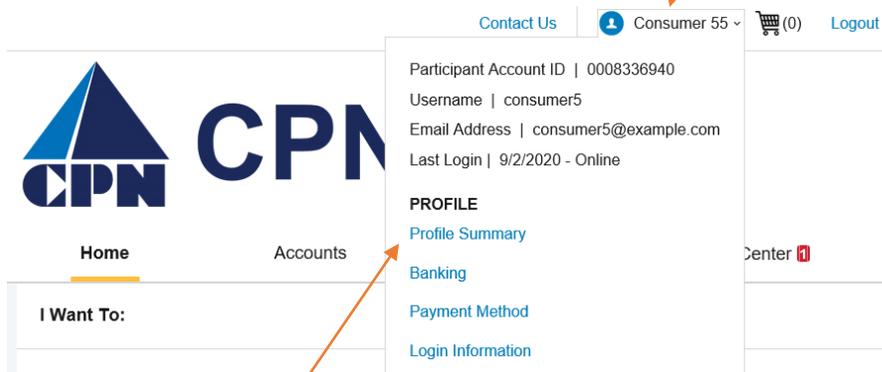


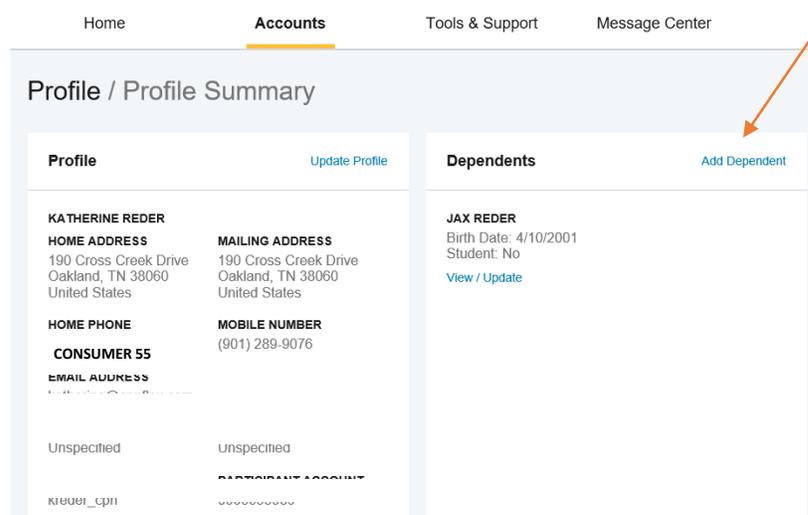
## Guide to Adding a Dependent from the Consumer Portal

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 NOT linked to the CPNFLEX card.**

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



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



5. Enter the required information. (Areas with an asterisk \* are required fields).

- ❖ Name: **First, Middle Initial and Last**
- ❖ **SSN** (Dependent's Social Security Number)
- ❖ Birth Date (must insert a slash '/' between characters). See example below.
- ❖ Gender: **Male** or **Female**
- ❖ Full Time Student: **Yes** or **No**
- ❖ Relationship: **Spouse** or **Dependent**

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**Dependent Information** \*Required

Name \*

SSN \*  -  -

Birth Date \*

Gender

Full Time Student \*  Yes  No

Relationship \*

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Once you are done – Click **Submit**

**YOU'RE DONE.** 😊