Instructions to Review and Update Dependent’s Social Security Number and Date of Birth in myBenefits

Step 1: Log in to the AU Portal (myau.american.edu)

myBenefits works best on:
- Internet Explorer
- Firefox

Step 2: Under Work@AU, select “Benefits: myBenefits.”
**Step 3:** To access your benefit details, select the button “View your current benefit details and beneficiaries” on the right of the screen.

**Step 4:** Select “Dependents” on the left of the home screen.
Step 5: All covered dependents will be listed. Click the “Action” button next to a dependent, then select “Edit.”

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You’ll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

To add a dependent, click “Add Dependent”

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ari Eagle</td>
<td>Child</td>
<td>01/01/2010</td>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

Add Dependent

Next  Previous

Step 6: Detailed information about the dependent will appear. Confirm that the date of birth and Social Security number fields are correct.

If date of birth or Social Security number field is incorrect or Social Security number field is blank, you can update information in this screen. To edit Social Security number field, click the link “show and edit” under the SSN box.

Select the “Save” button once you have confirmed that the information listed is correct.

★ Repeat steps 5-6 for all dependents listed.
Please contact the Office of Human Resources if you have any questions:

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