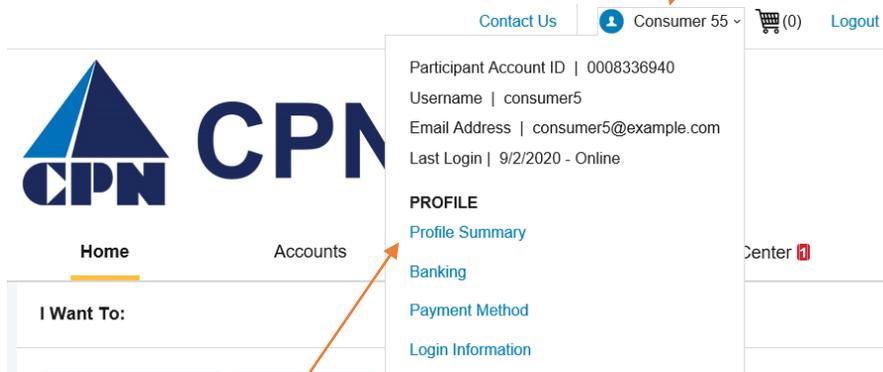
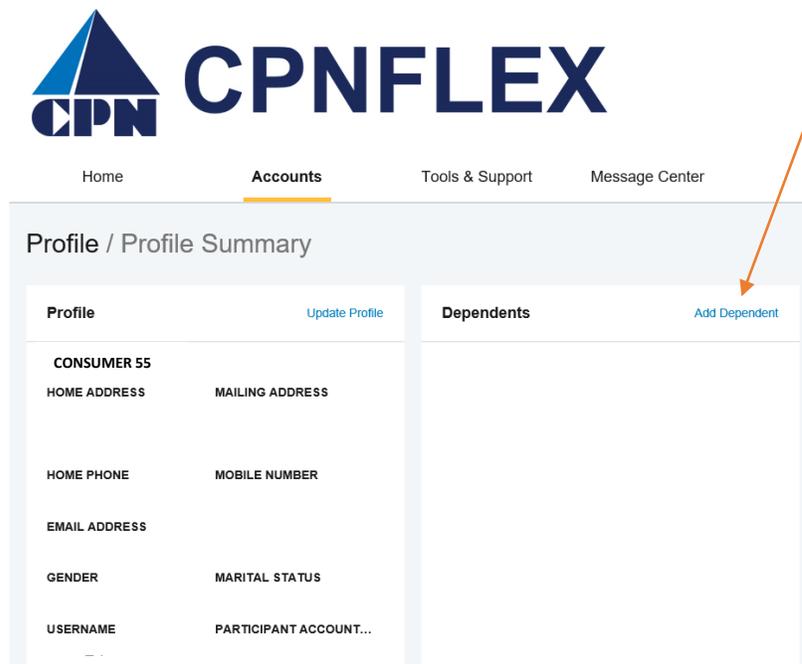


Guide to Adding a Dependent from the Consumer Portal & Requesting a Dependent Card

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**

Dependent Information *Required

Name *

SSN * - -

Birth Date *

Gender ▼

Full Time Student * Yes No

Relationship * ▼

Once you are done – Click **Submit**

REQUESTING A DEPENDENT CARD:

To request a card for a dependent, you simply go back and put your cursor over your name at the top of your Consumer Portal and select "**Banking/Cards**" from the drop down. It will take you to the page where you click on "**Issue Card**" next to the dependent* name you need a card issued. Estimated delivery time is 5-7 business days.

*Card(s) can only be ordered for qualified dependents **18 years, or older.**

YOU'RE DONE. 😊