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How to add a dependent in your online account

This article outlines how to add a dependent in your online account. To watch a video tutorial, click [here](#). 

When you add a dependent, he or she will be linked to the medical and dependent care plans in which you're enrolled. To enroll a dependent in a Health Reimbursement Arrangement (HRA) plan, please contact your Human Resources department. To remove a dependent, see [How to remove a dependent in your online account](#).

Note: A dependent could be your spouse or an eligible dependent. See [How to determine an eligible dependent](#) for more information.

To add a dependent in your online account, complete the following steps:

1. Log in to your online account.
2. Navigate to the Accounts tab.
3. Under Profile, click "Profile Summary."
4. Click "Add Dependent."



5. Complete the required information and then click "Submit."


Profile / Add Dependent

Dependent Information *Required

Name *

First Name MI

Last Name

Birth Date * 

Gender * Male Female

Full Time Student * Yes No

Relationship *

Dependents added will be enrolled in the medical and dependent care plans in which you are enrolled. Please contact your administrator to enroll a dependent in an HRA plan.

You can view this article at:

<https://discoverybenefits.egain.cloud/system/templates/selfservice/dbika/help/agent/locale/en-US/portal/308900000001002/content/PROD-2250/How-to-add-a-dependent-in-your-online-account>