Changing Only The Social Security Number Lesson
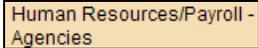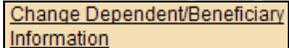
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Change Dependent/Beneficiary Information** link. Change Dependent/Beneficiary Information
5.	Find the dependent/beneficiary by searching for their name in the **Alpha Name** field in the header or by their address book number in the **Address Number** field in the QBE line.
6.	After entering your search criteria click the **Find** button.
7.	Select the record by clicking the check box next to it.
8.	Click the **Select** button.
9.	Enter their correct social security number in the **Tax ID** field.
10.	Click the **OK** button.
11.	Click the **Cancel** button.
12.	Click the **Close** button.
13.	You have successfully completed this lesson. **End of Procedure.**