PeopleSoft Self-Service

Updating Dependent SSN & 1095C Electronic Consent in PeopleSoft

Note: This document is designed to be used online and has a number of embedded links to access processes and additional information. We discourage the printing of manuals as they are updated frequently. If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail hrsinfo@uvm.edu.

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Update Medical Dependent Social Security Numbers

1. Log in with your NetID to PeopleSoft through the Human Resources Login (www.uvm.edu/~erp/portal/).

2. Navigate to: Main Menu> Self Service > Benefits> Dependents & Beneficiaries> Dependent SSN Update

3. Enter dependent social security numbers, the click “OK” to save. Note: Only dependents currently enrolled on UVM medical insurance will be listed.
4. If you have entered the SSN in an incorrect format you will receive the popup shown below. Reenter SSN to complete.

5. You will be directed to a page that indicated the updates was successful and has been saved. You will also receive an email confirming the update within 10 minutes of saving. Click “OK” to return to the “Dependent SSN Update” page. You may update dependent SSNs anytime throughout the year.
Electronic 1095-C Form Consent

1. Log in with your NetID to PeopleSoft through the Human Resources Login (www.uvm.edu/~erp/portal/).

2. Navigate to: Main Menu > Self Service > Benefits > 1095-C Consent

3. Select the check box, then click “Submit.” To confirm you would like to receive an electronic 1095-C form instead of receiving the 1095-C form in the mail.
4. You will be directed to a page that indicated the updates was successful and has been saved. You will also receive an email confirming the update within 10 minutes of saving. Click “OK” to return to the “Form 1095-C Consent” page. You may withdraw your consent at any time during the year.