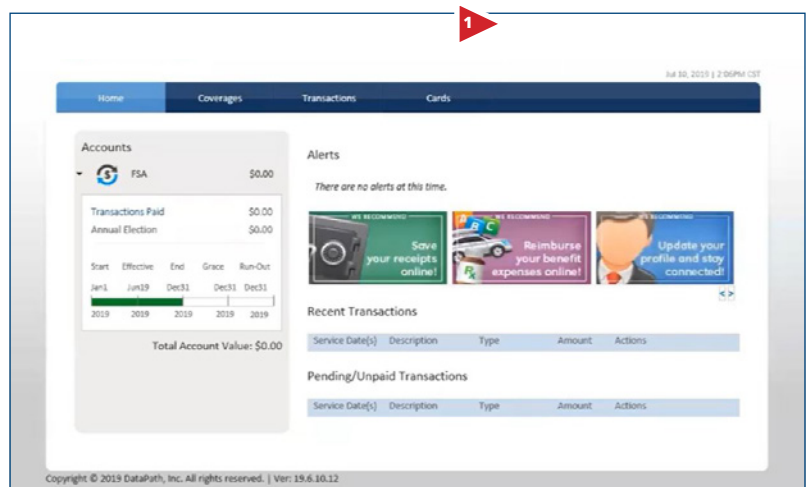


# Updating Your Employee Profile

## STEP 1

Log in to your account\* to update your personal information, **including your profile, dependents, and bank account information.**

**Click on your user name, picture, or arrow<sup>1</sup>** at the top of the screen.



\* Your home page and accounts may look different from what you see here, but the information will be in the same places.

## STEP 2

In the top section, you can update your user information, including your **name, photo, phone numbers, and security information.**

**Click Show** next to any of the sections you would like to edit. *In the address section, you can verify or change your address.*

The screenshot shows the 'User Account' update page. It features a 'Change Photo' button and a 'Show' button next to the 'Address' section. The form includes fields for: First Name (Robert), Middle Name (T), Last Name (Jones), User ID (jones76), Home, Work (501-296-9990), Mobile (501-123-4567), Pass Phrase (Daisies are blooming), Email (agatin@dpath.com), Security Question 1 (What is your mother's maiden name?), Security Question 2 (What is your pet's name?), Mailing Address (1601 Westpark Dr), Address 2 (Suite 9), and City (Little Rock). There are 'Edit' buttons for the security questions and a 'Show' button for the address section.

## Dependents and Banking Information Updates

Click the **Dependents** section to add or edit your dependent information. *The fields in red are required.* If the dependent has a different address than the participant, uncheck the box that says "same as participant address" and fill in the information. If they do have the same address, you may leave it checked. If necessary, select the plans that the dependent should be linked to, and whether or not to issue a card, if that is an option.

*Please note that if your dependent is not already enrolled in the benefit, you will need to contact your human resources director or plan administrator to enroll your dependent.* Read the dependent disclaimer, Click the box to show you have read it, then **click Submit**.

Plan Type	Plan ID	Description	Start Date	End Date	Grace Period	Run-out
FSA	FSAMed	FSA	01/01/2019	12/31/2019		

To add your banking information, **click show** next to banking details. Select your bank name, or select other to add your bank. Enter or select the bank's routing number, enter your account number, and select the account type. *If this is your main bank account, you can click the make default check box so that this will automatically be the bank account used for any future reimbursements<sup>2</sup>.*

Banking Details

Select Bank Account: Select

Bank Name: TESTBANK

Account Number: 8675309

Routing Number: 000000000

Account Type: Checking

Make Default:

### STEP 3

Select your authentication image.  
**Click Save.**

Authentication image:

Save or Cancel

**Your personal information is now updated. If you have questions, please contact your benefits representative.**

# VANTAGEPOINT

BENEFIT ADMINISTRATORS

claims@vantagepointbenefit.com

(516) 599-2120

vantagepointbenefit.com