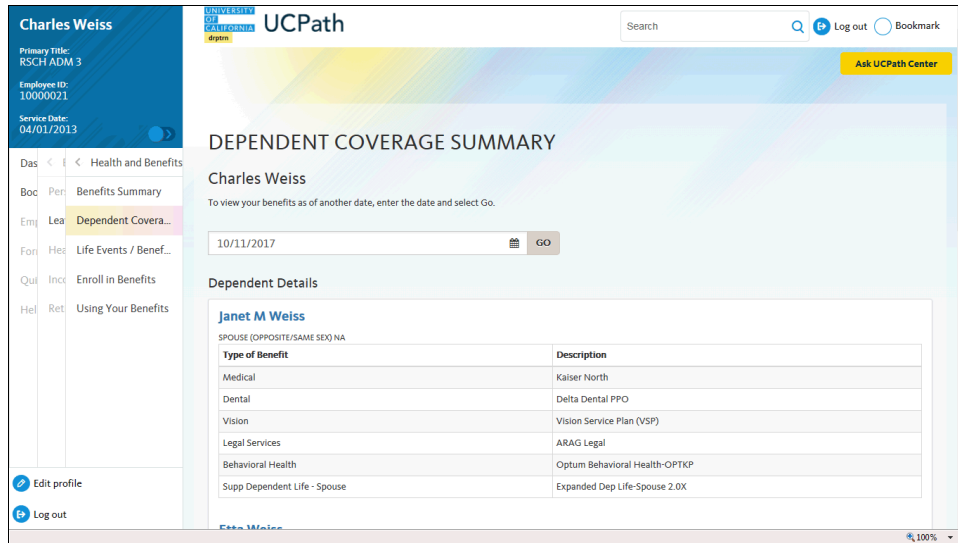
Menu Navigation:

Employee Actions > Health and Welfare > **Dependent Coverage**

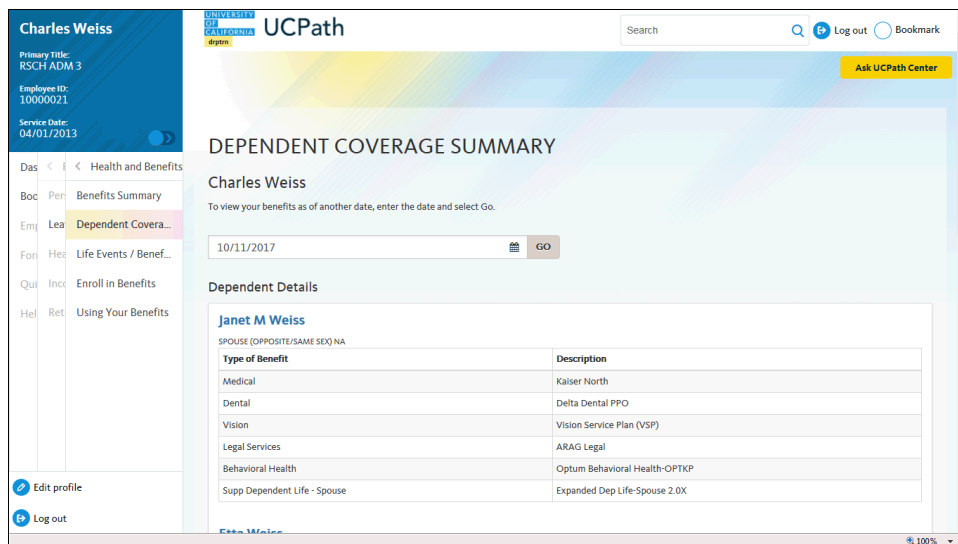
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>Before you view your dependent coverage information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 



Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Dependent Coverage Summary page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>



Step	Action
5.	Use the Dependent Coverage Summary page to view each Dependent, Relationship, Type of Benefit and Description.

Step	Action
6.	You can view benefits as of the current date or as of another date by entering a new date and then clicking the Go button.
7.	Click the Dependent Name link to view details about the dependent and edit dependent information, if necessary. Click the Janet M Weiss link. Janet M Weiss

Step	Action
8.	Review your dependent's personal information as you scroll down the page. Click in a field to edit your dependent's personal information. Shaded fields are not available for editing. Click the scroll bar.

Charles Weiss
Primary Title: RSCH ADM 3
Employee ID: 10000021
Service Date: 04/01/2013

What Relationship do you have with this dependent?

Address and Telephone

Same Address as Employee

Country: United States
Address: 300 Lakeside Dr
Dummy 100
Oakland, CA 94612

Same Phone as Employee

Phone: 510/987-0457 Home

RETURN TO DEPENDENT SUMMARY SAVE

Step	Action
9.	<p>If you make changes to your dependent's personal information, click the Save button. If no changes were made, click the Return to Dependent Summary button.</p> <p>In this example, you did not make any changes.</p> <p>Click the Return to Dependent Summary button.</p>

Charles Weiss
Primary Title: RSCH ADM 3
Employee ID: 10000021
Service Date: 04/01/2013

UCPath

DEPENDENT COVERAGE SUMMARY

Charles Weiss
To view your benefits as of another date, enter the date and select Go.

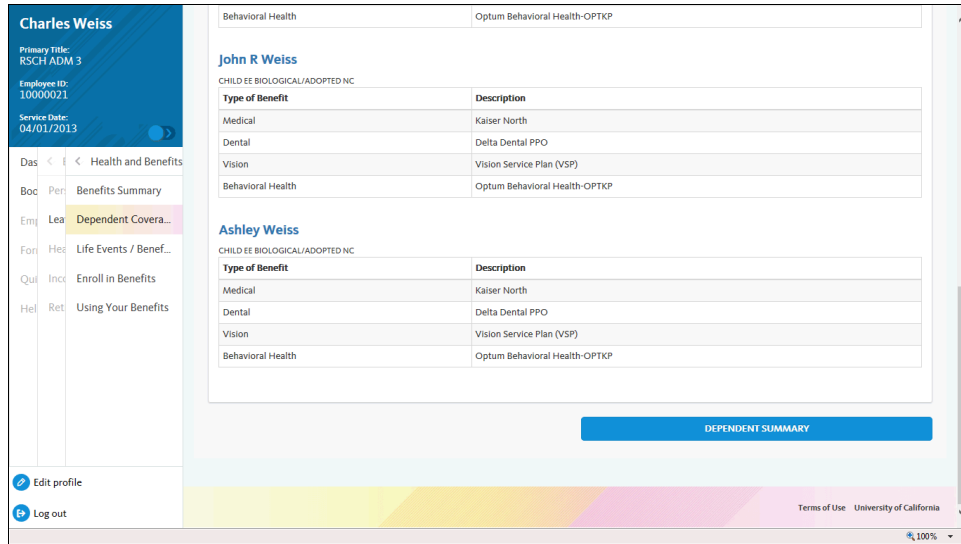
Dependent Details

Janet M Weiss
SPOUSE (OPPOSITE/SAME SEX) NA

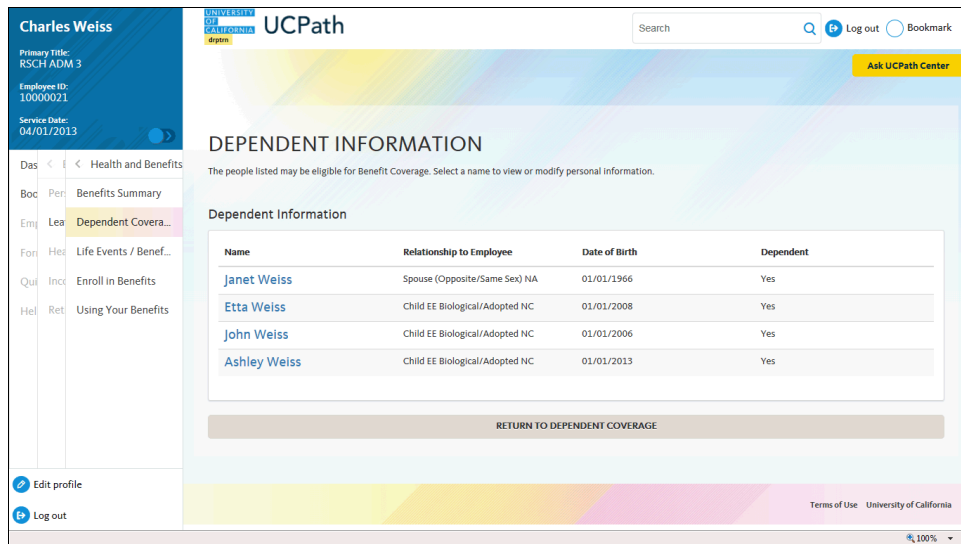
Type of Benefit	Description
Medical	Kaiser North
Dental	Delta Dental PPO
Vision	Vision Service Plan (VSP)
Behavioral Health	Optum Behavioral Health-OPTXP
Dependent Life	Expanded Dep Life-Spouse/DP

Etta Weiss

Step	Action
10.	<p>At the bottom of the Dependent Coverage Summary page is a link to the Dependent Summary page.</p> <p>Click the scroll bar.</p>



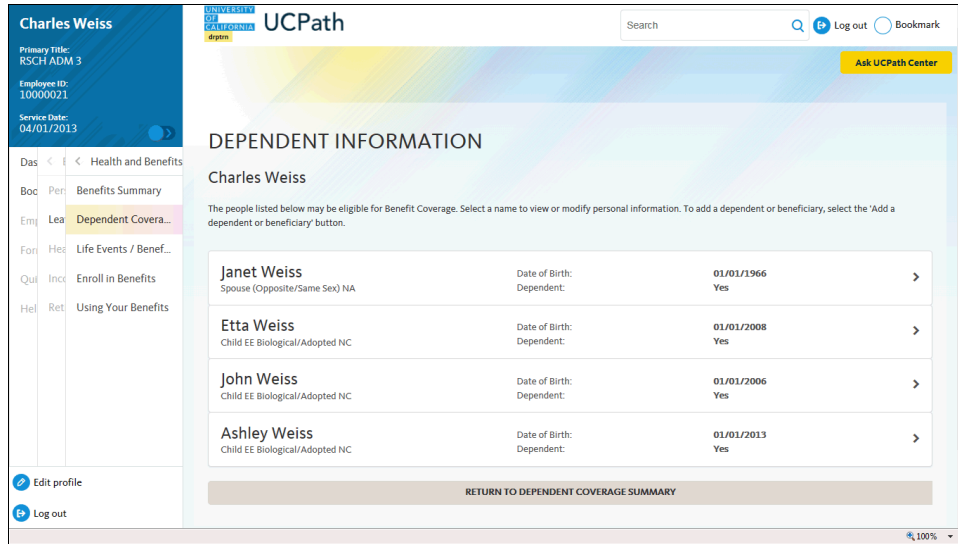
Step	Action
11.	Click the Dependent Summary button.



Step	Action
12.	The Dependent Information page lists the dependents and their personal information. To review or modify your dependent's information, click their name.
13.	For this example, click the Etta Weiss link. Etta Weiss

Step	Action
14.	Review or edit your dependent's personal information as you scroll down the page. Click the scroll bar.

Step	Action
15.	If necessary, save any changes before you return to the Dependent Summary page. Click the Return to Dependent Summary button.



Step	Action
16.	To return to the Dependent Coverage Summary page, click the Return to Dependent Coverage Summary button.
17.	You have viewed and edited dependent summary information. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary . End of Procedure.