

<u>Guide to Adding a Dependent from the</u> <u>Consumer Portal</u>

These instructions are for participants enrolled in the **Dependent Care Spending Account**. Below is a step-by-step guideline on how to add a dependent, which will allow the participant to submit Dependent Care claims directly from their Consumer Portal. NOTE: Dependent Care Spending Accounts are <u>NOT</u> linked to the CPNFLEX card.

- 1. Log onto your Consumer Portal account.
- 2. At the top of the page, put your curser over your name as shown in example below and a drop-down box will appear.

		Contact Us Consumer 55	· ✓ 🚆 (0) Logout		
		Participant Account ID 0008336940 Username consumer5 Email Address consumer5@example.com Last Login 9/2/2020 - Online			
Home	Accounts	PROFILE Profile Summary	Center 1		
l Want To:		Banking Payment Method			
		Login Information			

- 3. Click on Profile Summary
- 4. The next page will take you to the below screen. Click on Add Dependent

Home	Accounts	Tools & Support	Message Center
Profile / Profile	Summary		
Profile	Update Profile	Dependents	Add Dependent
KATHERINE REDER HOME ADDRESS 190 Cross Creek Drive Oakland, TN 38060 United States HOME PHONE CONSUMER 55 EMAIL ADDRESS	MAILING ADDRESS 190 Cross Creek Drive Oakland, TM 38060 United States MOBILE NUMBER (901) 289-9076	JAX REDER Birth Date: 4/10/2001 Student: No View / Update	
Unspecified	Unspecified		
kreder_cpn			

- 5. Enter the required information. (Areas with an asterisk * are required fields).
 - Name: First, Middle Initial and Last
 - SSN (Dependent's Social Security Number)
 - Sirth Date (must insert a slash '/' between characters). See example below.
 - Gender: Male or Female
 - ✤ Full Time Student: Yes or No
 - Relationship: Spouse or Dependent

Dependent Information		*Required				
Name *	Jane MI					
	Doe					
SSN *	444 – 55 – 7777					
Birth Date *	2/14/2000					
Gender	Female ~					
Full Time Student *	⊖Yes					
Relationship *	Dependent ~					
Once you are done – Click Submit						
YOU'RE DONE. 🌝						