



**How to Update Dependent Information Overview**

The purpose of this Job Aid is to walk through the process on how to view and update dependent information in Cardinal using Employee Self-Service.

**Note:** All dependents, regardless of whether they are currently enrolled in a Benefits Plan, will display and be available to view on the **Dependent/Beneficiary Info** page. This data is maintained within Cardinal for cases where the dependent may need to be re-enrolled in a Benefits Plan in the future.

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# Employee Self-Service Job Aid

## ESS\_ How to Update Dependent Information

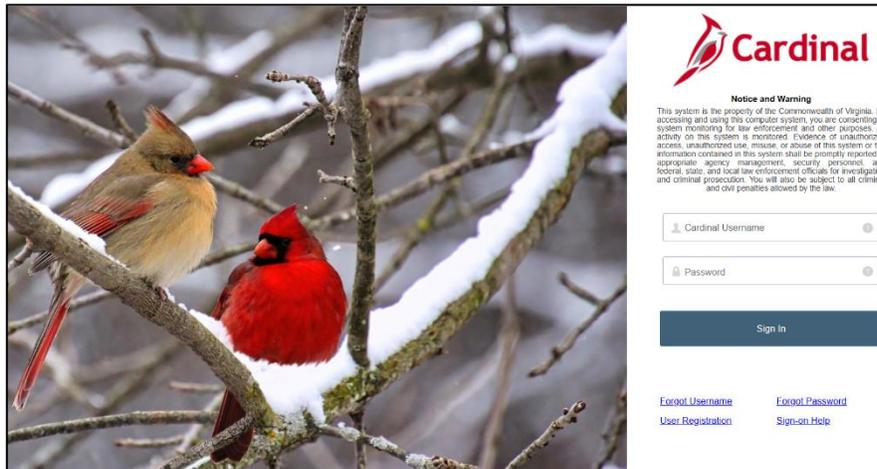
### Revision History

Revision Date	Summary of Changes
2/12/2025	Baseline

### Updating Dependent Information

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled <b>Cardinal Registration Quick Start Guide</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .

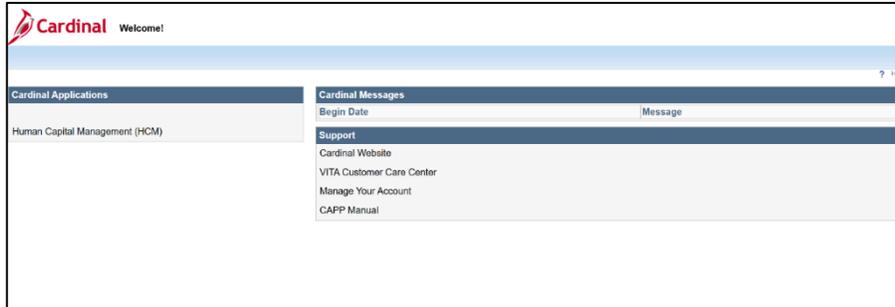
The **Cardinal Login** page displays.



2.	Enter the Employee Username and Password in the <b>Cardinal Username</b> and <b>Password</b> field. <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <input type="text" value="Cardinal Username"/> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <input type="password" value="Password"/> </div>
3.	Click the <b>Sign In</b> button. <div style="border: 1px solid red; padding: 5px; margin: 5px 0; background-color: #4a7c95; color: white; text-align: center; width: fit-content; margin: auto;">             Sign In         </div>

Step	Action
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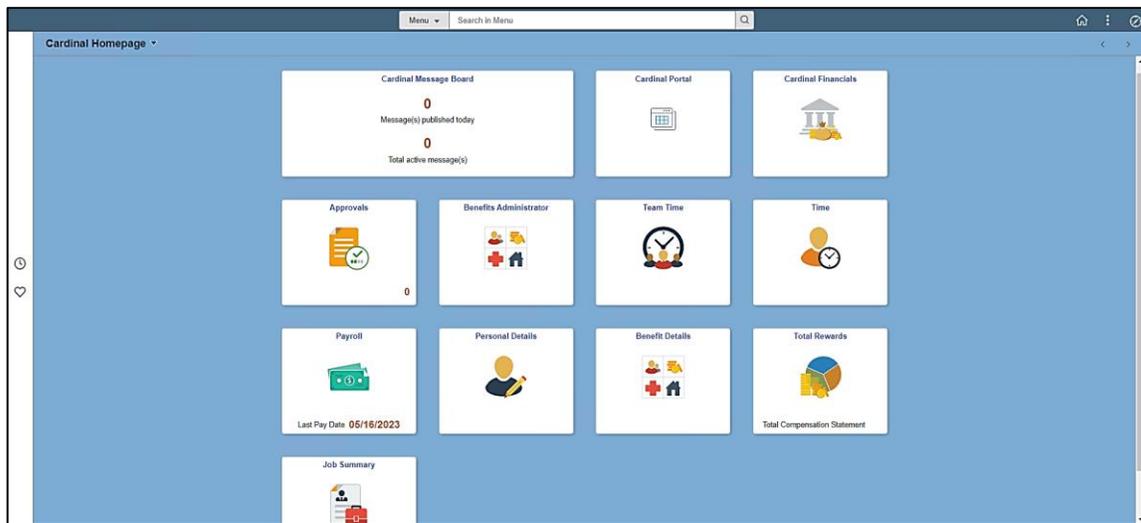
The **Portal Welcome** page displays.



4. Click the **Human Capital Management** link.

**Human Capital Management (HCM)**

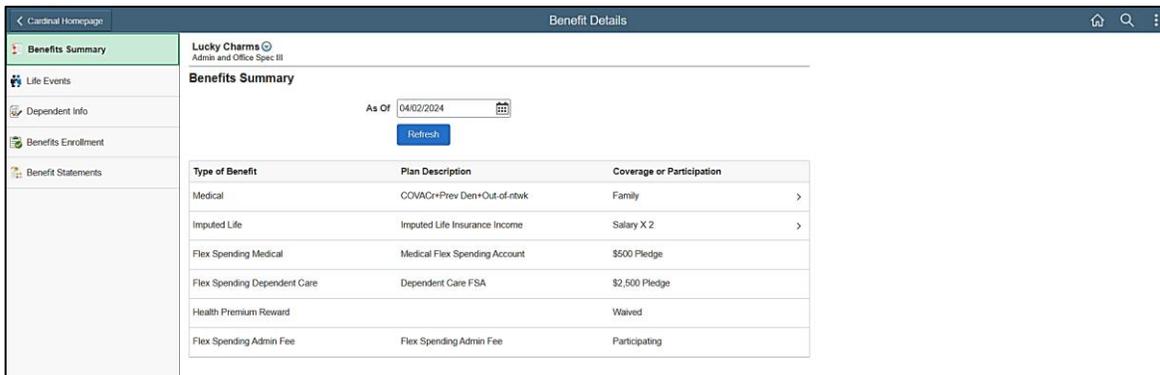
The **Cardinal Homepage** displays.



The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
5.	Click the <b>Benefit Details</b> tile. <div style="border: 2px solid red; padding: 10px; margin: 10px 0;">  </div>

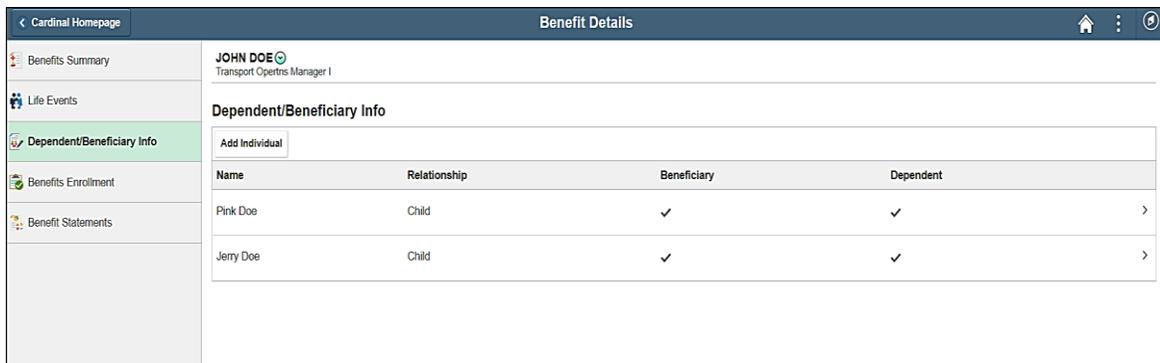
The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.



Type of Benefit	Plan Description	Coverage or Participation
Medical	COVACI+Prev Den+Out-of-rtwk	Family
Imputed Life	Imputed Life Insurance Income	Salary X 2
Flex Spending Medical	Medical Flex Spending Account	\$500 Pledge
Flex Spending Dependent Care	Dependent Care FSA	\$2,500 Pledge
Health Premium Reward		Waived
Flex Spending Admin Fee	Flex Spending Admin Fee	Participating

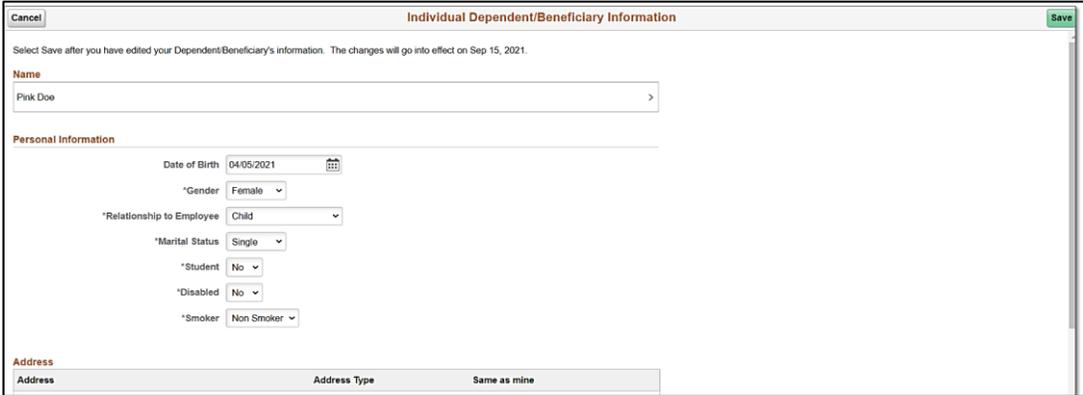
6.	Click the <b>Dependent/Beneficiary Info</b> list item to view associated dependent/beneficiary information. <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>
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The **Dependent/Beneficiary Info** page displays.



Name	Relationship	Beneficiary	Dependent
Pink Doe	Child	✓	✓
Jerry Doe	Child	✓	✓

7.	Click on the corresponding row to view or edit the information for a listed dependent. <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <table border="1"> <tbody> <tr> <td>Pink Doe</td> <td>Child</td> <td>✓</td> <td>✓</td> <td>&gt;</td> </tr> </tbody> </table> </div>	Pink Doe	Child	✓	✓	>
Pink Doe	Child	✓	✓	>		

Step	Action
	<p>Information updates initiated from this page do not influence benefit enrollment selection(s). Updates performed only update the personal information for the specific dependent in Cardinal. If a Dependent(s) needs to be added, the employee must do so through a Life Event.</p>
<p>The <b>Individual Dependent/Beneficiary Information</b> page displays for the applicable dependent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>	
8.	<p>Review the information and make updates as desired/needed. The fields that can be updated include:</p> <ol style="list-style-type: none"> <li>a. Name Change</li> <li>b. Marital Status</li> <li>c. If the Dependent is a student</li> <li>d. If the Dependent has a Disability</li> <li>e. Smoker or Non-Smoker</li> <li>f. Change in Address</li> <li>g. Change/Add a Phone Number</li> <li>h. Change/Add an Email</li> </ol>
9.	<p>Once all updates are complete, click the <b>Save</b> button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  </div>
	<p>The Benefits Administrator will be notified when changes are made to a dependent's profile and will inform the employee if the change impacts current benefits enrollment and/or if additional documentation is needed.</p>



# Employee Self-Service Job Aid

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Step	Action															
	<p>The <b>Benefit Details</b> page redisplay.</p>  <p>The screenshot shows the 'Benefit Details' page for John Doe, a Transport Operator Manager I. The page has a left sidebar with navigation options: Benefits Summary, Life Events, Dependent/Beneficiary Info (highlighted), Benefits Enrollment, and Benefit Statements. The main content area is titled 'Benefit Details' and includes a user profile section for JOHN DOE. Below this is the 'Dependent/Beneficiary Info' section, which has an 'Add Individual' button and a table listing dependents.</p> <table border="1"><thead><tr><th>Name</th><th>Relationship</th><th>Beneficiary</th><th>Dependent</th><th></th></tr></thead><tbody><tr><td>Pink Doe</td><td>Child</td><td>✓</td><td>✓</td><td>&gt;</td></tr><tr><td>Jerry Doe</td><td>Child</td><td>✓</td><td>✓</td><td>&gt;</td></tr></tbody></table>	Name	Relationship	Beneficiary	Dependent		Pink Doe	Child	✓	✓	>	Jerry Doe	Child	✓	✓	>
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Jerry Doe	Child	✓	✓	>												