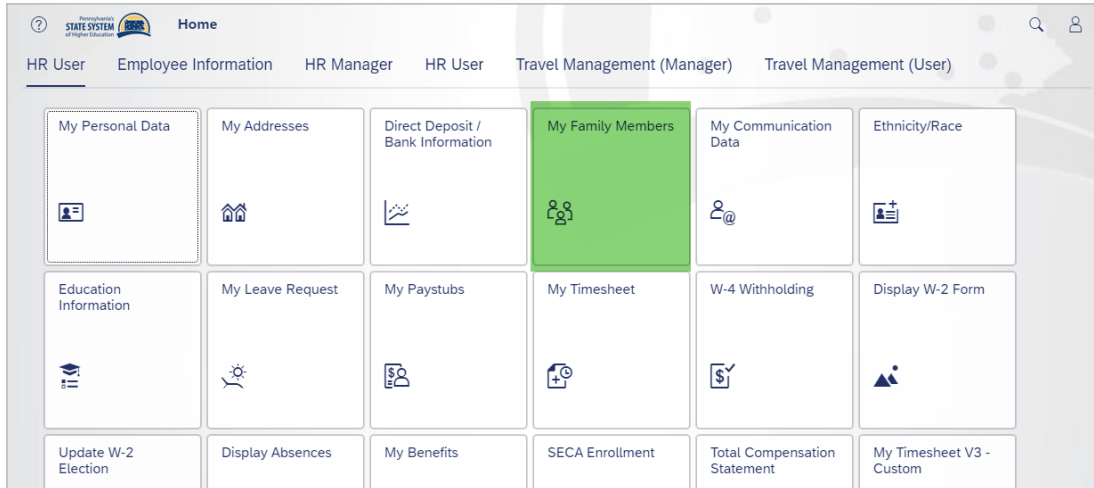# Reviewing and Updating My Family Members

Trigger: An employee wants to review or add dependents to their record in the Human Resource System.

Access the link to FIORI (https://workplace.passhe.edu) then select the **My Family Members** tile.


1. In this tile you will have a series of different types of family members allowed in the HR system. They are shown in the green highlighted row below. Another way to access the types of family members is to select the arrow at the end of the same row; this will display a list of all available types.
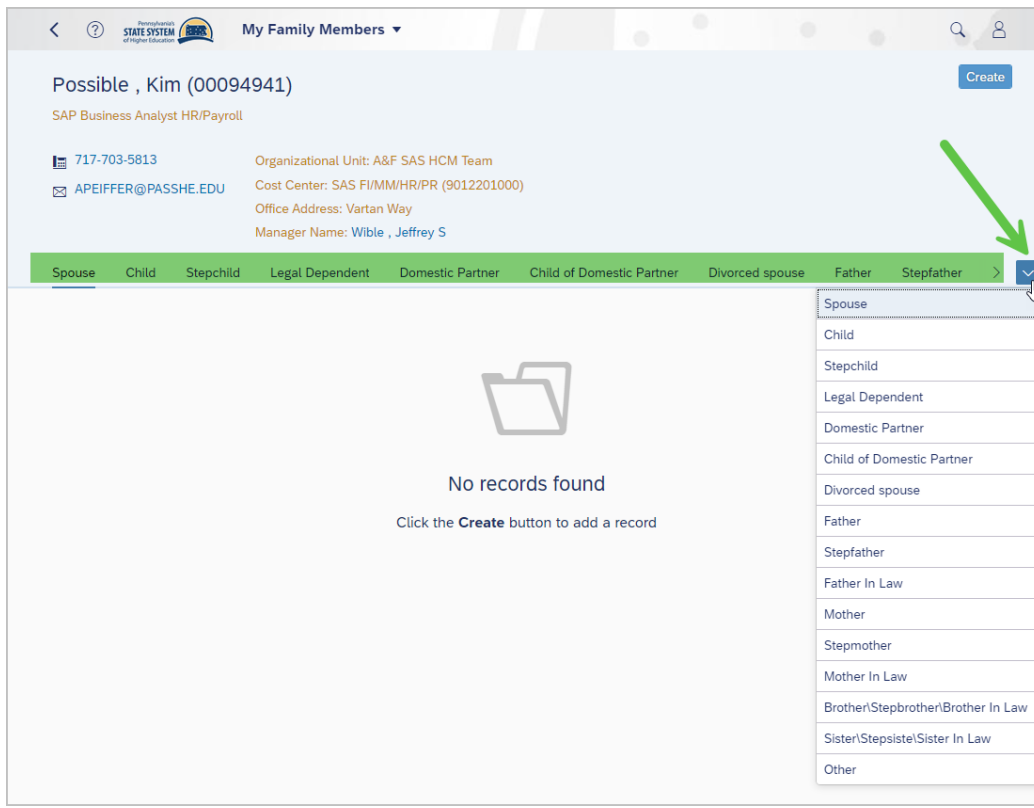
2. When reviewing (displaying) family members, select the type across the top to review. If there is more than one family member for a type, scroll down to see the other members.
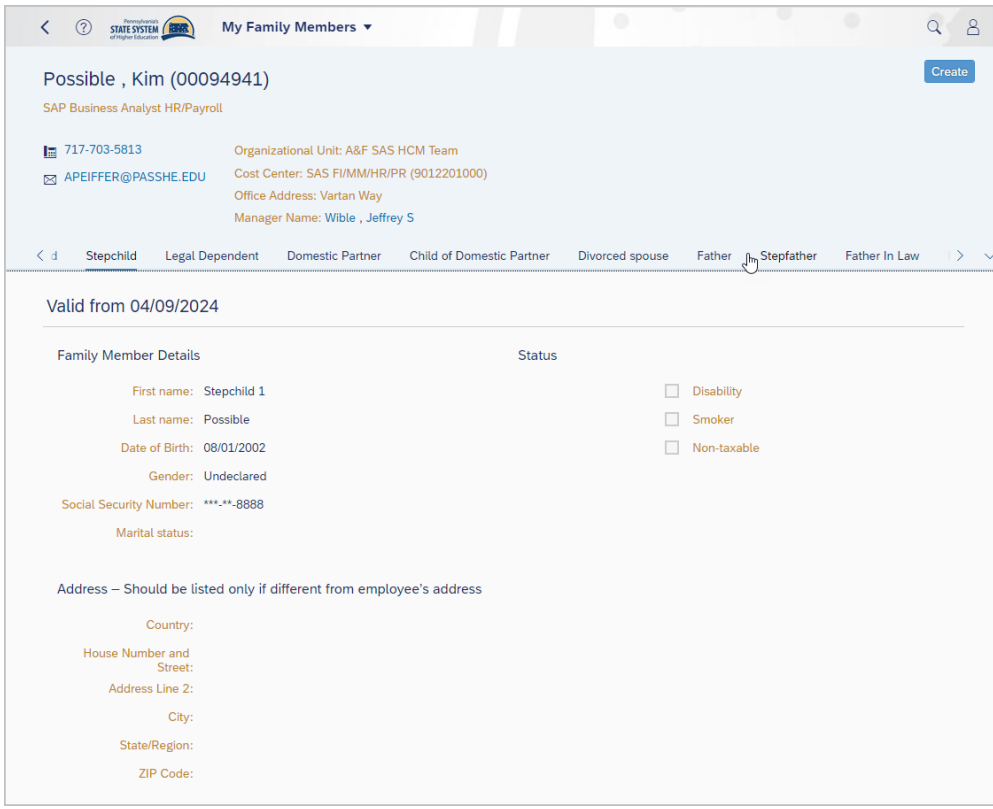
3. If the family member is not list, select the Create Icon.
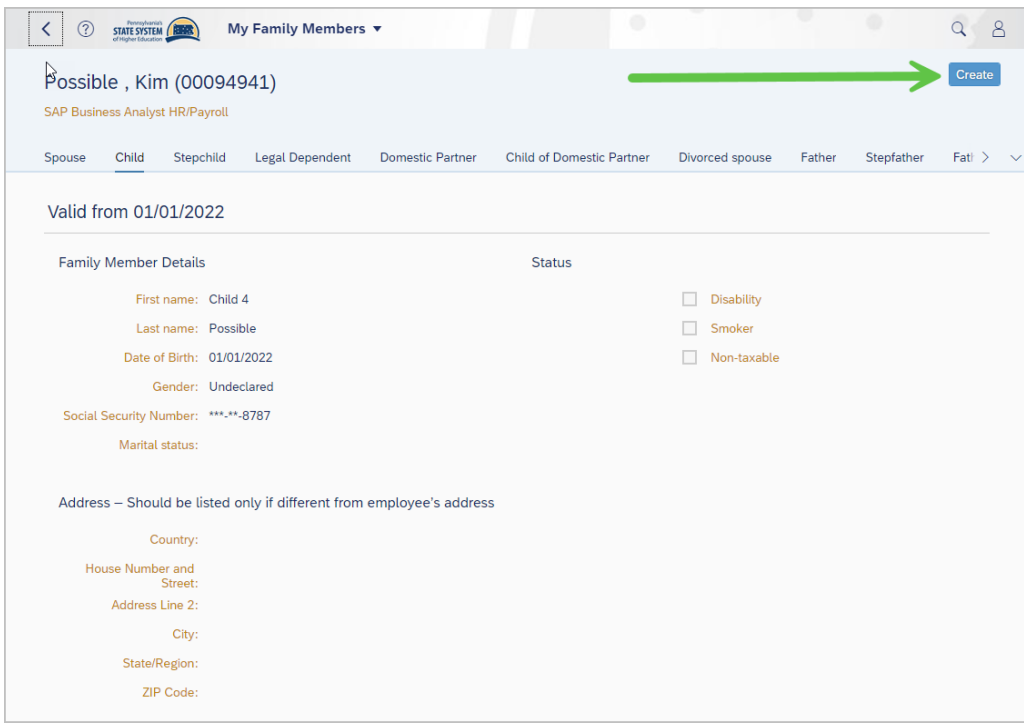
The required fields are identified with an asterisk.
  1 – Record Type – will default based on the type you were reviewing.
  2 – First Name – family member's first name.
  3 – Last Name – family member's last name.
  4 – Physicians Fields – is used for PEBTF members enrolled in an HMO (initial enrollment only).
  5 – Smoker – only required if enrolling a spouse in the voluntary insurance plans.
  6 – Date of Birth – family's member date of birth.
  7 – Gender – family member's gender (birth sex).
  8 – Social Security Number – family member's SSN.
  Address – note these fields should only be updated if they are different then the employee's address.

After screen is completed, select the Save icon.