


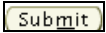




Update Dependents

1.	<p>Select your EMPLOYEE DIRECT ACCESS responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > PERSONAL INFORMATION</p>
2.	<p>Click the Employee Direct Access link.</p> <p><input type="text" value="Employee Direct Access"/></p>
3.	<p>Click the Personal Information link.</p> <p><input type="text" value="Personal Information"/></p>
4.	<p>Click the Personal Information link.</p> <p><input type="text" value="Personal Information"/></p>
5.	<p>Scroll down to the Dependent region at the bottom of this page.</p>
6.	<p>Press the left mouse button on the Add Another Contact button.</p>
7.	<p>Click on the Title list.</p>
8.	<p>Click on Miss on the list.</p> <p><input type="text" value="Miss"/></p>
9.	<p>Enter the desired information into the First Name field. Enter "Sarah".</p>
10.	<p>Enter the desired information into the Middle Name field. Enter "T".</p>
11.	<p>Press [Tab].</p>
12.	<p>Enter the desired information into the Last Name field.</p> <p>Enter "Sample".</p>
13.	<p>Click the Relationship list.</p> <p><input type="text" value="▼"/></p>
14.	<p>Click the Recognized Natural Child list item.</p> <p><input type="text" value="Recognized Natural Child"/></p>
15.	<p>Click the Gender list.</p> <p><input type="text" value="▼"/></p>
16.	<p>Click the Female list item.</p> <p><input type="text" value="Female"/></p>
17.	<p>Enter the desired information into the Social Security field. Enter "555-55-5555".</p>
18.	<p>Click the Start Relationship Reason list.</p> <p><input type="text" value="▼"/></p>
19.	<p>Click the Custody or Guardianship list item.</p> <p><input type="text" value="Custody or Guardianship"/></p>

20.	Click on the Date of Birth button.
21.	Click the January list item. 
22.	Click the 21 link. 
23.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
24.	Click the Next button. 
25.	Review you Changes and Submit, or Save for Later. For this example, click the SUBMIT button. 
26.	Click the Home link. 
27.	Click the Logout link. 
28.	Congratulations! You have successfully updated a new dependent in the STEP system.