

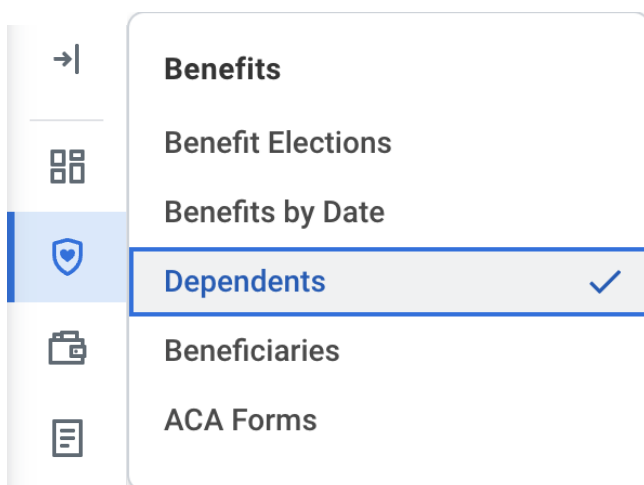
Benefits: Add or Update Dependents

This How-To Guide will cover **adding** or **changing dependents** in your **Workday Profile**.

Note: This action will NOT add your dependents to any benefits. After adding a dependent to your profile, you will need to complete a Life Event. Please see the **Change Benefits for Life Event** How-To Guide.

[Start Here](#)

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, log in with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select the **Benefits and Pay** application.



6. Select **Benefits** from the Navigation Pane.
7. From the menu that opens, select **Dependents**.
8. Select **Edit** to edit an existing dependent or **Add** to add a new dependent.



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9. For either option above, select the **Edit** (pencil) icon or select the field(s) to modify. Asterisks denote required fields.
10. Select the **Add** button to add new information for any empty fields.
11. Select **Submit**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.