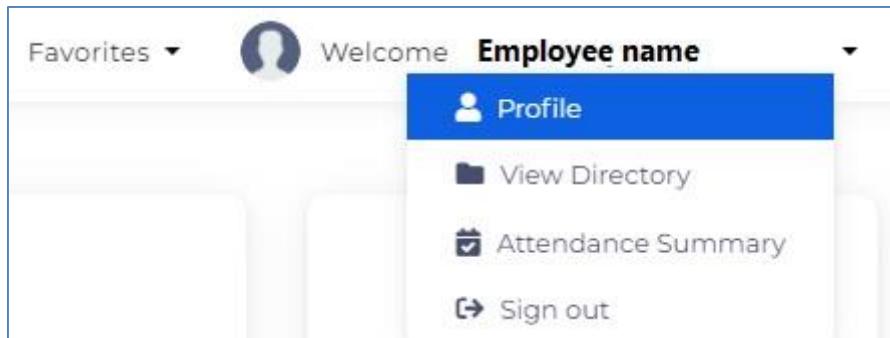


How to Add your Dependents in O360

Step 1: Login to O360 and select employee profile from the drop down list (top right corner)



Step 2: Click on view dependent details under emergency contact details

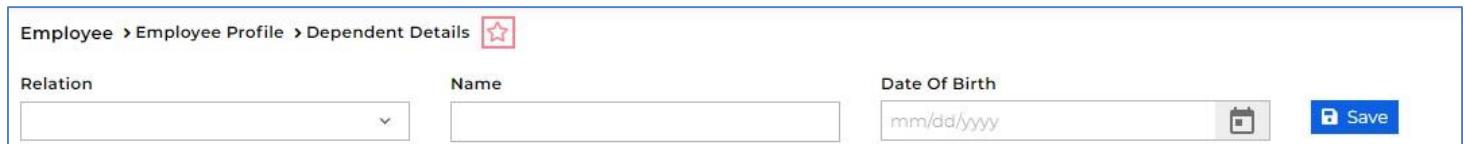


EMERGENCY CONTACT DETAILS

Contact Person	:	NA
Contact Number	:	NA
Contact Email	:	NA

View Dependent Details

Step 3: Fill in the details and click the save button for approval. The dependent will be visible on Benefits portal on the next day of approval.



Employee > Employee Profile > Dependent Details

Relation	Name	Date Of Birth	Save
<input type="button"/>	<input type="text"/>	<input type="text"/> mm/dd/yyyy <input type="button"/>	<input type="button"/>