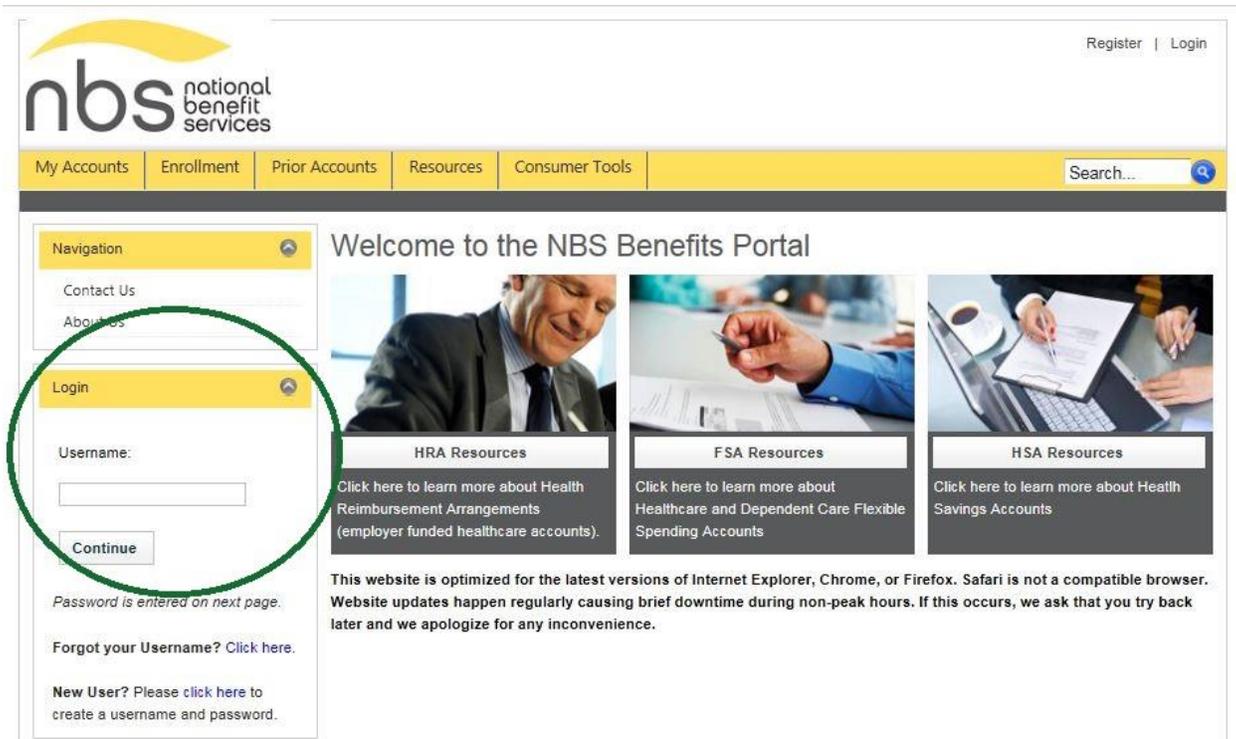


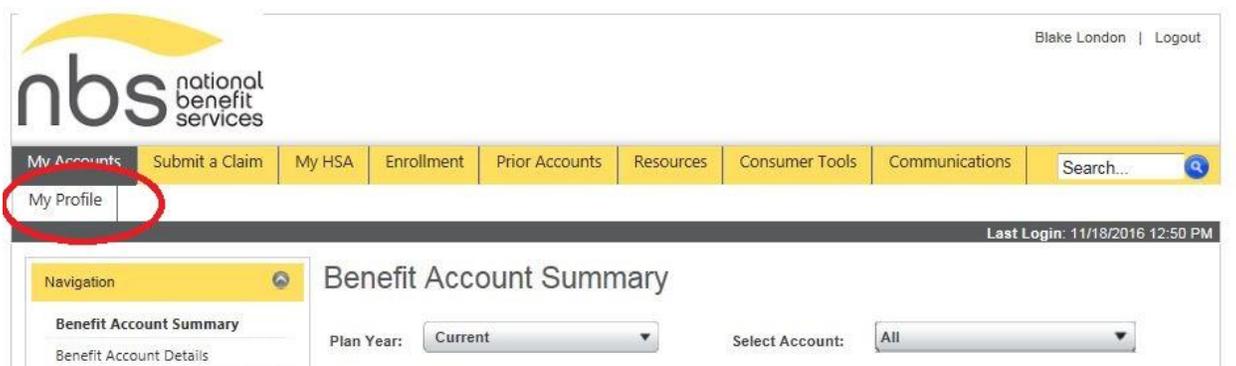
Dependent Entry Instructions

1. Navigate to <http://my.nbsbenefits.com>
2. Once there, log in to access your participant portal:



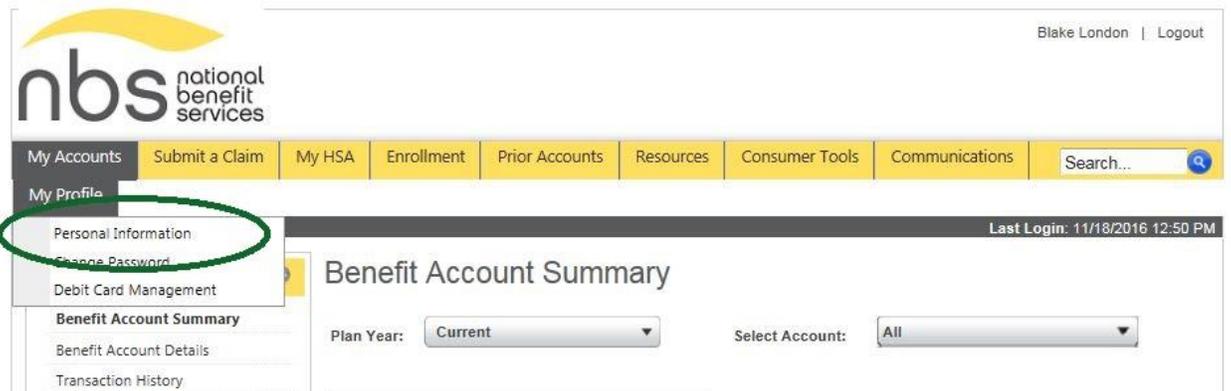
The screenshot shows the NBS Benefits Portal homepage. The top navigation bar includes "My Accounts", "Enrollment", "Prior Accounts", "Resources", and "Consumer Tools". A search bar is located on the right. The main content area features a "Welcome to the NBS Benefits Portal" message and three resource boxes: "HRA Resources", "FSA Resources", and "HSA Resources". A login form is visible on the left, with a green circle highlighting the "Login" section, including the "Username:" field and the "Continue" button. The "Password" field is indicated to be on the next page. A "Forgot your Username? Click here." link and a "New User? Please click here to create a username and password." link are also present.

3. On the participant portal homepage, hover your mouse over "My Profile" to bring up a drop-down menu:



The screenshot shows the NBS Benefits Portal participant portal homepage. The top navigation bar includes "My Accounts", "Submit a Claim", "My HSA", "Enrollment", "Prior Accounts", "Resources", "Consumer Tools", and "Communications". A search bar is located on the right. The "My Profile" link is highlighted with a red circle. The main content area features a "Benefit Account Summary" section with a "Plan Year:" dropdown menu set to "Current" and a "Select Account:" dropdown menu set to "All". The user's name "Blake London" and "Logout" link are visible in the top right corner. The "Last Login: 11/18/2016 12:50 PM" is displayed at the bottom right.

4. Select "Personal Information" from the drop-down menu:



5. On the Personal Information homepage, select the "Family Details" tab:



6. On the "Family Details" tab, select "Add Dependent":



7. Complete the Dependent Demographic Information entry

The screenshot shows a web form titled "Dependent Demographic Information". The form contains several input fields and dropdown menus. A callout box with a black border and white background points to the "Dependent ID*" field. The callout box contains the text "This will be prepopulated. Do not change it." The form fields are as follows:

- First Name*: Initial: Last Name*:
- Dependent ID*:
- Relationship*: --Select One--
- Date of Birth: (mm/dd/yyyy)
- SSN: Gender: --Select One--
- Full-time Student: Home Phone:
- ADDRESS*:
- Address 1:
- Address 2:
- City*:
- State*: --Select a State--
- Zip*:
- Country*: US

* Field is required

Next Cancel

Click Next/Save to complete the Dependent Entry process.