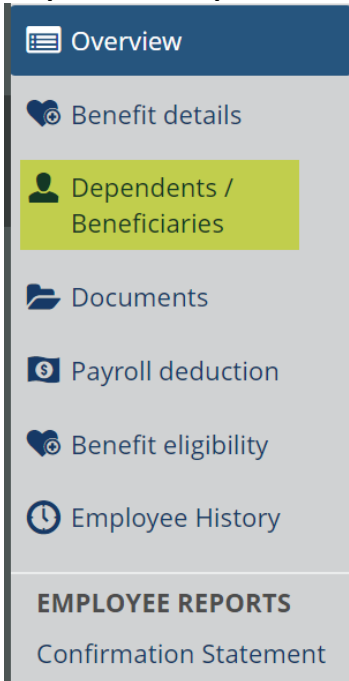


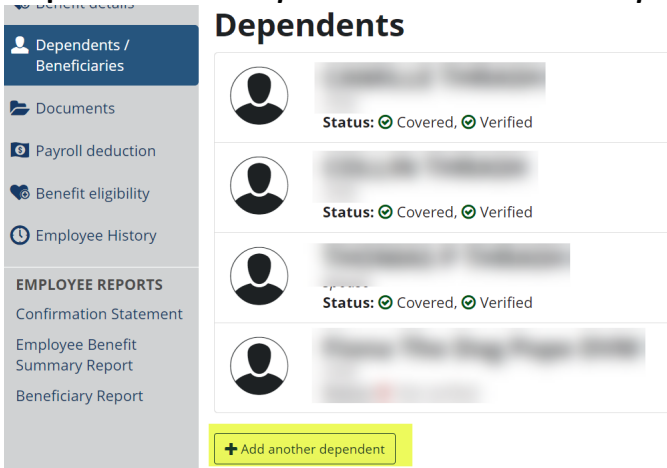
Adding dependents to My UT Benefits

Step 1 - Log in to [My UT Benefits](#)

Step 2 - Click *Dependents/Beneficiaries* in the left navigation



Step 3 – Click *Add dependent* or *Add another dependent*



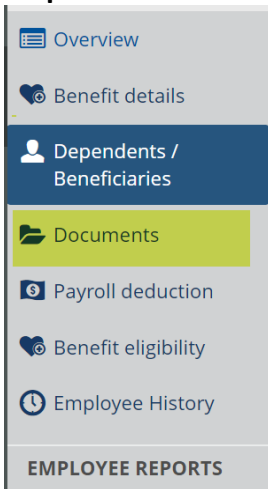
Step 3 - Add the dependent's personal information & click *Save at the bottom of the form*

The "Add Dependent" form is displayed. It has a header with a person icon and the text "Add Dependent". Below this is a section titled "Personal Information" with the following fields:

- First Name***: Text input field.
- Middle Name**: Text input field.
- Last Name***: Text input field.
- Suffix**: Dropdown menu.
- Relationship***: Dropdown menu with "Please Select" as the current selection.
- Gender***: Dropdown menu with "Please Select" as the current selection.
- Date of Birth***: Date picker field.

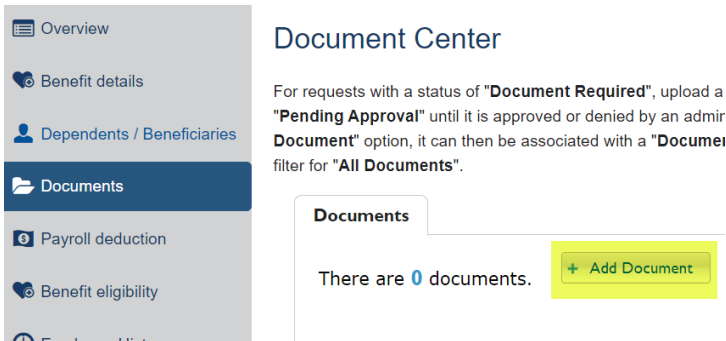
At the bottom, there is a section titled "Please enter one of the following" with two radio button options: "SSN" and "ITIN".

Step 4 – Click *Documents* in left navigation



Step 5 – Click *Add a Document*

- Select your document from your files – see [List of Approved Documents](#)
- Follow directions on form
- Click **Save** at the bottom of form



Your HR Benefits department will review, approve and/or deny the document.