How To Add a Dependent to a Employee's Profile
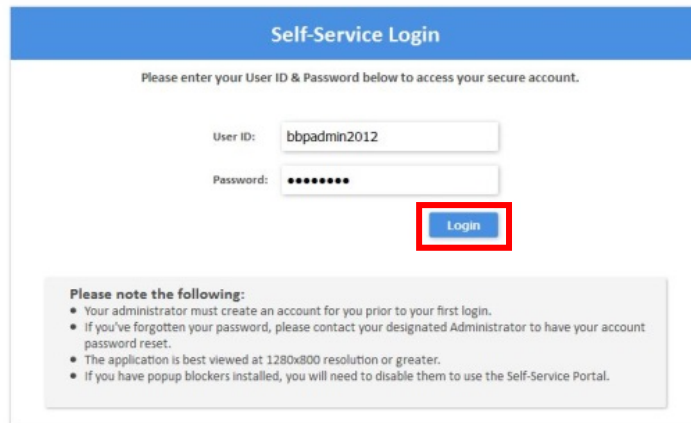
1. **Go to** https://
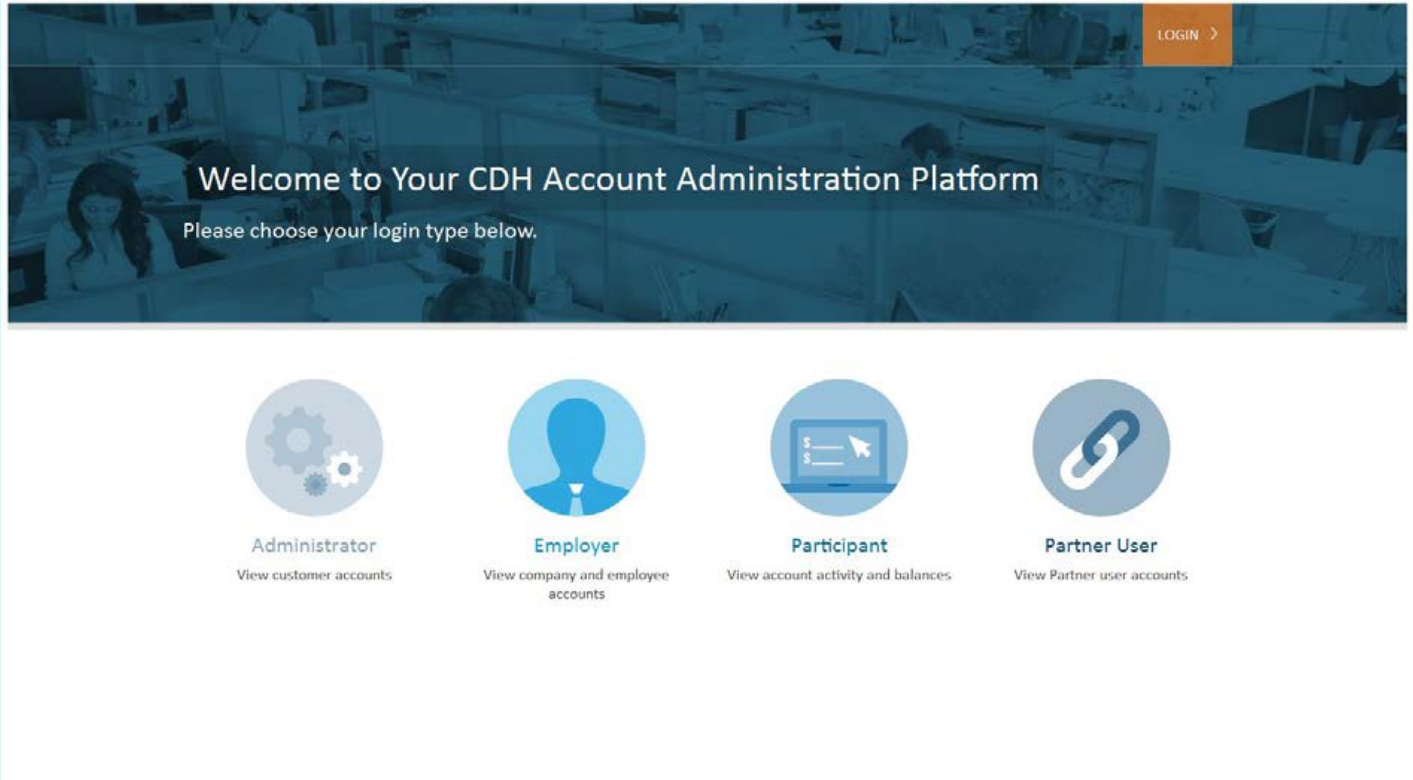
2. **Click on the "Employer" button.**
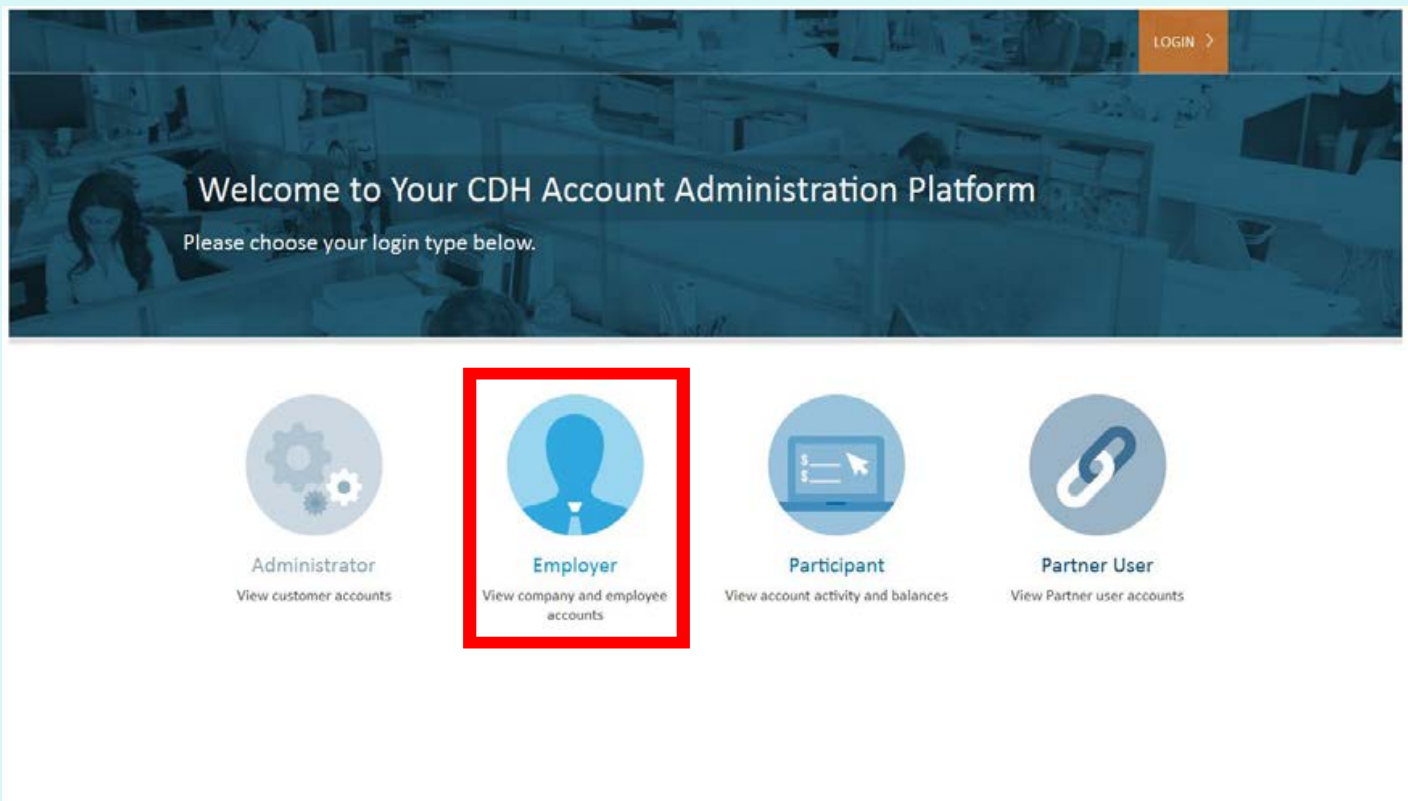
3. The put in your User ID and Password then click the "<u>Login</u>" button.

4. You are now on your Employer Portal home screen.

5.   Click the "Magnifying Glass" to search for an employee.

6.   After clicking "Magnifying Glass" you are brought to the "Employee Home Screen".

7. On the Employee Home screen, click on the "<u>Dependents</u>" tab.

8. On this screen, Click the "<u>Add New Dependent</u>" button

9. **Fill in all the required information in the "Demographic Information" section. After you've entered all of the information, scroll down and click the "Save" button.**

10. **After you've clicked the "Save" button, a green text will appear showing that the employee's dependent was added successfully.**

11.   Click on the "<u>Dependent</u>" tab, and you'll see the new dependent added to the list of dependents.

Thank you for choosing BBP Admin!