The Dental Care
PLUS GROUP
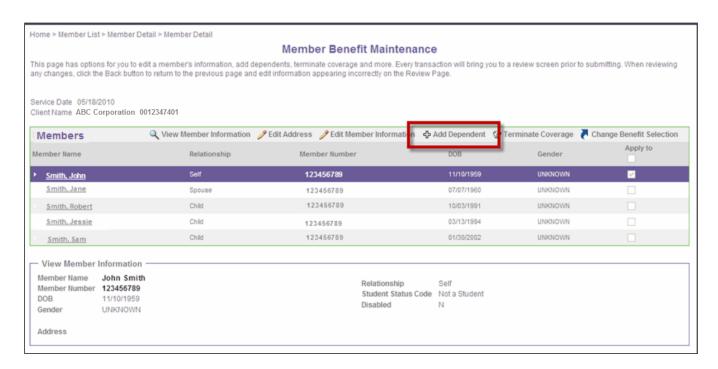A DentaQuest Company

Job Aid – Add a Dependent

1. From the **Member Benefit Maintenance** screen, click **Add Dependent**. The **Add Dependent** section will appear.

   ⚠️ You cannot add a dependent unless the member is already active in the portal. If it has been less than 24 hours since you added the member, please check back in 24 hours.

Home > Member List > Member Detail > Member Detail

Member Benefit Maintenance

This page has options for you to edit a member's information, add dependents, terminate coverage and more. Every transaction will bring you to a review screen prior to submitting. When reviewing any changes, click the Back button to return to the previous page and edit information appearing incorrectly on the Review Page.

Service Date 05/18/2010
Client Name ABC Corporation 0012347401

Members	Q View Member Information	✏ Edit Address	✏ Edit Member Information	✚ Add Dependent	✎ Terminate Coverage	↗ Change Benefit Selection
Member Name	Relationship	Member Number	DOB	Gender		Apply to ☐
Smith, John	Self	**123456789**	11/10/1959	UNKNOWN		☑
Smith, Jane	Spouse	123456789	07/07/1960	UNKNOWN		☐
Smith, Robert	Child	123456789	10/03/1991	UNKNOWN		☐
Smith, Jessie	Child	123456789	03/13/1994	UNKNOWN		☐
Smith, Sam	Child	123456789	01/30/2002	UNKNOWN		☐

View Member Information

Member Name	John Smith		Relationship	Self
Member Number	123456789		Student Status Code	Not a Student
DOB	11/10/1959		Disabled	N
Gender	UNKNOWN			

Address

Add a Dependent Job Aid, Rev 01-19-21

2. In the **Personal Info** section, enter the following information:

    a. Enter the dependent's first name in the **First Name** field.

    b. Enter the middle initial in the **Middle Initial** field.

    c. Enter the last name in the **Last Name** field.

    d. Enter the date of birth for the dependent in the **DOB** field.

    e. Select the gender from the **Gender Code** drop-down list.

    f. Select the relationship from the **Relationship Code** drop-down list.

    g. If the dependent is over 18, select the student status from the **Student Status Code** drop-down list.

    h. If the dependent is disabled, click the ☐ Disabled checkbox.

3. In the **Available Subgroups** section, click the **Select** box and enter an effective date in the **Benefit Effective Date** field.

4. If you need to add another dependent, click **Add Another Dependent**. Otherwise, click **Review** to save the changes and return to the **View Member Information** screen.

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