

Need to Add or Remove a Dependent from Your Insurance Coverage during Annual Enrollment?



- Log into the [Employee Self Service Portal](#) and follow the instructions listed below.
- Click “Benefit Enrollment 2025” on the Left Navigational Column to make changes to your benefit elections.

ADDING A DEPENDENT:

To **ADD** a dependent, you must build your dependent in the system and then connect them to the individual coverage. Do this **before** you “Choose you Benefits”.

1. Under the “Dependents” tab, click to add a new dependent.
2. Enter the dependent’s information, including the social security number (this is required by Health & Human Services.)
3. Under “Not a Member Yet?”, select “Plan from an employer”.

Next, ADD them to the individual insurance plans (i.e., Health, Dental, Vision, Life).

1. Go to the “Choose Benefits” tab, and click “Modify” on the specific coverage you wish to change.
2. Select the Coverage Level you need, as well as the Benefit Plan.
3. Scroll down to select the dependents who you wish to cover.
4. Click “Save”.
5. Provide Risk Management the supporting dependent documentation (Marriage or Birth Certificate) by November 20, 2024 (email: risk-benefits@pcsb.org or fax to 727-588-6182, Attn: Verification Representation.)

DELETING A DEPENDENT:

To **DELETE** a dependent from specific coverage, you need to “Modify” each Benefit and uncheck the dependent.

1. Go to the “Choose Benefits” tab, and click “Modify” on the specific coverage(s) you wish to change.
2. Select the Coverage Level you need, as well as the Benefit Plan.
3. Scroll down and uncheck the dependent(s) to come off the plan.
4. Click “Save”.