HOW TO UPDATE FAMILY DATA

IDB RETIREE SELF-SERVICES

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Objective

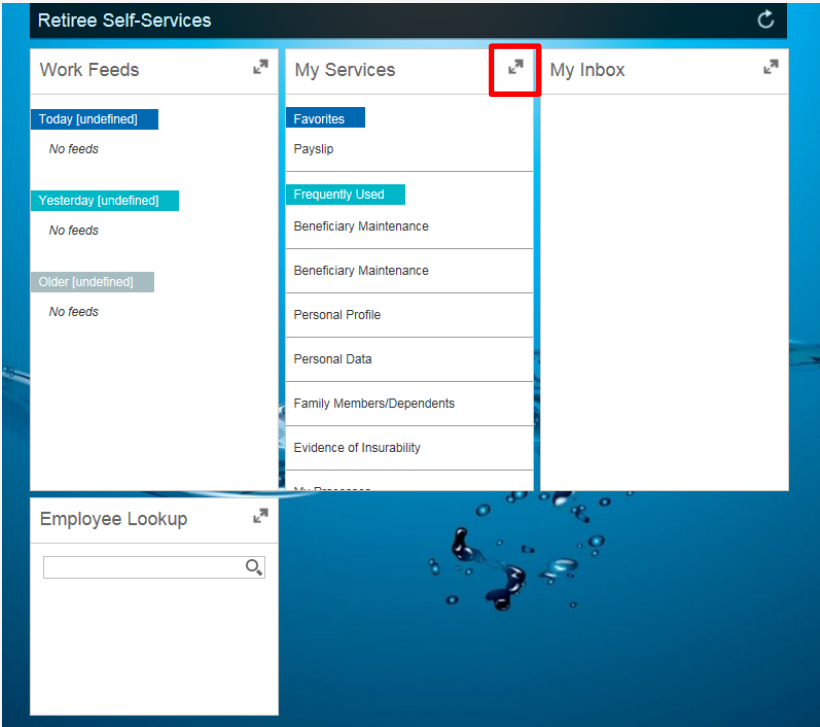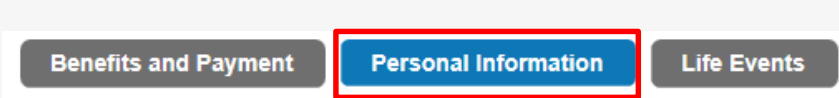✓ How to change the retirees' registered family data through Retiree Self-Services.

Note:

✓ If you wish to add a family member to your beneficiary list, please refer to the "Assign Beneficiaries" user guide.
✓ 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.
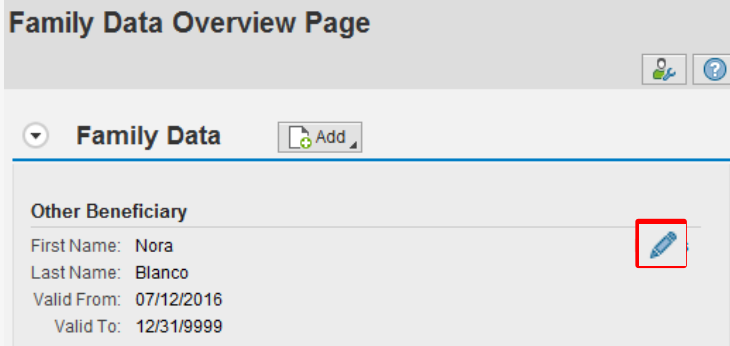
Available at:

•For PC Windows:

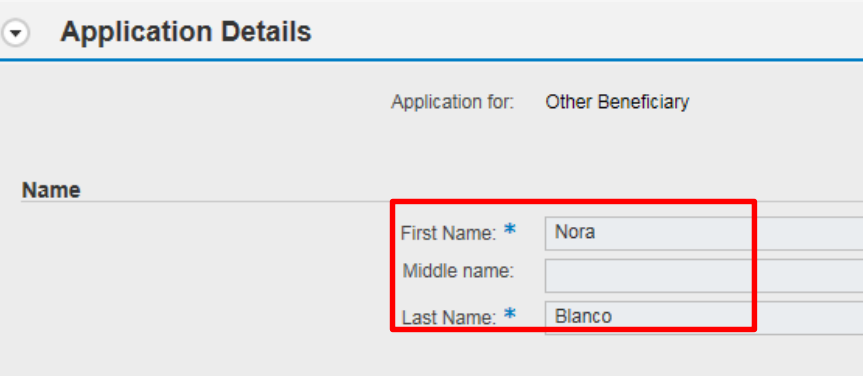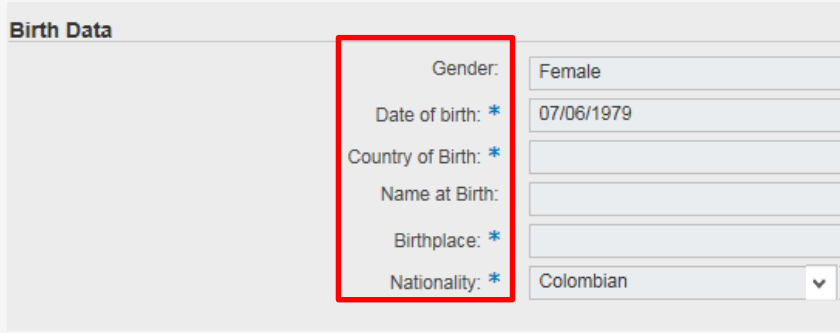•https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20483.html

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Instruction	View
1) Go to "**My Services**" and .	
2) Click **Personal Information** .	
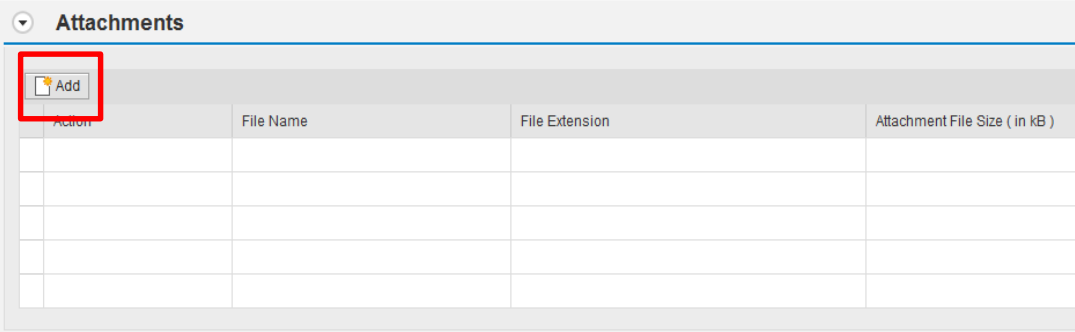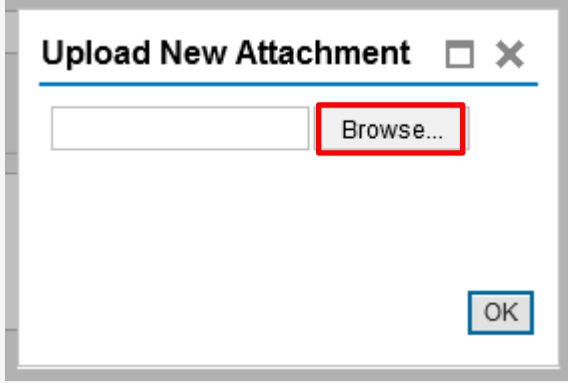
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Instruction	View
3) Go to "**Personal Information**" and click "**Family Members/ Dependents**". *(You can also click on the star* ⭐ *to add "Family Members/Dependents" to your Favorites, which can be found on the first page of your Retiree Self-Service right below "My Services").*	**Personal Information** Beneficiary Maintenance ☆ Personal Profile ☆ Personal Data ☆ Family Members/Dependents ☆
4) Click on the ✏ icon of the family member whose data you would like to update.	**Family Data Overview Page** ▾ **Family Data** 🗐 Add **Other Beneficiary** First Name: Nora Last Name: Blanco Valid From: 07/12/2016 Valid To: 12/31/9999 ✏
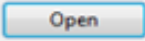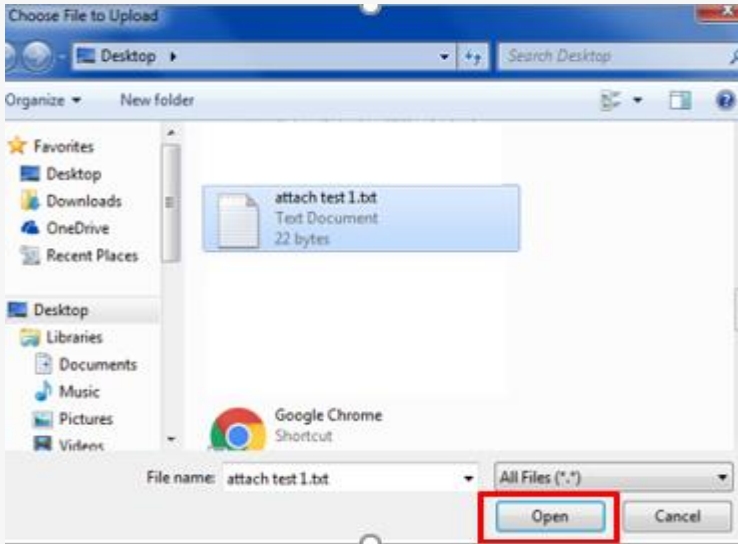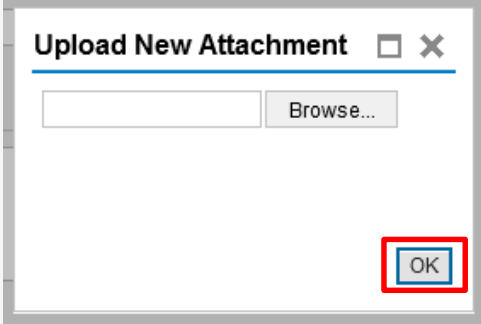
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5) If you wish to update the first name or last name of the family member, go to "**Name**". *The fields with asterisks* * *are mandatory.*	**Application Details** Application for: Other Beneficiary **Name** First Name: * Nora Middle name: Last Name: * 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**". *The fields with asterisks* * *are mandatory.*	**Birth Data** Gender: Female Date of birth: * 07/06/1979 Country of Birth: * Name at Birth: Birthplace: * Nationality: * Colombian

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7) To add supporting documents, go to **"Attachments"**. **7.1)** Click [Add] .	Attachments [Add] Action / File Name / File Extension / Attachment File Size (in kB)
8) Click "**Browse**" and select the corresponding documents (passport, ID, or birth certificate...). *You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint...).*	Upload New Attachment [ ] [Browse...] [OK]

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Instruction	View
9) Click [Open] .	
10) Click [OK] .	

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Instruction	View
11) Verify if the file has saved.	
12) Accept the Terms and Conditions by clicking on the icon.	I acknowledge and accept the: Terms & Conditions
13) To finish, go to the top of the page and click "**Submit**".	☰▼ Submit
14) 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
15) To return to the main menu, close the window by clicking on the ☒ icon.	Options Close

- **Recommended browsers:**

Internet Explorer 11.0 and Google Chrome for PC Windows
Safari for Mac/Apple

More user guides and video tutorials at:

For PC Windows:

https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20483.html

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