

## ESS – Annual Enrollment Step 2: Dependents

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

You can review the information for your dependents and edit the information.

1. Review the information displayed.
2. Click Edit Dependents if changes are needed.
  - If the information is correct, please skip to Step 3: Benefits Summary

3. Click Add to add a new dependent for the 2016 calendar year.

- Select the type of dependent from the context window.

- Complete all required fields including the social security number
- Click Save and Back

**Edit Child**

Close Save Cancel

**Name**

\* First Name:   
 \* Last Name:

**Data At Birth**

\* Date Of Birth:   
 \* Gender:  Female  
 Male

**Physicians**

Physician 1:   
 ID Number:   
 Physician 2:   
 ID Number:

**Other Personal Data**

Social Security Number:   
 Reference Personnel Number:

- A confirmation message will display
- Continue adding or editing your dependents

**Dependents and Beneficiaries**

Close

Data saved successfully

▼ **Family Members / Dependents**

**Spouse**

Name: Test New Hire Bobby  
 Date of Birth: 10/25/1970

**Child**

Name: Nancy Victor  
 Date of Birth: 09/30/2015

**Stepchild**

Name: Test New Hire Abby  
 Date of Birth: 10/01/2015

4. Click Close when you are finished working with your dependents.

**Dependents and Beneficiaries**

Close

▼ **Family Members / Dependents**

**Spouse**

Name: Test New Hire Bobby  
 Date of Birth: 10/25/1970

**Child**

Name: Nancy Victor  
 Date of Birth: 09/30/2015

**Stepchild**

Name: Test New Hire Abby  
 Date of Birth: 10/01/2015

5. Click Next to proceed to Step 3: Benefits Summary.

**Note:** The added dependent of Nancy, Victor will be displayed when selecting benefit plans and will be updated when saving the benefits and insurance plans.

**Open Enrollment: Step 2 of 8 (Dependents)**

◀ Previous **Next** ▶ | Save | Edit Dependents

1 Personal Profile    **2 Dependents**    3 Benefits Summary

You can review the information for your dependents and beneficiaries, and edit

**Family Members / Dependents**

**Spouse**  
Name: Test New Hire Bobby  
Date of Birth: 10/25/1970

**Stepchild**  
Name: Test New Hire Abby  
Date of Birth: 10/01/2015