

HOW TO ADD PARENTS TO THE FAMILY LIST

IDB RETIREE SELF-SERVICES


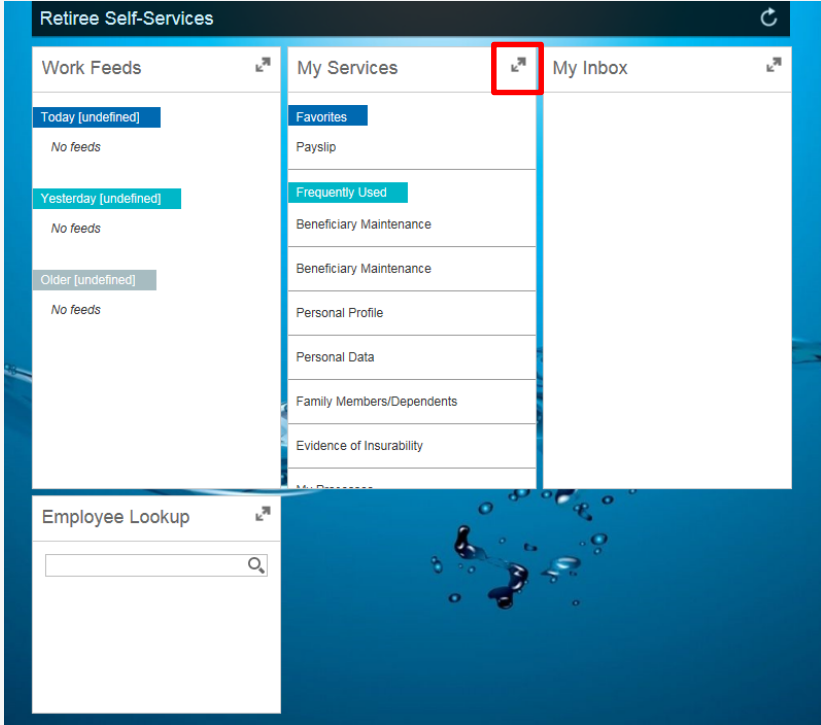


Objective

- ✓ To add a father, mother, father-in-law or mother-in-law to the retiree's family list through Retiree Self-Services.



Note

- ✓ *If you wish to add your parents or in-laws to the beneficiary list, please refer to the “Assign Beneficiaries” user guide found in www.iadb.org/RetireeSelfServices*
- ✓ *To add a spouse, domestic partner, child or stepchild , that you wish to included in health insurance, please refer to the user guides “Register a Marriage/ Domestic Partnership” or “Register a Birth/Adoption available at www.iadb.org/RetireeSelfServices*


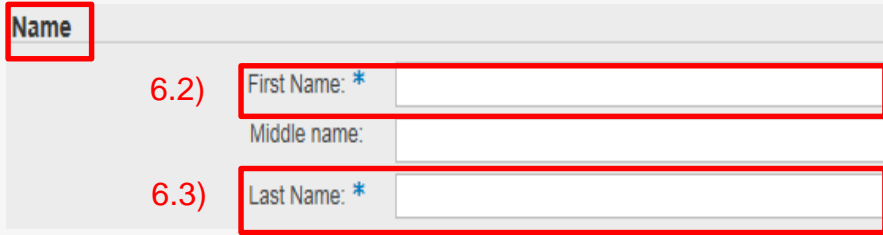
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Instruction	View
<p>1) Go to “My Services” and .</p>	
<p>2) Click .</p>	










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<p>3) Go to “Personal Information” and click “Family Members/ Dependents”.</p> <p><i>(You can also click on the star ★ to add “Family Members/Dependents” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	<p>Personal Information</p> <p>.....</p> <p>Beneficiary Maintenance ★</p> <p>Personal Profile ★</p> <p>Personal Data ★</p> <p>Family Members/Dependents ★</p>
<p>4) Go to “Family Data” and click  Add .</p>	<p>Family Data Overview Page</p> <p>! Please make sure you use Life Events for changes that involve benefits.</p> <p>Family Data </p>

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Instruction	View
<p>5) Select the family member to add.</p> <p><i>To register a marriage, a birth of a child or adoption, please go to “Life Events” and look at corresponding user guide.</i></p>	
<p>6.1) Go to “Name”.</p> <p>6.2) Click “First Name” and write the first name of your family member.</p> <p>6.3) Click “Last Name” and write the last name of your family member.</p> <p><i>The fields with asterisks * are mandatory.</i></p>	



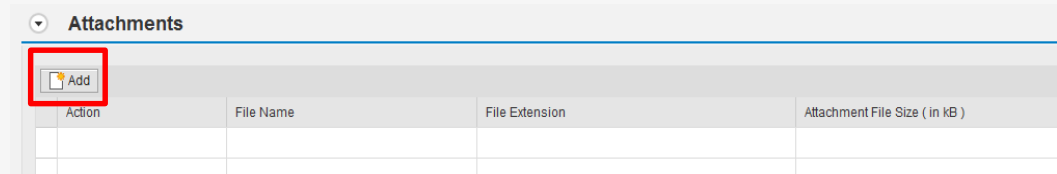
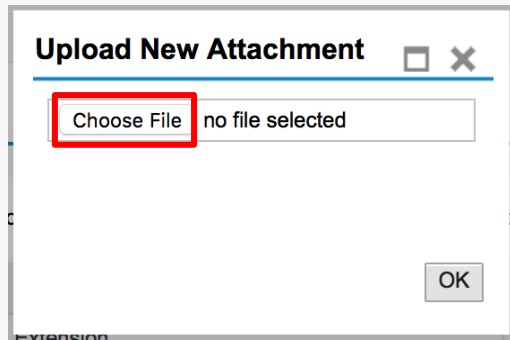
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Instruction	View
<p>7.1) Go to “Birth Data”.</p> <p>7.2) Click on the calendar on the field “Date of birth”  and select the date of birth of the family member.</p> <p>7.3) Display the menu of “Country of Birth”  and select the country of birth of the family member.</p> <p>7.4) Click on the “Birthplace” field and write the city of birth.</p> <p>7.5) Display the menu  of “Nationality” and select the nationality of the family member.</p> <p><i>The fields with asterisks  are mandatory.</i></p>	<p>Birth Data</p> <p>Gender: <input type="text"/></p> <p>7.2)  Date of birth: * <input type="text"/> </p> <p>7.3)  Country of Birth: * <input type="text"/></p> <p>Name at Birth: <input type="text"/></p> <p>7.4)  Birthplace: * <input type="text"/></p> <p>7.5)  Nationality: * <input type="text"/></p>

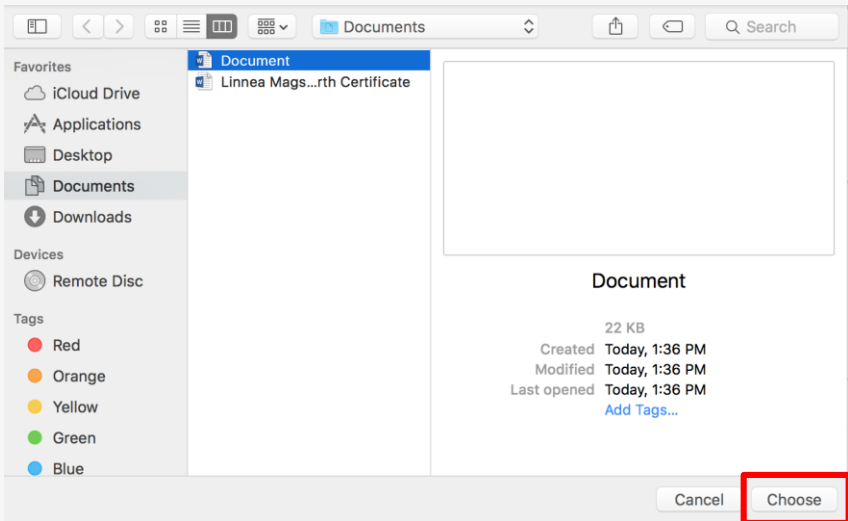



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Instruction	View
<p>8.1) Go to “Marital Data”.</p> <p>8.2) Display the menu found on “Marital Status” <input type="button" value="v"/> and select the family member’s marital status.</p> <p>8.3) Click on the calendar found on the field “Marital status since” and select the date the marriage was validated.</p>	<div data-bbox="678 439 1702 594"> <p>Marital Data</p> <p>Marital Status: <input type="text"/> 8.2) <input type="button" value="v"/></p> <p>Marital status since: <input type="text"/> 8.3) <input type="button" value="1"/></p> </div>
<p><i>It is not necessary to fill out the “Additional Fields”.</i></p>	<div data-bbox="678 801 1692 1108"> <p>Additional Fields</p> <p>Does the family member reside with the ... <input type="text" value="Not living with S/M"/></p> <p>Do you provide half or more financially s... <input checked="" type="checkbox"/></p> <p>Is the Child in Full Time Educational Atte... <input type="checkbox"/></p> <p>Is the Child Disabled?: <input type="text" value="Not disabled"/></p> <p>Is the Child Non Custodial?: <input type="checkbox"/></p> <p>Dependent Override: <input type="text" value="Not dependent"/></p> </div>





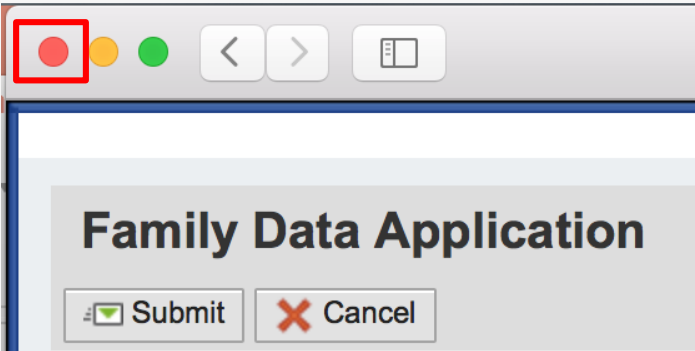
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<p>9) This field is intended for a survivor beneficiary. Here, the survivor should specify the retiree's Personnel Number.</p>	
<p>10.1) To add supporting documents, go to “Attachments”.</p> <p>10.2) Click  Add .</p>	
<p>11) Click “Choose File”.</p> <p><i>You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint...).</i></p>	

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12) Once you select the document, click <div>Choose</div> .									
13) Verify if the file has saved.	<table><tr><th>Action</th><th>File Name</th><th>File Extension</th><th>Attachment File Size (in kB)</th></tr><tr><td></td><td>attach test 1.txt</td><td>text/plain</td><td>22</td></tr></table>	Action	File Name	File Extension	Attachment File Size (in kB)		attach test 1.txt	text/plain	22
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	attach test 1.txt	text/plain	22						

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Instruction	View
14) Accept the Terms and Conditions by clicking on <input type="checkbox"/> .	I acknowledge and accept the: Terms & Conditions <input type="checkbox"/>
15) To finish, go to the top of the page and click “Submit” .	
16) The following message will display.	<div> <div>  Please make sure you use Life Events for changes that involve benefits. </div> <div>  Request succesfully sent to HR Officer for Approval </div> </div>
17) To return to the main menu, close the window by clicking  .	

Need help on how to access or navigate
your Retiree Self-Services?

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

