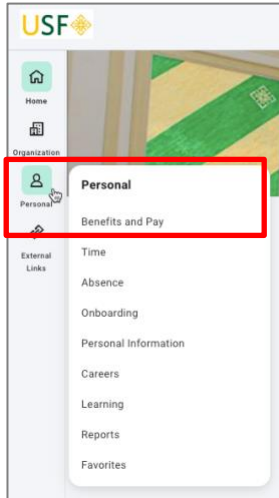


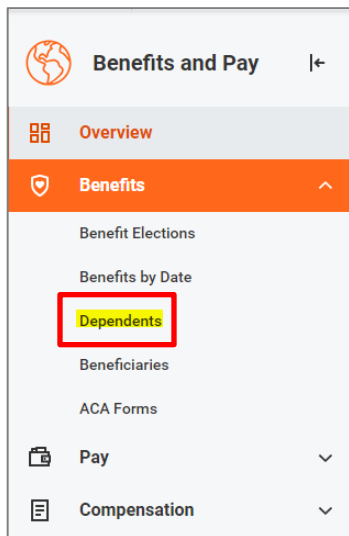
Benefits: Adding a Dependent's missing SSN/ITIN/foreign National ID Faculty and Staff

Follow these steps:

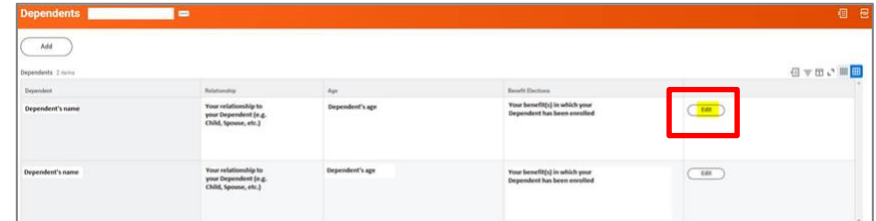
1. Log in to USFWorks, click **Personal**, and then **Benefits and Pay**.



2. On the next page, click **Benefits** and then select **Dependents**.



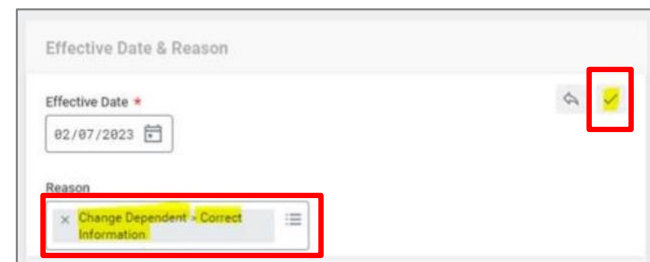
3. On the next page, you will see a list of your Dependents. Click **Edit** for the Dependent whose SSN/ITIN/foreign National ID you need to add.



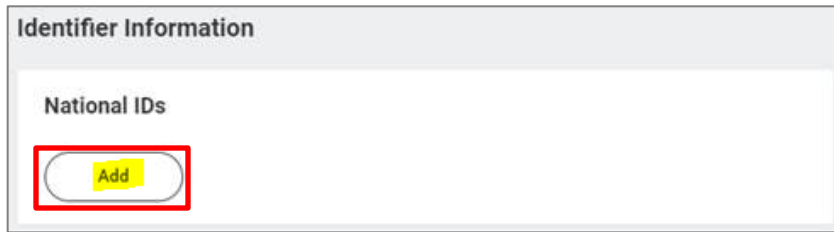
4. On the next page, under **Effective Date & Reason**, click the pencil symbol.



5. Then enter the reason as **Change Dependent, Correct Information**, and click the check symbol.



6. Then, go down to **National IDs** and click **Add**.



Identifier Information

National IDs

Add

7. On the drop-down box, for country, select **United States of America**, for **National ID Type**, select **Social Security Number (SSN)**, in **Add/Edit ID** enter the **SSN**, and then click the **check** symbol.

Please note:

If your Dependent does **not have an SSN**, but has an **ITIN**, select **(U.S. Individual Taxpayer Identification Number) ITIN** for the National ID Type.

If your Dependent is **not eligible** for neither an SSN nor ITIN, please add their **non-US National ID** by selecting the **relevant country** and **National ID type** and entering the **ID number**.



Country *

United States of America

National ID Type *

Social Security Number (SSN)

Add/Edit ID *

IMPORTANT:

If an SSN already appears, this could be because zeros were entered – i.e. 000-00-0000. You can check this by clicking on the **pencil** symbol and on the next page updating the SSN.



National IDs

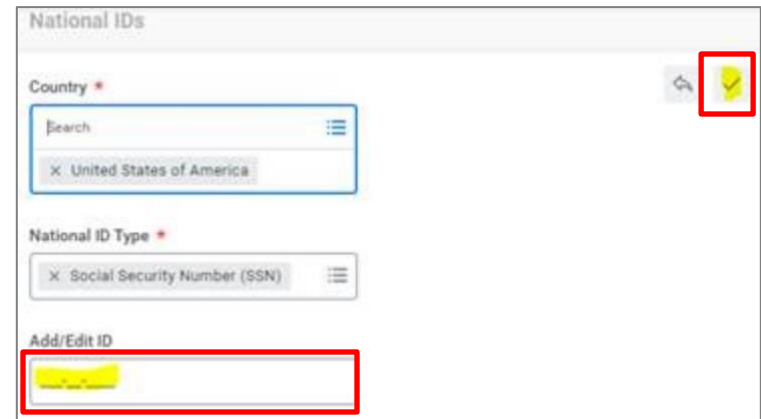
Issued by Country
United States of America

National ID Type
Social Security Number (SSN)

Identifier ID Entered
XXX-XX-XXXX

Add

On the drop-down box, in **Add/Edit ID** enter the **SSN** and click the **check** symbol.



National IDs

Country *

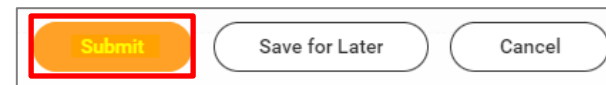
United States of America

National ID Type *

Social Security Number (SSN)

Add/Edit ID *

8. Click **Submit**.



Submit Save for Later Cancel

If you are prompted to answer *This person is or could be enrolled in Health Care coverage elsewhere?*, answer Yes/No as applicable and enter today's date as the *Effective Date*. This does not affect your benefit elections.