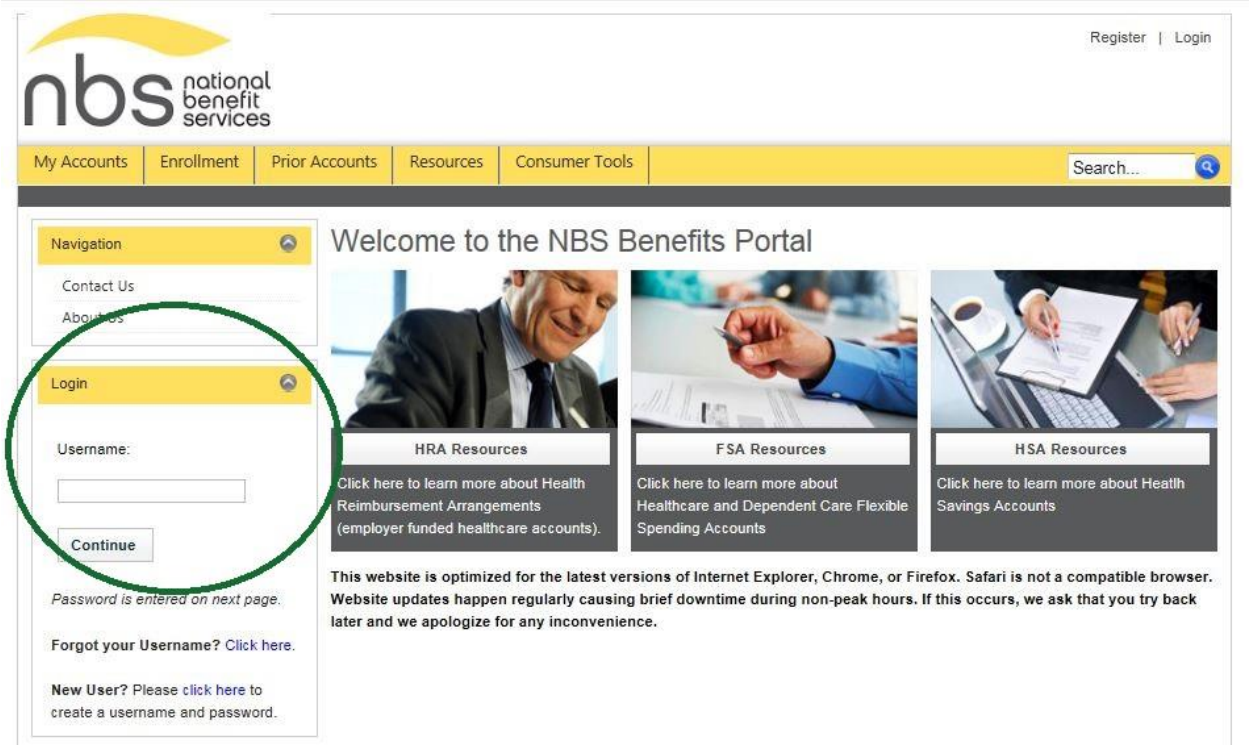
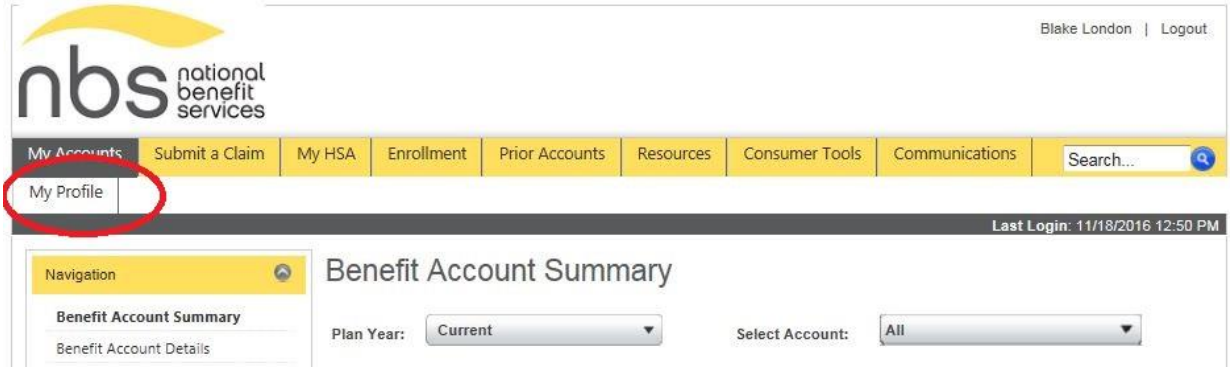
Dependent Entry Instructions

1. **Navigate to http://my.nbsbenefits.com**

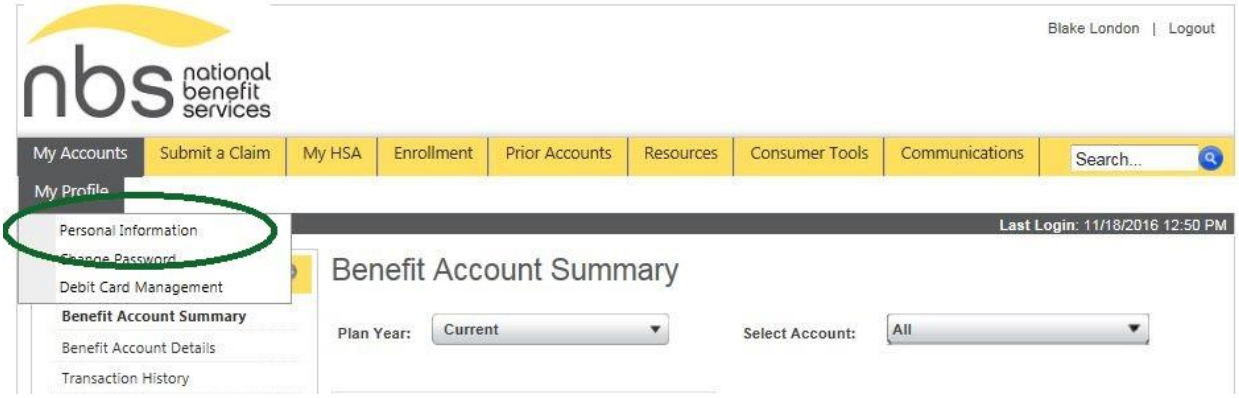
2. **Once there, log in to access your participant portal:**



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



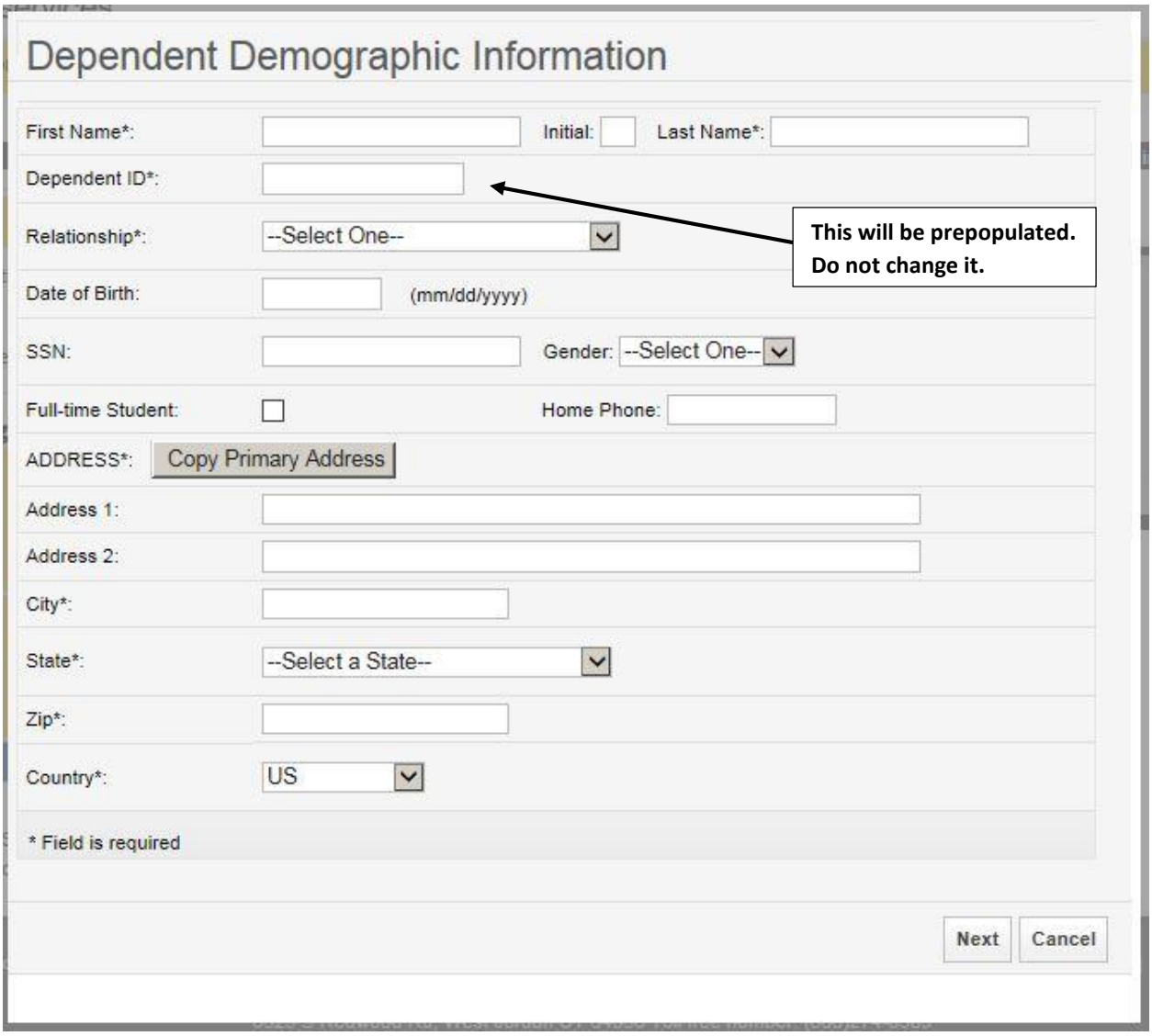
4. **Select “Personal Information” from the drop-down menu:**



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**



Click Next/Save to complete the Dependent Entry process.