# HOW TO UPDATE FAMILY DATA

IDB RETIREE SELF-SERVICES
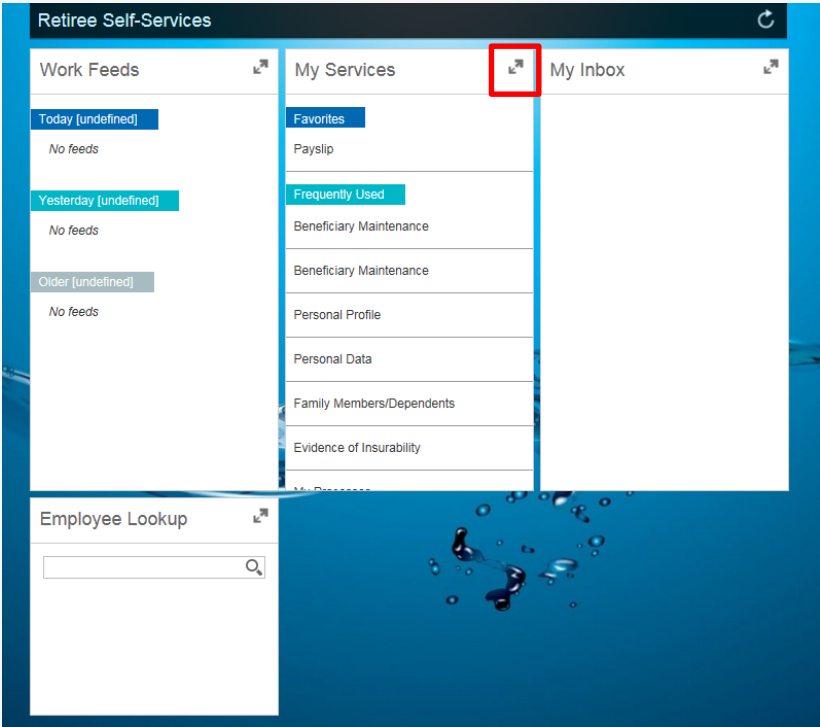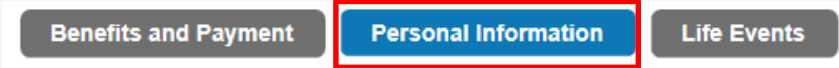
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## Objective

✓ How to change the retirees' registered family data through Retiree Self-Services.
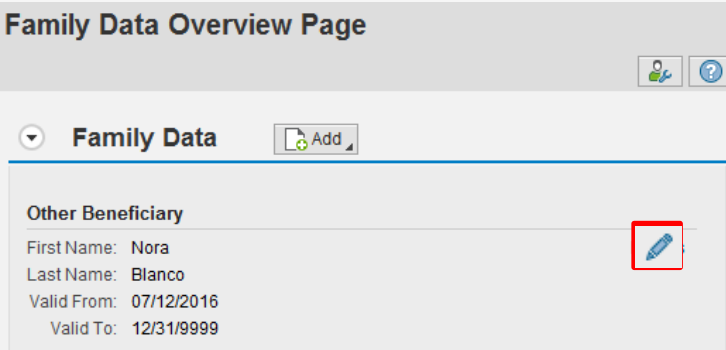
## Notes

✓ *If you wish to add a family member to your beneficiary list, please refer to the "Assign Beneficiaries" user guide available at www.iadb.org/RetireeSelfServices*

✓ *To add a spouse, domestic partner, child or stepchild, that you wish to include in your medical insurance, please refer to the user guides "Register a Marriage/ Domestic Partnership" or "Register a Birth/Adoption available at www.iadb.org/RetireeSelfServices*
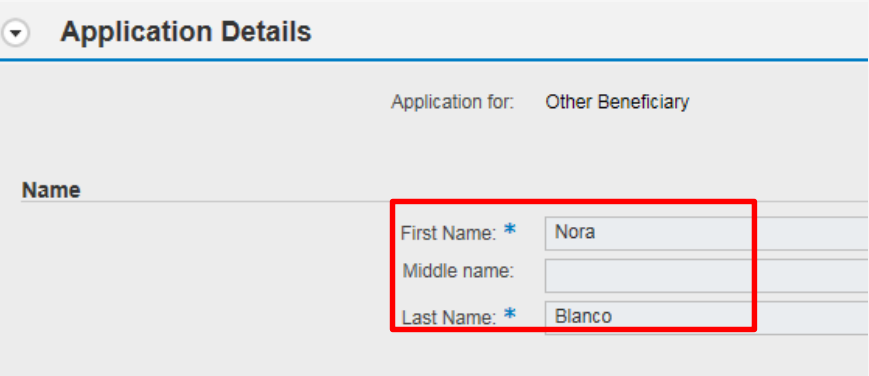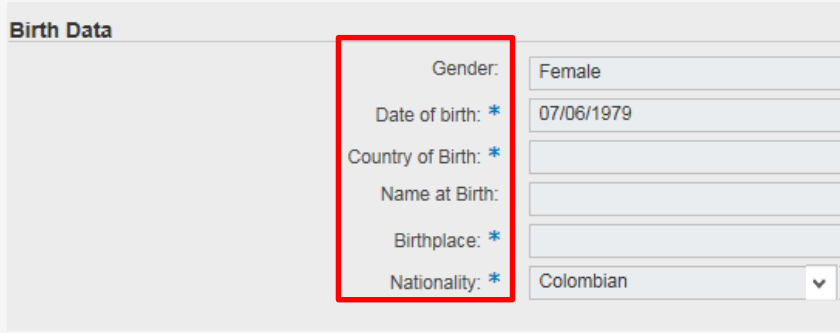
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| Instruction | View |
|---|---|
| **1)** Go to "**My Services**" and  . |  |
| **2)** Click **Personal Information** . |  |
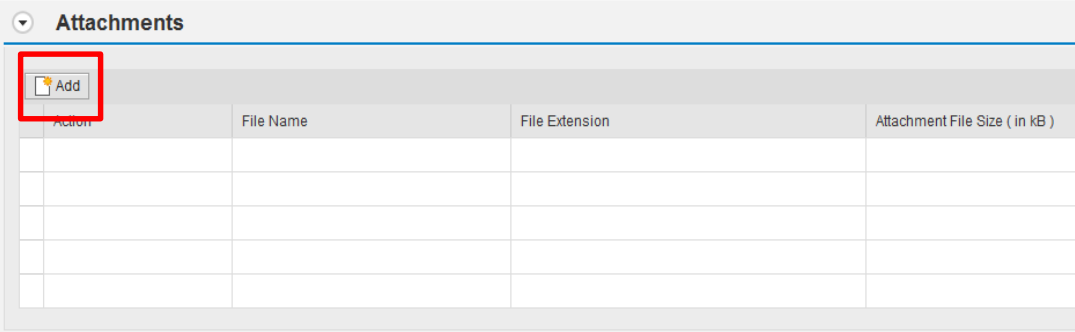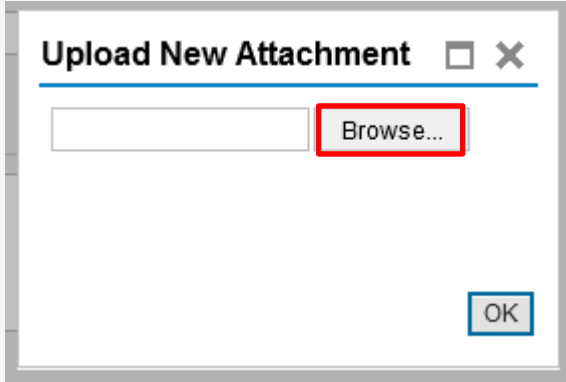
# HOW TO UPDATE FAMILY DATA

| Instruction | View |
|---|---|
| **3)** Go to "**Personal Information**" and click "**Family Members/ Dependents**".<br><br>*(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").* | **Personal Information**<br><br>Beneficiary Maintenance ☆<br><br>Personal Profile ☆<br><br>Personal Data ☆<br><br>Family Members/Dependents ☆ |
| **4)** Click on the ✏️ icon of the family member whose data you would like to update. | **Family Data Overview Page**<br><br>▼ **Family Data**  Add<br><br>**Other Beneficiary**<br>First Name: Nora<br>Last Name: Blanco<br>Valid From: 07/12/2016<br>Valid To: 12/31/9999   ✏️ |

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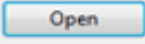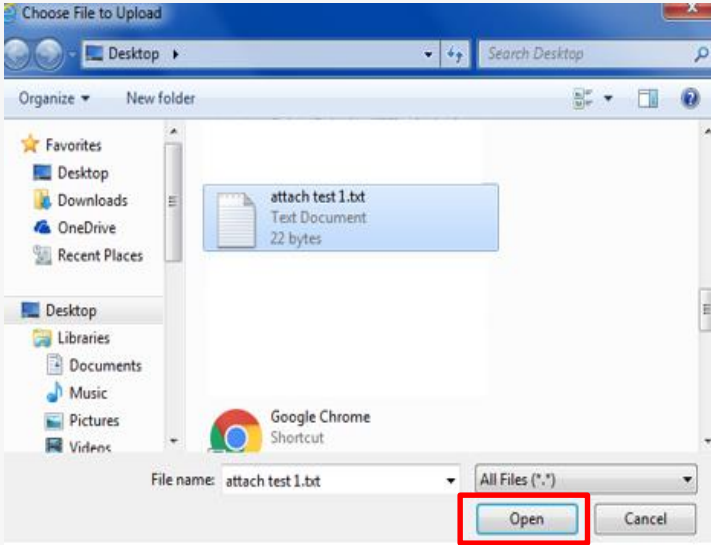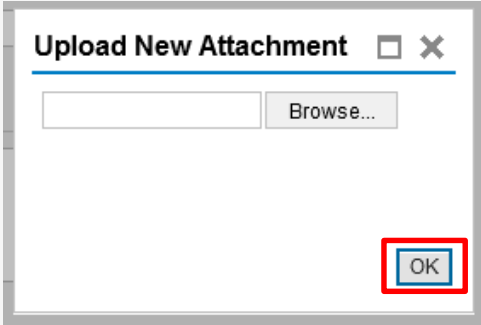
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|---|---|
| **5)** If you wish to update the first name or last name of the family member, go to "**Name**".<br><br>*The fields with asterisks* ✱ *are mandatory.* | ⊙ **Application Details**<br><br>Application for: Other Beneficiary<br><br>**Name**<br><br>First Name: ✱ Nora<br>Middle name:<br>Last Name: ✱ Blanco |
| **6)** If you would like to update gender, date of birth, country of birth, name at birth, city at birth or nationality of the family member, go to "**Birth Data**".<br><br>*The fields with asterisks* ✱ *are mandatory.* | **Birth Data**<br><br>Gender: Female<br>Date of birth: ✱ 07/06/1979<br>Country of Birth: ✱<br>Name at Birth:<br>Birthplace: ✱<br>Nationality: ✱ Colombian |

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|---|---|
| **7.1)** To add supporting documents, go to **"Attachments"**.<br><br>**7.2)** Click [🗋 Add] . | **⊙ Attachments**<br><br>[🗋 Add]<br>Action \| File Name \| File Extension \| Attachment File Size ( in kB ) |
| **8)** Click "**Browse**" and select the corresponding documents (passport, ID, or birth certificate…).<br><br>*You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint…).* | **Upload New Attachment** ☐ ✕<br><br>[            ] [ Browse… ]<br><br>[ OK ] |

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| Instruction | View |
|---|---|
| **12)** Click Open . |  |
| **13**) Click OK . |  |

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| Instruction | View |
|---|---|
| **14)** Verify if the file has saved. | <table><tr><td>Action</td><td>File Name</td><td>File Extension</td><td>Attachment File Size ( in kB )</td></tr><tr><td>🗑</td><td>attach test 1.txt</td><td>text/plain</td><td>22</td></tr></table> |
| **15)** Accept the Terms and Conditions by clicking on the ☐ icon. | I acknowledge and accept the:   Terms & Conditions   ☐ |
| **16**) To finish, go to the top of the page and click "**Submit**". | ▾☑ Submit |
| **17)** The following message will display. | ❗ Please make sure you use Life Events for changes that involve benefits.  ✅ Request succesfully sent to HR Officer for Approval |
| **18)** To return to the main menu, close the window by clicking on the ☒ icon. | ▭ ▭ ☒   Options  Close |

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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

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