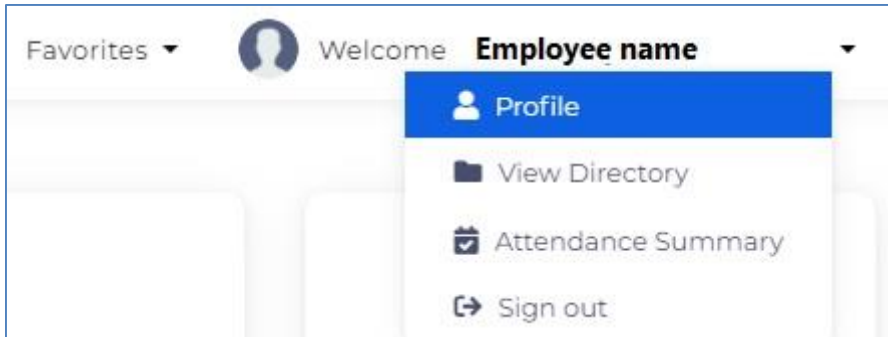


# How to Add your Dependents in O360

**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	
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<div><div></div>Save</div>