Create Dependent

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Purpose

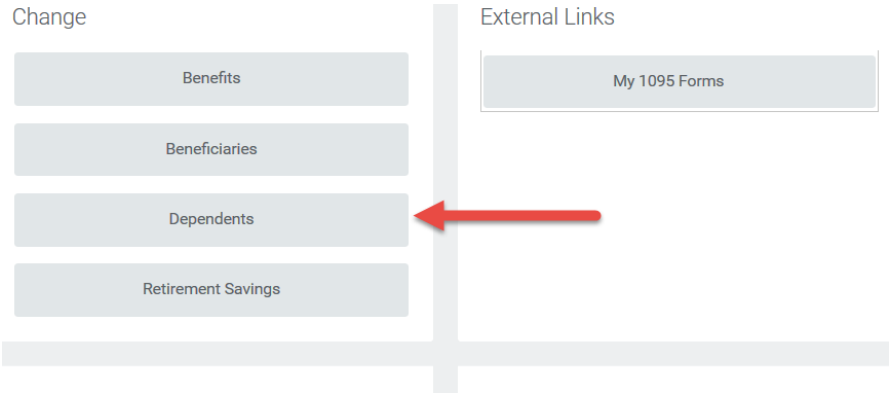
Employees may need to create a new dependent that can be added to benefit coverage. The newly created dependent can be added to insurance coverage through a Benefit Event.

Log in to the Employee Work Center

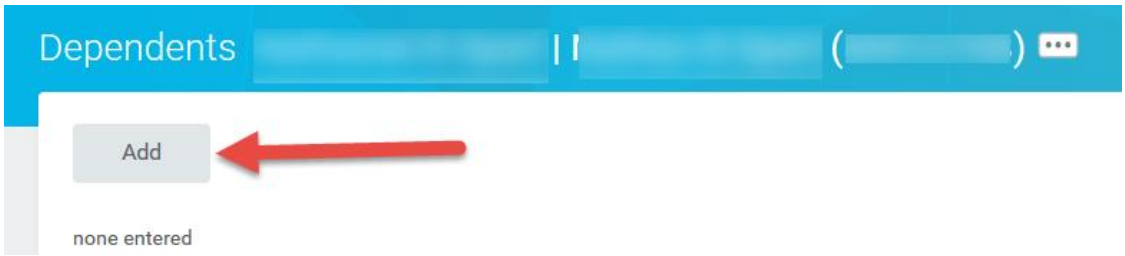
1. The Employee Work Center can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

Create Dependent – Employee

1. Click Benefits on your Employee Work Center home page.
2. On the next page, click Dependents.



3. Click Add to create a new dependent.



4. Fill out the fields in the four sections listed below. You can either click immediately to the right of each field OR click the paper/pencil at the far right of each line.
    a. Dependent Options.
    b. Dependent Personal Information.
    c. Contact Information.
    d. Identifier Information.

Dependent Options

The Effective Date will automatically populate with the date the employee started the Add or Edit Dependent Process. The reason box does not need to be populated.

Note: If your new dependent is already a beneficiary or emergency contact, you need to click the prompt to find her/his name and then add that person. Then, you need to verify all of the information in the remainder of the fields below.

1. Click "Use as Beneficiary" if you want to include the dependent you are creating as a beneficiary, and then click the checkbox. If you do not want to use the new dependent as a beneficiary, you do not need to click Use as Beneficiary at all.

Dependent Personal Information

1. Fill out the required fields of Legal Name, Gender, Date of Birth, and Relationship, indicated by an asterisk (*).
2. Complete the other fields, if applicable.

Contact Information

Note: The address might already be populated in the Use Existing Address. If the address in incorrect, click the X in front of the address to remove the current address and add the correct address.

1. Enter contact information in at least two of these three primary contact fields: Primary Address, Primary Phone, and/or Primary Email.

Identifier Information

1. To enter the Social Security Number for the dependent, click Add in the National IDs section.
2. In the Country box, do one of the following:
    a. Type part of the country name, and then press enter OR

   b. If it is USA, click the prompt to the right of the box, then go to Preferred Countries to select United States of America OR
   c. If it is another country, go to By Country Alphabetically, then select the first letter of the country, and then click the correct country.

3. Click the prompt to the right of the box for National ID Type. For the majority of dependents being created, the employee will select Social Security Number (SSN).
4. Once the National ID Type is entered, the Identification # box will allow you to enter the dependent's Social Security Number.
5. The employee can follow the same process and enter the identical information into the next row for Government IDs, if necessary.
6. When all of the ID fields are completed, click Submit at the bottom of the page to finish creating a new dependent.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234