

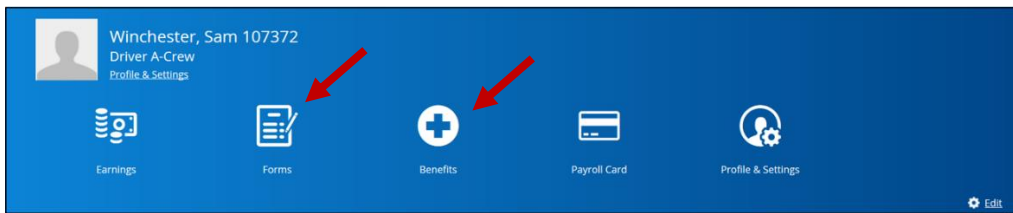
CURRENT DEPENDENT INFORMATION



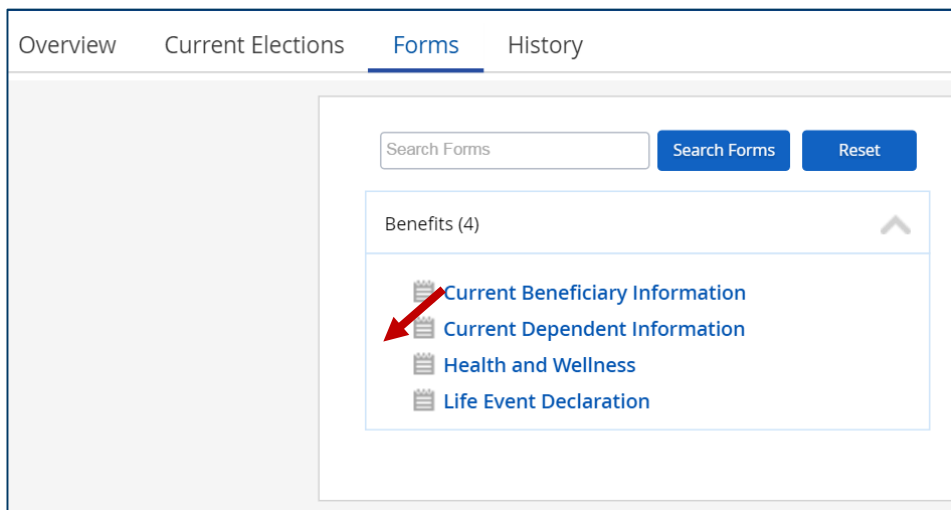
1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login page. It features a header with the text "DAYFORCE | HCM". Below the header are four input fields: "Company", "User Name", and "Password", each with a yellow highlight. A "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Can't access your account?".

2. From the Home Screen select **Forms** or under the **Benefits** section.



3. From this screen, select Current Dependent Information.



CURRENT DEPENDENT INFORMATION



- Click on [View/Edit](#) to view or edit the information.

Name	Relationship	Birth Date	
Jessica Winchester	Spouse	1/1/1992	View/Edit

No Current Benefits

[Save Draft](#) [Submit](#) [Cancel](#) [Print](#)

- The Edit Dependent pop up will appear allowing you to make edits. Once you are finished with your edits, click Continue.

Personal Information * Required Field

First Name* Jessica
Middle Name
Last Name* Winchester
Gender* Female
Relationship* Spouse
Birth Date* 1/1/1992
SSN
Tobacco/Smoker No
Date last used Tobacco/Smoked
Student No
Disabled No
Marital Status Select an Option...

Primary Address

Primary Residence
123 Mister Way
Marion, IA 52302
USA

Other Address + Add
Phone Number + Add
Currently does not have a phone number.

[Continue](#) [Cancel](#)

CURRENT DEPENDENT INFORMATION



6. Once you are satisfied with your edits, click Submit.

Current Dependent Information ☐ ✕

Current Dependent Information

Below is the list of your current dependents.

Name	Relationship	Birth Date	View/Edit
Jessica Winchester	Spouse	1/1/1992	

No Current Benefits

Save Draft Submit Cancel Print