

## Guide to Adding a Dependent from the Consumer Portal & Requesting a Dependent Card

- 1. Log onto your Consumer Portal account.
- 2. At the top of the page, put your curser over your name as shown in example below and a drop-down box will appear.

		Contact Us Consumer 55	~ <b>€</b> (0) <b>Logout</b>
	CPN	Participant Account ID   0008336940 Username   consumer5 Email Address   consumer5@example.com Last Login   9/2/2020 - Online	
		PROFILE Profile Summary	
Home	Accounts	Banking	Center ┨
l Want To:		Payment Method	
		Login Information	

- 3. Click on **Profile Summary**
- 4. The next page will take you to the below screen. Click on Add Dependent

CPN	CPNF	FLE	X	/
Home	Accounts	Tools & Support	Message Center	
Profile / Profile	Summary			
Profile	Update Profile	Dependents	Add D	ependent
CONSUMER 55 HOME ADDRESS	MAILING ADDRESS			
HOME PHONE	MOBILE NUMBER			
EMAIL ADDRESS				
GENDER	MARITAL STATUS			
USERNAME	PARTICIPANT ACCOUNT			

- 5. Enter the required information. (Areas with an asterisk \* are required fields).
  - Name: First, Middle Initial and Last
  - SSN (Dependent's Social Security Number)
  - Birth Date (must insert a slash '/' between characters). See example below.
  - Gender: Male or Female
  - Full Time Student: Yes or No
  - Relationship: Spouse or Dependent

Dependent Information		*Required
Name *	Jane MI	
	Doe	
SSN *	444 – 55 – 7777	
Birth Date *	2/14/2000	
Gender	Female ~	
Full Time Student *	⊖Yes	
Relationship *	Dependent ~	
Cancer		Submit
Once vou are done – C	ilick <b>Submit</b>	

## **REQUESTING A DEPENDENT CARD:**

To request a card for a dependent, you simply go back and put your curser over your name at the top of your Consumer Portal and select "**Banking/Cards**" from the drop down. It will take you to the page where you click on "**Issue Card**" next to the dependent\* name you need a card issued. Estimated delivery time is 5-7 business days.

\*Card(s) can only be ordered for qualified dependents 18 years, or older.

YOU'RE DONE. 🌝