



**EDIT EXISTING
DEPENDENT
JOB AID**

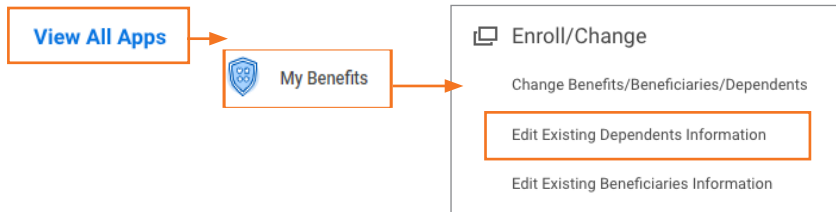
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EDIT EXISTING DEPENDENTS

Follow these steps to edit your existing dependents.

1. Click **View All Apps** on your Workday home page, then select the **My Benefits** app.
2. Click **Edit Existing Dependents Information** in the **Enroll/Change** column to change your benefit elections.



3. Click **Edit** to update the desired dependent.

Dependents Jonnie Smith ⋮

Dependents 1 item ⌵

Dependent	Relationship	Age	
Marie Smith	Spouse	38 years, 4 months, 30 days	Edit

Note: If you are editing the Relationship field, this will **not** trigger a Qualifying Life Event to your Benefit elections. You will need to submit your benefit election change separately. Please refer to the Qualifying Life Event Job Aid for more information on how to change your benefit elections when you experience a qualifying life event such as marriage or divorce.

5. Add a **Reason**, enter updates and click **Submit**.

Edit My Dependent Jonnie Smith ⋮

Dependent Options

Effective Date & Reason

Effective Date *
05/31/2023

Reason
Change Dependent > Correct Information

Dependent Personal Information

Legal Name

Legal Name *
Marie Smith

Gender

Gender *
Female

Submit Save for Later Cancel