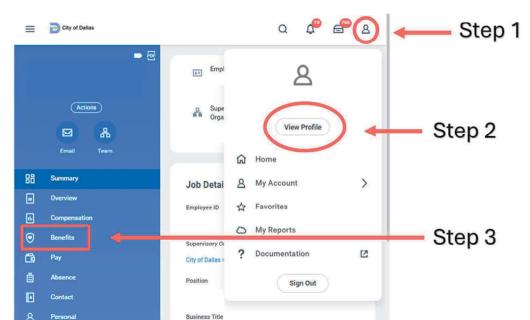# View and Update Dependents

Job Aid

View and Update Dependents

Log in to Workday using your Workday credentials.

Follow the prompts below to continue to Navigate to the Benefits page.

1. Select Profile
2. Select View Profile
3. Select Benefits

View and Update Dependents

1. Click on "Dependents" under the Benefits section to see a list of your current dependents.

2. Edit a Dependent.

3. Select the Dependent you wish to update.

4. Click "Edit" next to their information.

5. Make the necessary changes.

6. Carefully review your changes and submit them for approval.