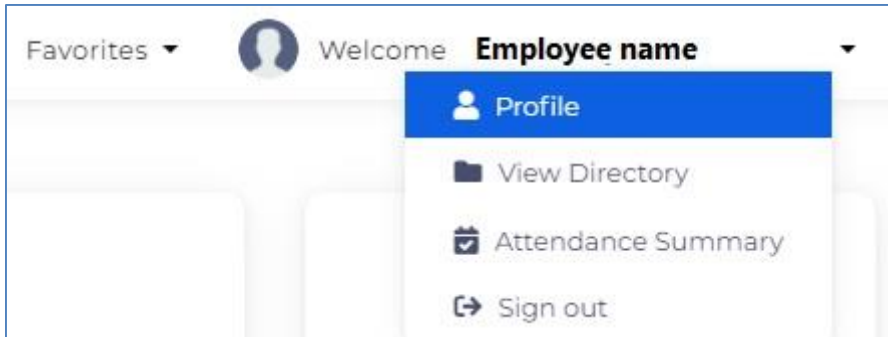# How to Add your Dependents in O360

**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



**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.