Step 1

Once you log into your account, under your user name click on the “Profile” tab.

Step 2

To add family member such as children click on the “Add Family” tab.

Step 3

Fill in all the information as accurately as possible.

Please note that children will need to be added as “Dependent” in the “Relationship” tab.
Step 4

If you need to add more family members just repeat **Step 2 and Step 3**.

As you add family members they will appear under your family.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Person</td>
<td>01/01/2010</td>
<td>X</td>
<td>Dependent</td>
</tr>
</tbody>
</table>