



# 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.

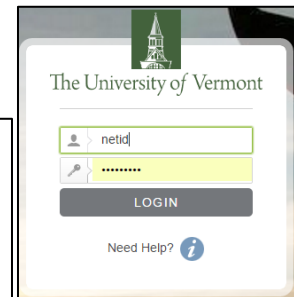
If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

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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/](http://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.



**Navigation**

**Medical Dependent Information Update**

Employee Name \_\_\_\_\_ Empl ID XXXXXXX

**Instructions**

The family members listed below were provided by you to UVM when you submitted medical insurance enrollment information. If you do not have medical dependents listed on UVM's health care plan, you will not see any names listed below. Please review the social security numbers and if needed edit and Submit.

**NOTE:** This web page is not intended as a tool to add or drop dependents from your benefits. If no dependents are listed here, you do not currently have any dependents associated with your UVM medical insurance plan. If you believe this to be inaccurate, or have any questions, please contact Human Resources Services at HRSinfo@uvm.edu or (802) 656-3150.

**Medical Dependents**

Dependent Name	SSN
_____	_____

**Note: Only dependents listed on your UVM medical insurance will be listed here.**

**Enter your dependent SSN here. (ex. XXX-XX-XXXX)**

**Confidentiality**

I understand that this information will be maintained by The University of Vermont as confidential personal information, and shall not be disclosed in the absence of the Employee/Post Doc Fellow/Trainee's written consent, except as necessary to provide benefits coverage or otherwise as required by law.

**Affirmation**

Under penalties of perjury, I declare that I have examined the information in this form and to the best of my knowledge and belief, it is true, correct, and complete. I understand that The University of Vermont may at any time request verification of marriage, marital equivalency with a party to a civil union, or legal responsibility for a dependent child.

**Once all dependent SSNs have been updated click "Okay" to save.**

- If you have entered the SSN in an incorrect format you will receive the popup shown below. Reenter SSN to complete.

**Message**

The format of the National ID Type PR for country USA has to be XXX-XX-XXXX. (1000,490)

The format of the National ID has to be set as indicated for this National ID Type.

- 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.

**Submit Confirmation**

**Note: If you are directed to this page information entered has been saved.**

The Submit was successful.

**Click "OK" to return to "Dependent SSN Update" page.**