Transfer Dependent-Beneficiary to New Agency - Receiving Agency

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Attach Dependent/Beneficiary to Plan** link. Attach Dependent/Beneficiary to Plan
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	Click the **Find** button.
7.	Click the **Select** button.
8.	Choose the dependent/beneficiary by clicking the check box next to the record. **Note:** You may see the dependent/beneficiary listed more than once if they are enrolled in more than one plan. If that is the case you only need to check one check box for them.
9.	Click the **Row** button.
10.	Click the **Dep/Ben Entry** menu. Dep/Ben Entry
11.	Click the object.
12.	Click the **Dep/Ben Address** menu. Dep/Ben Address
13.	Enter the employee's new Home Business Unit in the **Business Unit** field.
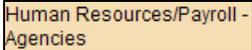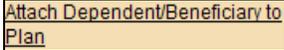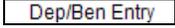
14.	Click the **OK** button.
15.	Click the **OK** button.
16.	You can repeat these steps if there are additional dependents/beneficiaries that need to be transferred. If you are finished click the **Cancel** button.
17.	Click the **Close** button.
18.	You have successfully completed this lesson. **End of Procedure.**