

# HOW TO ADD DEPENDENTS

Learn all you need to know about adding dependents information



## Step 1:

Log into OKTA Single Sign-On at [sunrun.okta.com](https://sunrun.okta.com) and click on the Workday tile.

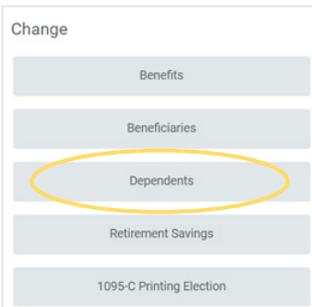
## Step 2:

Click on the Benefits icon.



## Step 3:

Under Change, click on Dependents.



## Step 4:

Click the Edit/Add button.

## Step 5:

Enter today's date as the Effective Date and select the reason: Change Dependent > Other.

## Step 7:

To add or edit a dependent's Social Security Number (SSN), go to the Identifier Information section. Then, update or add the SSN. You must add your dependents' SSNs in order for the request to be processed (unless you are adding a newborn and do not yet have their SSN). Once you receive your newborn's SSN, please update their file.

## Step 6:

Complete the required information for the dependent you are adding. Note: if your dependent's primary address is the same as yours, you don't need to update their contact information.



Once all information is complete, click **Submit** at the bottom of the page.