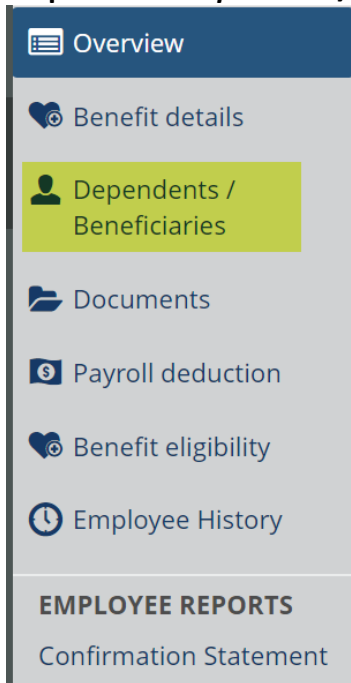


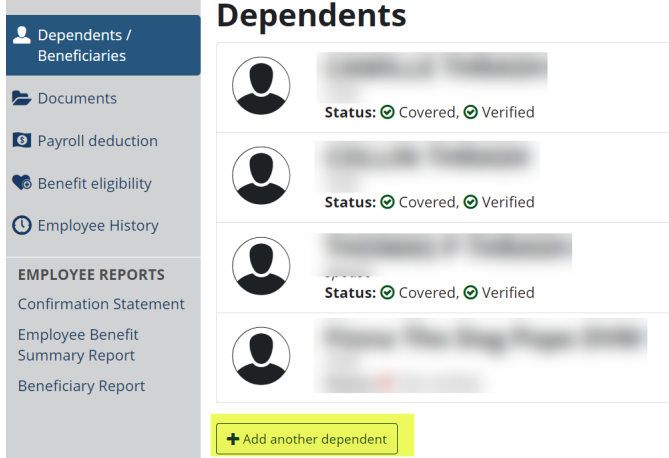
Adding dependents to My UT Benefits

Step 1 - Log in to [My UT Benefits](#)

Step 2 - Click *Dependents/Beneficiaries* in the left navigation



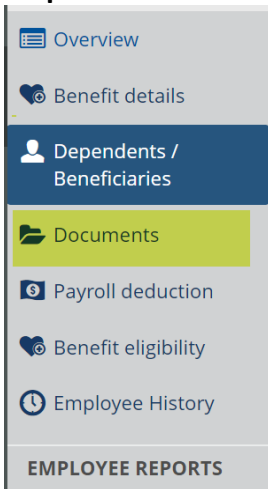
Step 3 – Click *Add dependent* or *Add another dependent*



Step 3 - Add the dependent's personal information & click *Save at the bottom of the form*

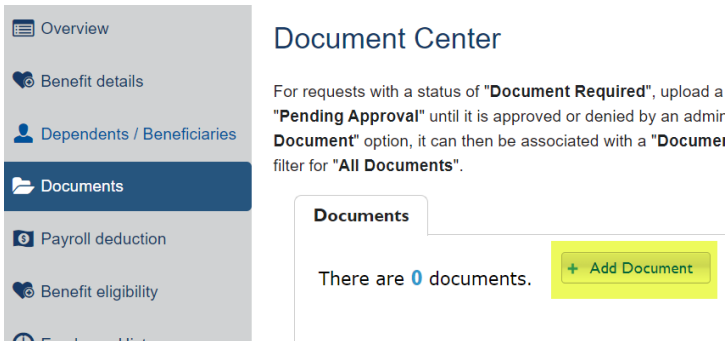
A screenshot of the 'Add Dependent' form. The left navigation menu is visible. The form title is 'Add Dependent' with a person icon. Below the title is the 'Personal Information' section. It contains four input fields: 'First Name*' (required), 'Middle Name', 'Last Name*' (required), and 'Suffix'. Below these are 'Relationship*' and 'Gender*' dropdown menus, both with 'Please Select' as the current selection. There is a 'Date of Birth*' field with a calendar icon. At the bottom, it says 'Please enter one of the following' with two radio button options: 'SSN' and 'ITIN'.

Step 4 – Click **Documents** in left navigation



Step 5 – Click **Add a Document**

- Select your document from your files
- Follow directions on form
- Click **Save** at the bottom of form



Your HR Benefits department will review, approve and/or deny the document.