Manage Personal Information

By the end of this lesson, you will be able to:

- Access the Personal Information section
- Modify your personal details: Address, Contact Details, Ethnic Group and Emergency Contacts
- Submit a request to your Human Resources (HR) Administrator to modify your Name and/or Marital Status
Highlights of This Section

Here are the new and exciting features of Personal Information!

- **Quick access to personal information and benefits**: you can view your address, contact information, emergency contact, as well as your benefits and dependents’ information with just one click.

- **Edit personal information**: in SHARE 9.2 you can edit some personal information including your address, contact details, personal email, emergency contact, and more! You can also request a name and marital status change, but need to submit the proper documentation to your HR Administrator.

Access: Personal Information

You can view and modify some of your personal information through SHARE 9.2. You can access your personal details through the **Personal Details** tile or the **Navigator**.

TIP: Access your personal details through the icon to save time!
Manage Personal Information: Address

Modify your Home/Mailing address in the Home Address section. You can click to make your updates.

IMPORTANT! Absolutely no special characters can be used! English letters and numbers only.

You can click the arrow icon to view the Address window.

Update the Home/Mailing Address details in the window and click Save.

Tip: Verify your home and mailing address (if different from home address) are entered correctly.

Note: SHARE 9.2 allows you to modify your Address, Contact Details, Ethnic Group, and Emergency Contact details.

Request for Update: Personal Information

Submit a request to modify your Name and Marital Status. You must provide a copy of your updated Social Security Card to your HR Administrator for approval.

You can click the arrow icon to view the Name window.

Complete the details on the Name change window and click Save to submit a request to the HR Administrator. You must show HR your new Social Security Card for your name change to be approved.
Additional Information

Additional Information displays your **Gender, Date of Birth, Birth Country, Birth State, Social Security Number, Start Date**, and other personal information.

![Additional Information](image)

**Note:** The State of New Mexico does not track employees’ smoker history.

Manage Personal Information Summary

In this lesson we learned:

- SHARE 9.2 allows you to modify your Address, Contact Details, Ethnic Group, and Emergency Contact Details

- SHARE 9.2 allows you to submit a request for Name change and Marital Status change
VIEW YOUR BENEFITS

View Benefits

By the end of this lesson, you will be able to:

- Access the Benefits section
- View your Benefits Summary
- View your Dependent/Beneficiary Information

Access: Benefits Section

Follow the navigation path below to access the Benefits section.

Click > NavBar > Navigator > Self Service > Benefits

View your Healthcare Dependent Summary.

View your Benefits.

View your Dependent and Beneficiary Information.
Health Care Dependent Summary: View List of Dependents

View your dependents by Name and Type of Benefit under the HealthCare Dependent Summary section. The HealthCare Dependent Summary displays benefits plans and allows you to view your covered dependent details under each plan.

Click > NavBar > Navigator > Self Service > Benefits > Dependents and Beneficiaries > Health Care Dependent Summary

Follow the steps below to view your Health Care Dependent Summary:

1. Select > Date
2. Click > Go

View Benefits Summary

The Benefit Summary section provides information on your benefits with Plan Description and Coverage details.

Click > NavBar > Navigator > Self Service > Benefits > Benefits Summary

This section allows you to view plans you and your dependents/beneficiaries are enrolled in.

Follow the steps below to view your Benefits Summary:

1. Select > Date
2. Select > Go
View Dependent/Beneficiary Information

SHARE 9.2 allows you to view your dependents and their benefit plans. Follow the navigation path below to access the Dependent/Beneficiary Information section:

Click > NavBar > Navigator > Self Service > Benefits > Dependent/Beneficiary Information

View your Dependent and Beneficiary Information here. Click a name to display the Dependent/Beneficiary Personal Information.

View your Dependent/Beneficiary personal details.

View Benefits Summary

In this lesson we learned:

✓ How to navigate to the Benefits Section and its components

✓ The HealthCare Dependent Summary displays benefits plans and allows you to view your covered dependent details under each plan

✓ The Benefits Summary section allows you to view plans you and your dependents/beneficiaries are enrolled in