EXELIXIS®

EDIT EXISTING DEPENDENT JOB AID

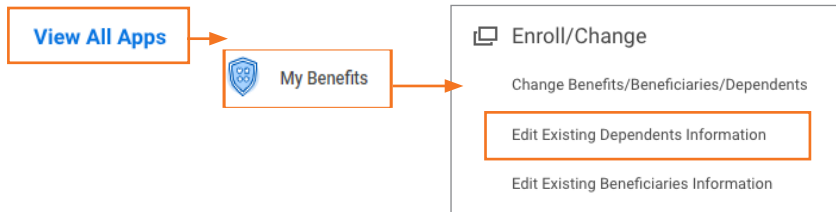## CONTENTS

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.

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**.