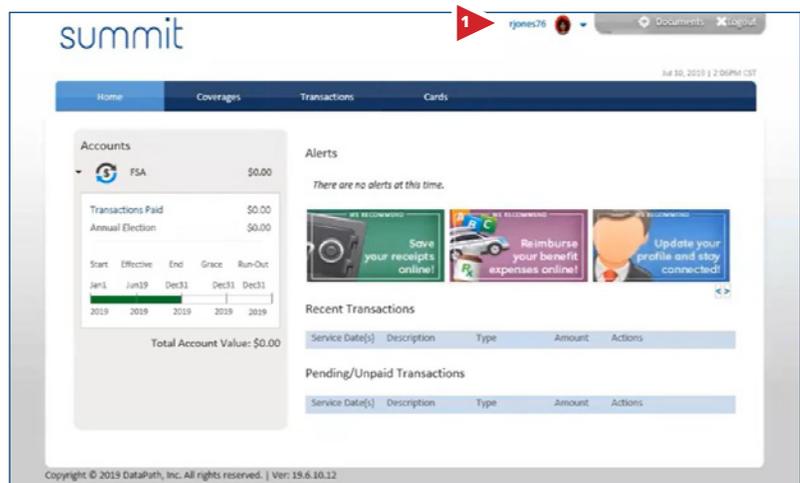


## Updating Your Employee Profile

### STEP 1

Log in to your account\* to update your personal information, **including your profile, dependents, and bank account information.**

**Click on your user name, picture, or arrow<sup>1</sup>** at the top of the screen.

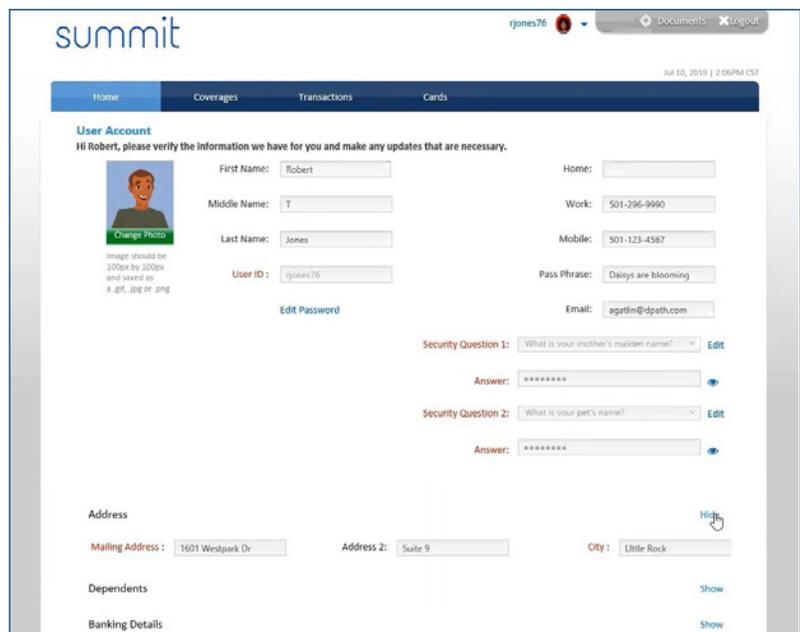


\* Your home page and accounts may look different from what you see here, but the information will be in the same places.

### STEP 2

In the top section, you can update your user information, including your **name, photo, phone numbers, and security information.**

**Click Show** next to any of the sections you would like to edit. *In the address section, you can verify or change your address.*



## Dependents and Banking Information Updates

Click the **Dependents** section to add or edit your dependent information. *The fields in red are required.* If the dependent has a different address than the participant, uncheck the box that says "same as participant address" and fill in the information. If they do have the same address, you may leave it checked. If necessary, select the plans that the dependent should be linked to, and whether or not to issue a card, if that is an option.

*Please note that if your dependent is not already enrolled in the benefit, you will need to contact your human resources director or plan administrator to enroll your dependent.* Read the dependent disclaimer, Click the box to show you have read it, then **click Submit**.

**Add Dependent**

Enter the information for the new dependent and press "Submit" to save the changes.

*Required Information*

First Name: Emma Middle: G Last Name: Jones

SSN: 123-45-6789 Home Phone: Mobile Phone:

Date of Birth: 03/20/2008 Relationship: Child Gender: Female

Dependent Address : Same as Participant Address

Address 1: 1601 Westpark Dr Address 2: Suite 9 City: Little Rock

State: Arkansas Zip: 72227 Country: United States of Amer

Plan Type	Plan ID	Description	Start Date	End Date	Grace Period	Run-out
FSA	FSAMed	FSA	01/01/2019	12/31/2019		

Select the plans to which the dependent should be linked for expense reimbursement. If the plan is card enabled a debit card may be issued for the dependent by selecting Cards and clicking the Issue Card link next to the Dependents name.

I have read and agree to the Dependent Disclaimer

Cancel or **Submit**

**To add your banking information, click show** next to banking details. Select your bank name, or select other to add your bank. Enter or select the bank's routing number, enter your account number, and select the account type. *If this is your main bank account, you can click the make default check box so that this will automatically be the bank account used for any future reimbursements<sup>2</sup>.*

**Banking Details** Hide

Select Bank Account: Select

Bank Name: TESTBANK

Account Number: 8675309

Make Default:  2

Routing Number: 000000000

Account Type: Checking

### STEP 3

Select your authentication image.  
**Click Save.**

Authentication image:

Lightbulb  Camera  Smartphone  Pencil and Paper  Ruler and Pencil  Paint Palette  Cookie  Calculator  Briefcase

**Save** or Cancel

**Your personal information is now updated. If you have questions, please contact your benefits representative.**

summit