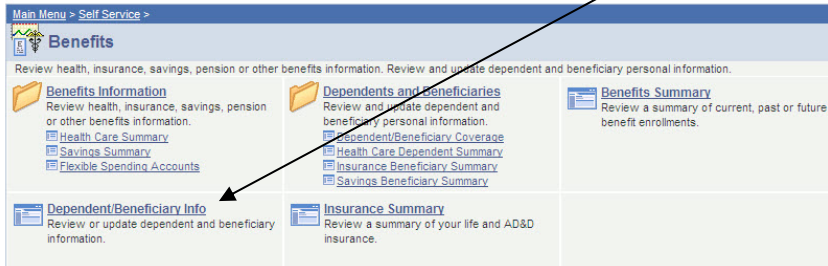


Updating Dependent/Beneficiary Information in Employee Self Service

Employee Self Service users can edit their Dependent/Beneficiary information directly in Employee Self Service. For example, you can update address/contact information or personal data, etc.

Log into Employee Self Service at <http://eserve.hr.tufts.edu/>. First click on the “Self Service” item on the Human Resources Self Service menu, select **Benefits** and then **Dependent/Beneficiary Info**.



Dependent and Beneficiary Personal Information

The people listed below may be eligible for Benefit Coverage. Please click on a name to view or modify their personal information.

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled
John	Spouse	01/01/1980	Single		No	<input type="checkbox"/>

In addition to the persons listed above, the following can also be allocated to as beneficiaries.

No Beneficiaries on Record

[Dependent/Beneficiary Coverage Summary](#)

On the **Dependent and Beneficiary Personal Information** page, click on the name of the dependent you want to edit.

A page with the dependent’s details will appear. If you are planning to add a SSN for your dependent, you may notice that there is no SSN field visible. When you click on the “Edit” button at the bottom of the screen, the field will appear and you can enter the SSN (no dashes allowed, e.g. 123456789 only).

Click Save once you have edited your Dependent/Beneficiary's personal information. The changes that are made will go into effect on Apr 8, 2009.

Personal Information

*First Name:
 Middle Name:
 *Last Name:
 Name Prefix:
 Name Suffix:
 *Gender:
 Date of Birth:
 SSN: (Social Security Number)
 *Relationship to Employee:

Status information

Overage Dep-19 to 26:
 Disabled:

Address and Telephone

Same Address as Employee
 Country: [Change Country](#)
 Address: [Edit Address](#)

 Same Phone as Employee
 Phone:
 * Required Field

[Return to Dependent/Beneficiary Summary](#)

After you click on “Edit” you will be able to change your dependent/beneficiary information. When you are finished updating the information, click the “Save” button at the bottom of the page.

After you click on the “Save” button, a **Personal Information: Save Confirmation** page will appear. Click “OK”, then “Sign Out.”

Personal Information
Save Confirmation

The Save was successful.