portal guide:

how to add family members

MyLiveDoc
Your health, your time

Process Overview

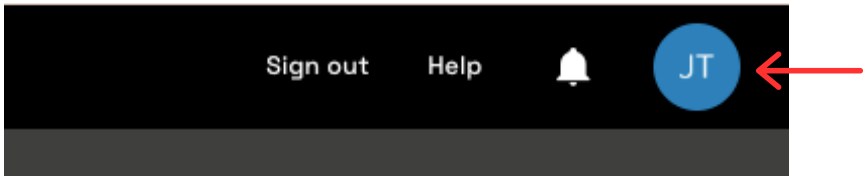
1. Log into your member portal.
2. Head to your profile.
3. Select 'Family Information.'
4. Add Your Family Members.
5. Enter the respective information.
6. Select SAVE - and you are all set!

Member Portal

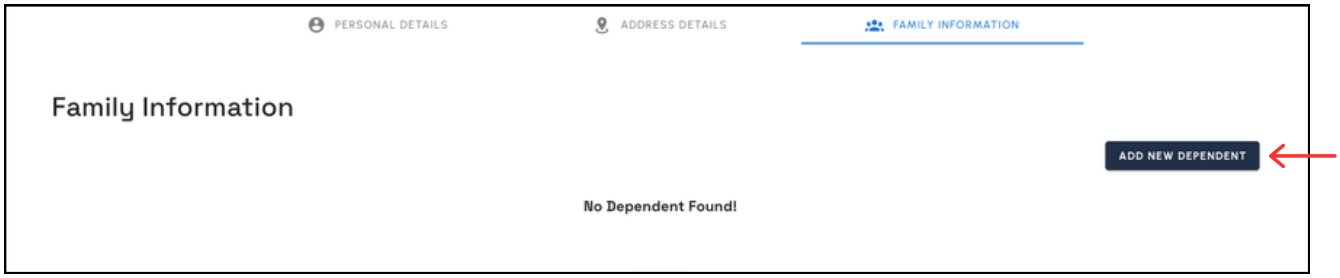
How to Add Family Members

1. Log into your member portal, at member.mylivedoc.net

2. Select your profile icon in the upper right hand corner.



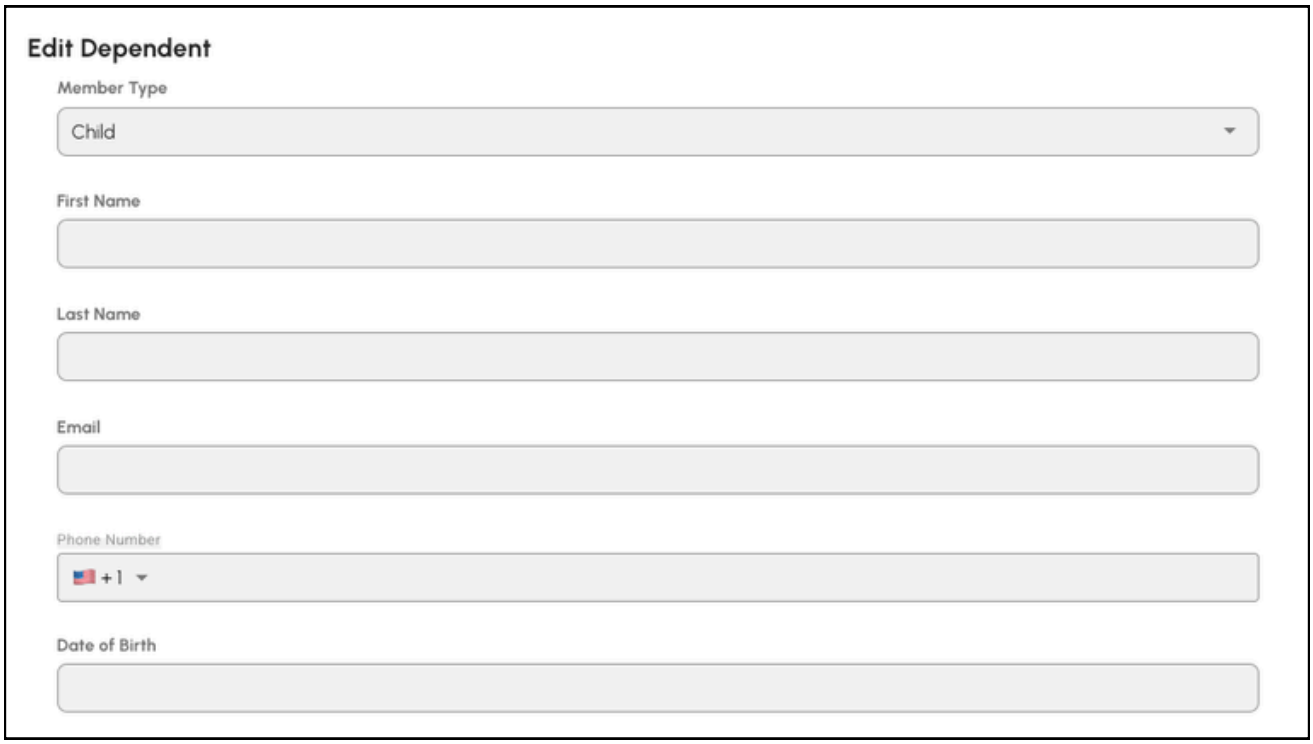
3. Select the 'Family Information' tab, and click 'Add New Dependent'.



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4. Enter your family member's or dependent's information and select **'SAVE'** at the bottom of the page.



Notes

TOTAL DEPENDENTS

You are eligible to add up to 6 dependents (child, adult child, partner, spouse).

ADDING DEPENDENTS OVER 18

For any member added over the age of 18, a separate email will need to be used to create their profile. They will then receive a welcome email, prompting them to complete their enrollment and head to their member portal. You will not be able to see this members personal health information and account information.