


Viewing the Dependent-Beneficiary Summary

Purpose: Use this document as a reference for viewing the Dependent-Beneficiary Summary page in ctcLink.

Audience: Benefits Staff

 You must have at least one of these local college managed security roles:

- **ZC Benefits Enrollments**
- **ZD Benefits Employee Data Inq**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Menu > Benefits > Employee/Dependent Information > Review Dep/Ben Summary

1. Enter **Empl ID**, or other Search Criteria to identify your employee.
 2. Select **Search**.
- The **ID** column displays the unique ID assigned to each dependent or beneficiary.
 - The **Name** column lists Last Name, First Name MI for the dependent(s).
 - The **Dependent Beneficiary Type** column specifies the type of dependent or beneficiary indicating whether the person is a dependent or beneficiary.
 - The **Relationship to Employee** column displays the relationship of the dependents and beneficiaries to the employee.

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [Viewing the Dependent-Beneficiary Summary](#). This link will open in a new tab/window.