

HOW TO ADD PARENTS TO THE FAMILY LIST

IDB RETIREE SELF-SERVICES



Objective

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

Note

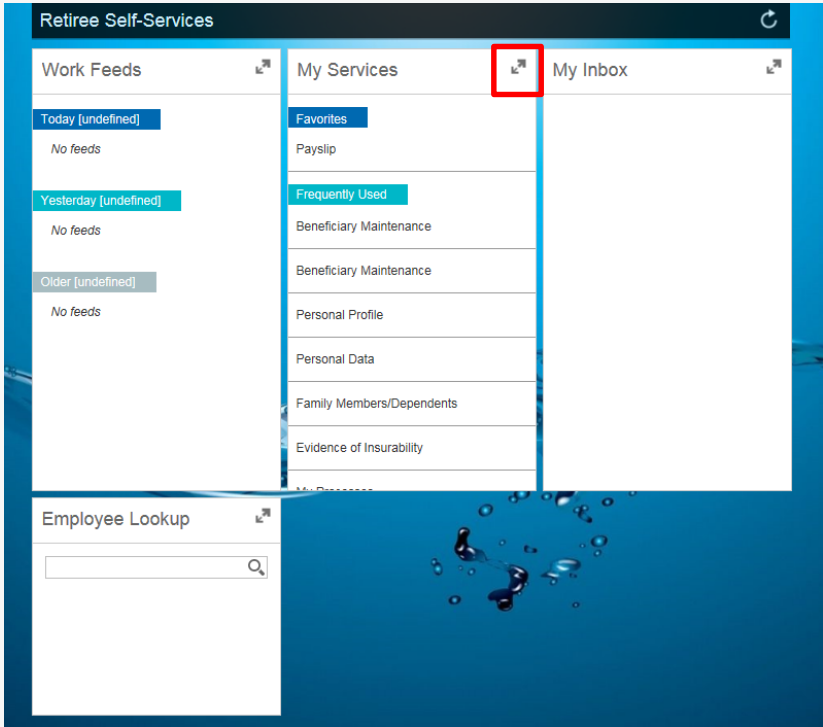


- ✓ If you wish to add your parents or in-laws to the beneficiary list, please refer to the "Assign Beneficiaries" Guide
- ✓ To add a spouse, domestic partner, child or stepchild , that you wish to included in health insurance, please refer to the user guides "Register a Marriage/ Domestic Partnership" or "Register a Birth/Adoption" Guide

Available at:










•For PC Windows:

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


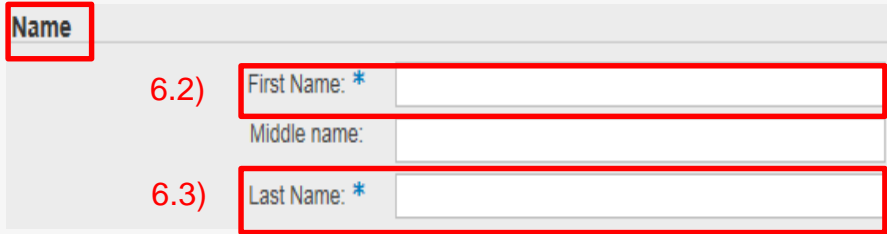
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Instruction	View
<p>1) Go to “My Services” and</p> 	
<p>2) Click</p> 	





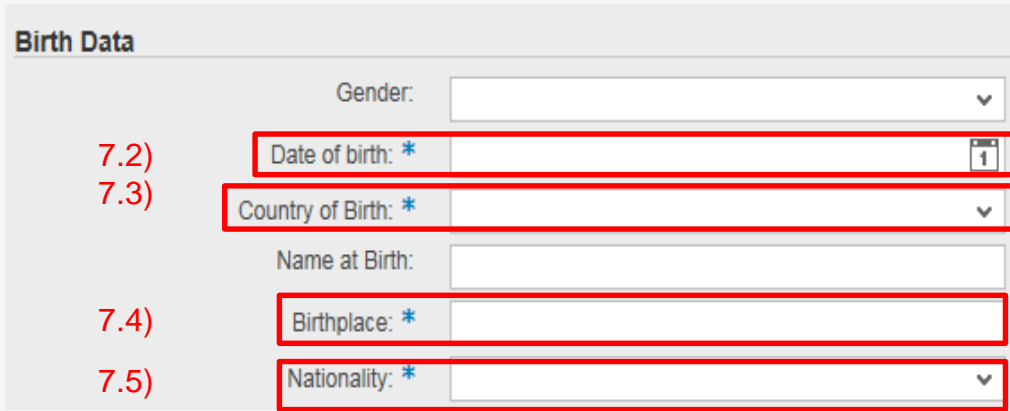
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Instruction	View
<p>3) Go to “Personal Information” and click “Family Members/ Dependents”.</p> <p><i>(You can also click on the star  to add “Family Members/Dependents” to your Favorites, which can be found on the first page of your Retiree Self-Service 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  .</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>


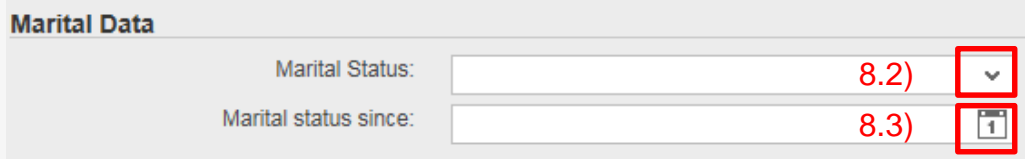


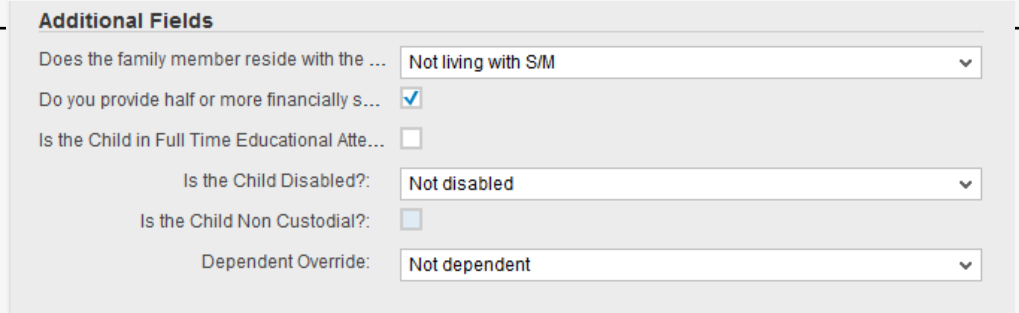
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Instruction	View
<p>5) Select the family member to add.</p> <p><i>To register a marriage, a birth of a child or adoption, please go to “Life Events” and look at corresponding user guide.</i></p>	 <p>A screenshot of a web interface showing a dropdown menu. At the top is a button labeled 'Add' with a green plus icon. Below it is a list of family member roles: Spouse, Father, Mother, Domestic Partner, Child of Domestic Partner, Child, Stepchild, Mother-in-Law, and Father-in-Law. The entire list is enclosed in a red rectangular box.</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>	 <p>A screenshot of a form titled 'Name'. The title is in a red box. Below it are three input fields. The first field is labeled 'First Name: *' with a red box around it and the number '6.2)' to its left. The second field is labeled 'Middle name:' and is empty. The third field is labeled 'Last Name: *' with a red box around it and the number '6.3)' to its left.</p>

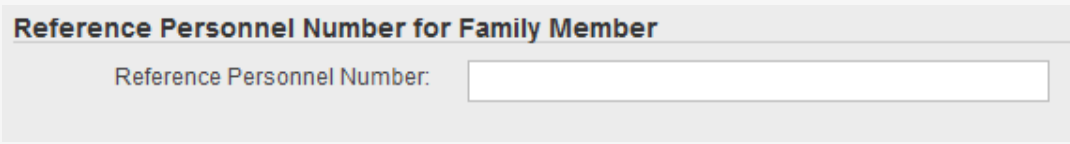

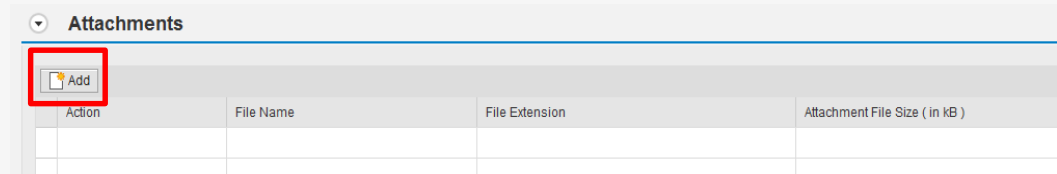

HOW TO ADD PARENTS TO THE FAMILY LIST

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>The screenshot shows a form titled "Birth Data". It contains several fields: "Gender:" with a dropdown arrow, "Date of birth: *" with a calendar icon, "Country of Birth: *" with a dropdown arrow, "Name at Birth:" with a text input, "Birthplace: *" with a text input, and "Nationality: *" with a dropdown arrow. Red boxes highlight the "Date of birth", "Country of Birth", "Birthplace", and "Nationality" fields. Red numbers 7.2, 7.3, 7.4, and 7.5 are placed to the left of these highlighted fields, corresponding to the instructions in the first column. The "Date of birth" field also has a small "1" icon in its calendar.</p>

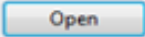
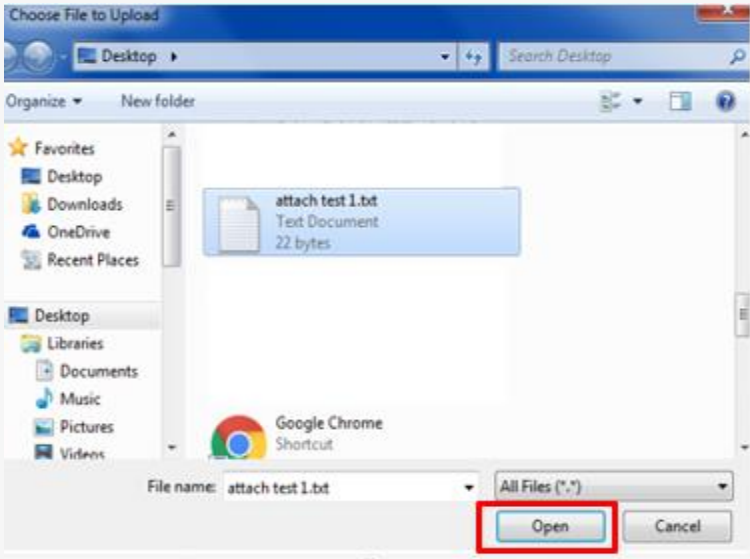

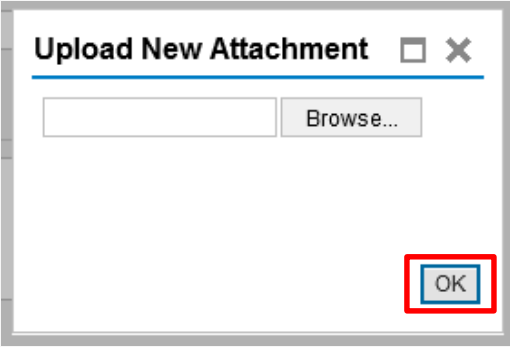
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Instruction	View
<p>8.1) Go to “Marital Data”.</p> <p>8.2) Display the menu found on “Marital Status”  and select the family member’s marital status.</p> <p>8.3) Click on the calendar found on the field “Marital status since” and select the date the marriage was validated.</p>	 <p>Marital Data</p> <p>Marital Status: <input type="text" value=""/> 8.2) </p> <p>Marital status since: <input type="text" value=""/> 8.3) </p>
<p><i>It is not necessary to fill out the “Additional Fields”.</i></p>	 <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="text" value=""/></p> <p>Dependent Override: <input type="text" value="Not dependent"/></p>

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Instruction	View
<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 “Browse”.</p> <p><i>You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint...).</i></p>	

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Instruction	View
12) Click  .	
13) Click  .	

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Instruction	View								
14) 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
Action	File Name	File Extension	Attachment File Size (in kB)						
	attach test 1.txt	text/plain	22						
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”.									
17) The following message will display.	<div> Please make sure you use Life Events for changes that involve benefits. Request succesfully sent to HR Officer for Approval</div>								
18) To return to the main menu, close the window by clicking on the icon.									

- **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>