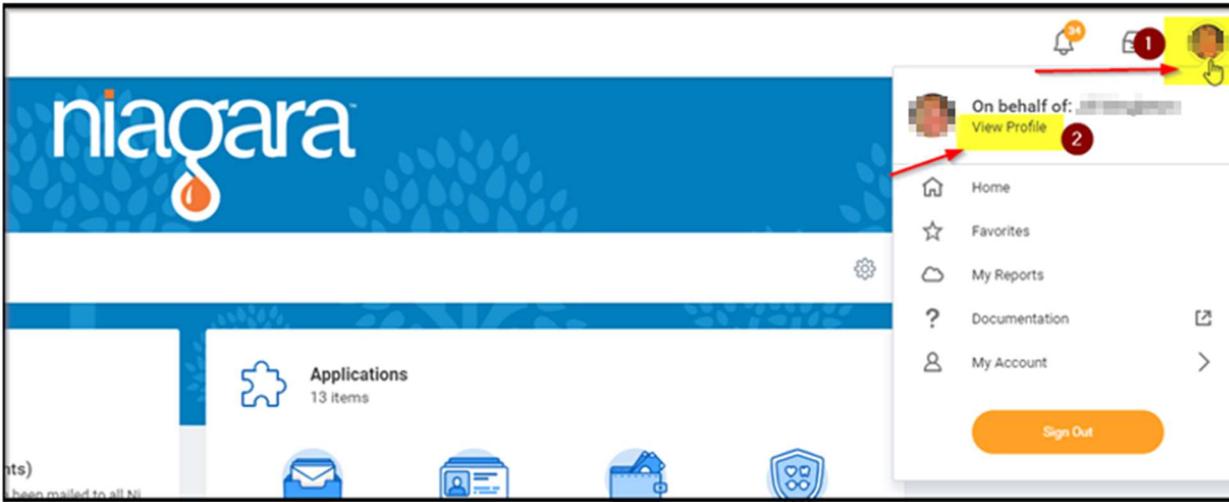
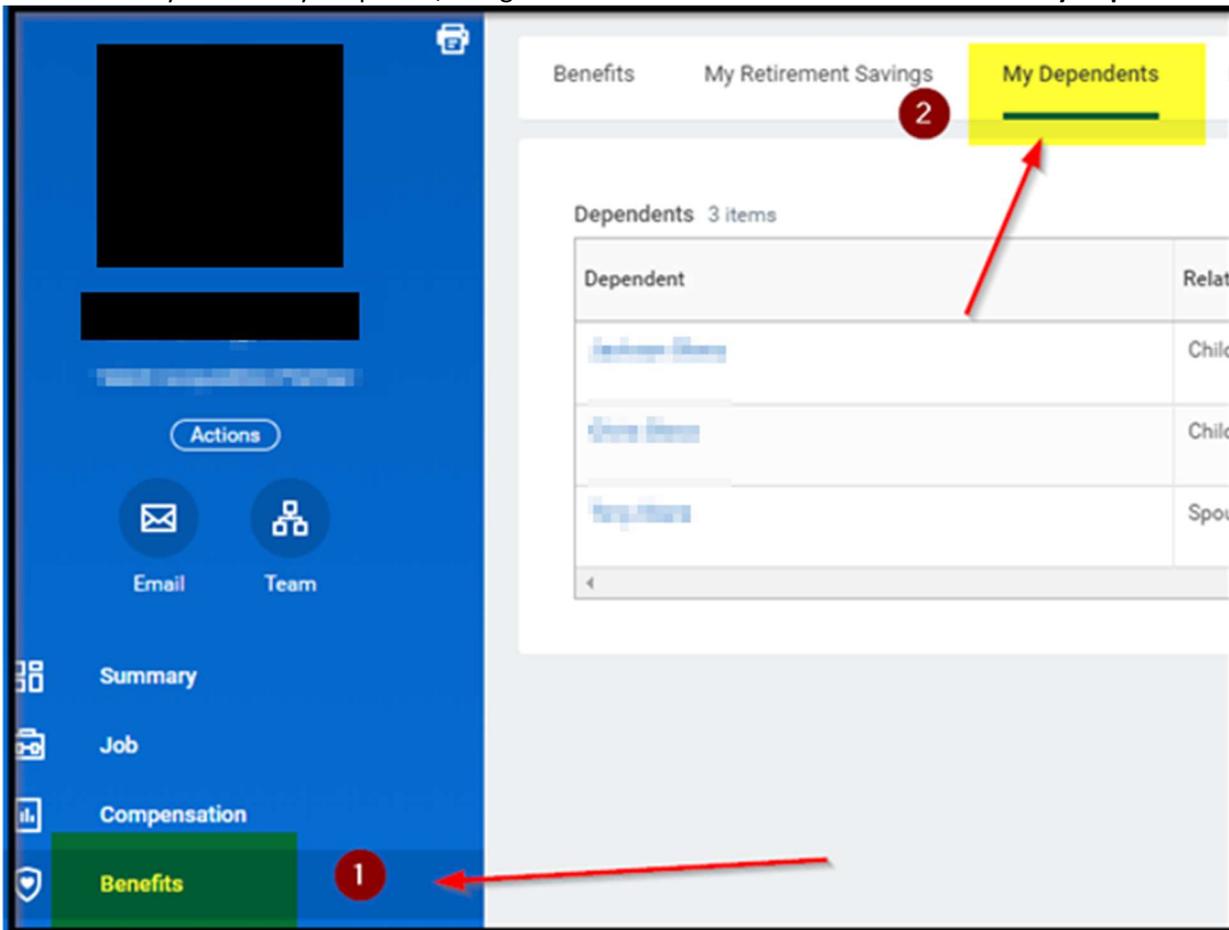


Adding Dependent SSN's into Workday:

1. Login to Workday. On your home page click the Picture of yourself in the top right corner and select “View Profile”



2. Once you are on your profile, navigate to the **Benefits** tab on the left and then **My Dependents** tab at the top



3. Once you are on the dependents Page, you can click the **Edit** button next to each of your dependents to open up their information

| Dependent | Relationship | Age | |
|------------|--------------|------------|-------------|
| [Redacted] | Child | [Redacted] | Edit |
| [Redacted] | Child | [Redacted] | Edit |
| [Redacted] | Spouse | [Redacted] | Edit |

4. Once you Click Edit, scroll all the way to the bottom and you will see the header “**Identifier Information**”. Under that header you will see the “**National ID’s**” and you want to click the **ADD** button

Identifier Information

National IDs

Add

Government IDs

Add

Other IDs

Add

5. Once you click add, it will open up that section. You click the little **drop down emblem** in the text field and enter the correct information. Once you are done filling everything out click the **check mark** to close out that section.

Identifier Information

National IDs

Country * **1** **4**

National ID Type * **2**

Add/Edit ID * **3**

> Details

Add

6. Once you click the check mark, click the orange **submit** button at the bottom left corner to complete the task. **Repeat** steps 3-6 for any other dependents.

Submit