EMPLOYEE JOB AID

CHANGE DEPENDENT

To update demographic information (e.g., name, address, phone number, etc.) related to an existing dependent enrolled in one of your insurance plans, please follow the instructions under “Updating the Demographic Information for an Existing Dependent”.

To remove a dependent entirely from your Workday profile, please follow the instructions under “Removing a Dependent from Your Profile”.

Please note you are only able to Add or Remove a dependent from coverage during a Qualified Life Event or during the firm’s annual Open Enrollment.

UPDATING THE DEMOGRAPHIC INFORMATION FOR AN EXISTING DEPENDENT (SOMEONE ENROLLED IN A BOOZ ALLEN INSURANCE PLAN)

If you have an existing dependent (someone who is enrolled in a Booz Allen insurance plan) whose name, address, phone number, etc. needs to be updated, you can do so by following these instructions. Before proceeding, please note the following:

- If your dependent shares an address with you (as the employee), and your own address needs to be updated, you must make this update in your Workday Profile > Personal tab. When you update your home address, any beneficiaries or dependents that share your home address will automatically be updated.

- If your dependent does not share an address with you, please follow the below instructions to update their address accordingly.

1. Click on the Benefits Worklet and select Change Dependents.
2. Find the dependent that needs updating and click **Edit**.

3. Scroll through the page until you find the information that needs updating. Click the **pencil icon** and make updates as necessary. Click the **checkmark** when you are done editing to save your changes. When all the data has been updated, click **Submit** on the bottom left corner of the page.

Note that if you are updating the address for a dependent with a non-US country, you will need to check the Western Script box and complete the required fields. The Western Script box will automatically appear whenever a non-US country is selected.
Removing a Dependent from Your Profile

If you have an existing dependent that you would like to remove from your Workday profile entirely, you must first ensure that they have been removed from benefits coverage which can be done from the Change>Benefit page via the Benefits worklet during a qualifying life event or Open Enrollment. Once you have completely ensured that the individual is no longer covered under your benefit plans, proceed with the following steps:

1. Click on the Benefits Worklet and select Change Dependents.

2. Find the dependent that needs to be removed and click the Related Actions link next to their name.
3. Under Actions, click **Dependent** and select **Inactivate**.

4. Once you click on **Inactivate**, you will need to select the date that you would like the dependent to become inactive and click **Submit** at the bottom of the screen.

At this point, you will no longer see the inactivated dependent listed in the Benefits Worklet when you navigate to **Change > Dependents**.