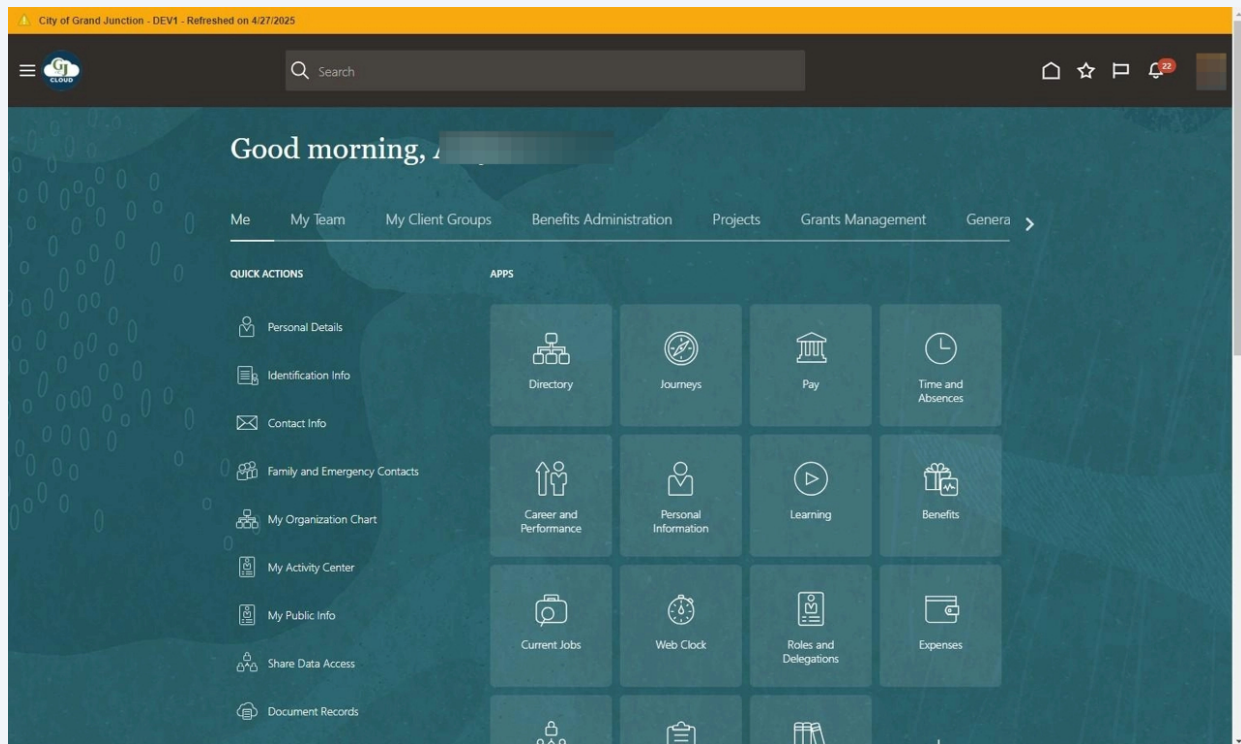
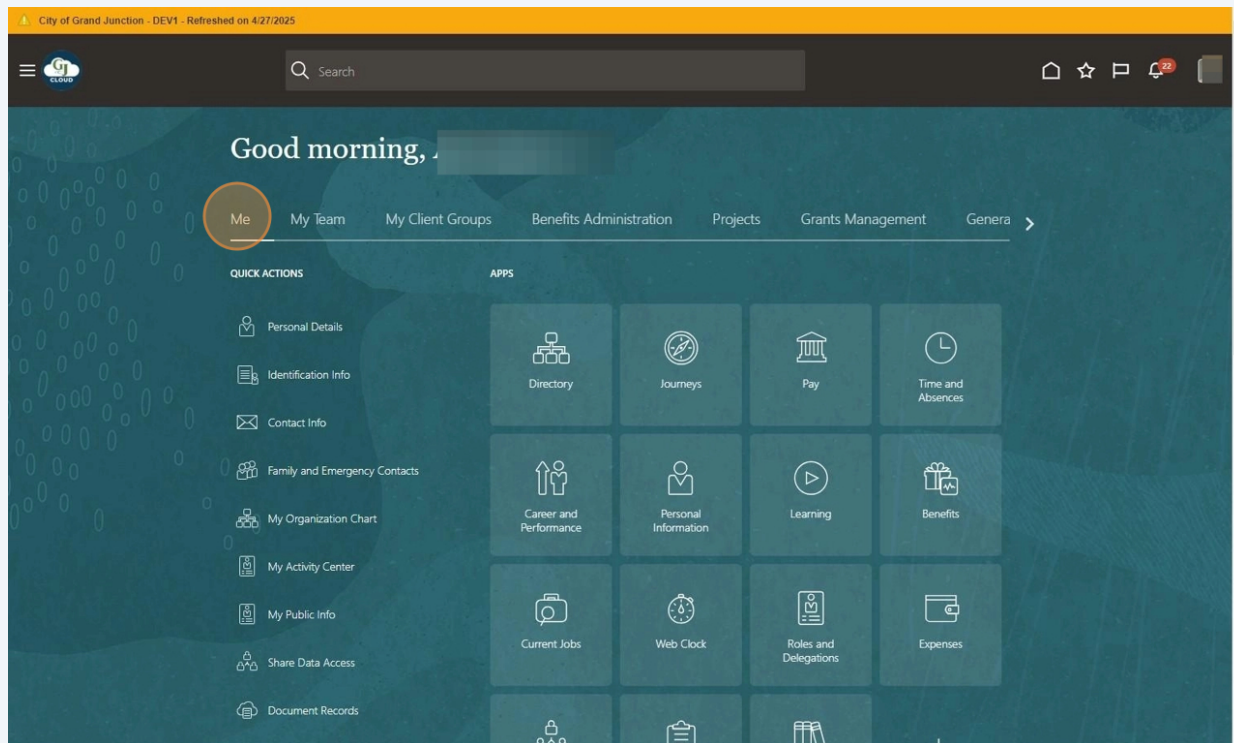


How to Complete Pending Actions: Adding Social Security Number for New Dependent(s)

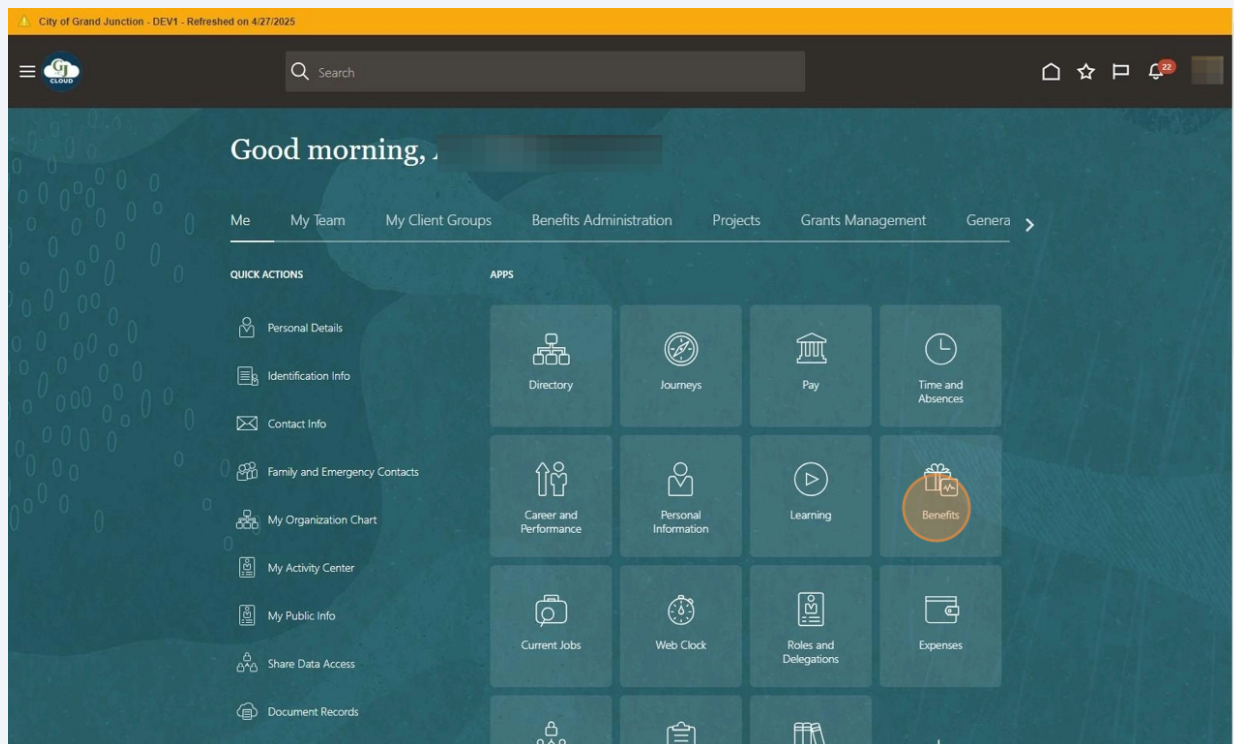
1 Navigate to [GJCloud](#)



2 Click "Me"



3 Click the "Benefits" tile.



4 Your "Pending Actions" will be listed on the main screen.

The screenshot displays the 'Your Benefits' page. At the top, a banner indicates the enrollment window is open until 06/29/2025 11:59 PM, with an 'Update Enrollment' button. Below this, the 'Pending Actions' section lists three items: 'Medical Dependent Requires Social Security Number, Baby (Child)' (Required), and two 'Medical Birth certificate' items (Suspended). Each item has a pencil icon for editing. The 'Enrollment Summary' section includes dropdowns for 'Show Benefits' (Current enrollment) and 'Program or Plan Not in Program' (401a Retirement and FPPA). A 'View all enrollments' link is at the bottom. The right sidebar contains a menu with options like 'Document Records', 'Health Care FSA Calculator', 'HSA Calculator', 'Report a Life Event', 'Review Employee Resources', 'Temporary ID Card', 'Primary Care Physicians', 'Change Beneficiaries', 'Beneficiary Organizations', and 'Person Info'. A 'Need Help? Contact Us' section at the bottom of the sidebar provides instructions on how to find representatives.

Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.

[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child)	Required	Edit
Medical Birth certificate, (Child)	Suspended	Edit
Medical Birth certificate, (Spouse)	Suspended	Edit

Enrollment Summary

Show Benefits: [Current enrollment](#)

Program or Plan Not in Program: [401a Retirement and FPPA](#)

[View all enrollments](#)

Need Help? Contact Us

After representatives are assigned, you can see them here.

[Contact your help desk.](#)

5 Click the pencil icon to open each Pending Action.

This screenshot is identical to the one above, but includes a red circle and an arrow pointing to the pencil icon next to the first 'Pending Action' item, 'Medical Dependent Requires Social Security Number, Baby (Child)'. The sidebar and other page elements remain the same.

Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.

[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child)	Required	Edit
Medical Birth certificate, (Child)	Suspended	Edit
Medical Birth certificate, (Spouse)	Suspended	Edit

Enrollment Summary

Show Benefits: [Current enrollment](#)

Program or Plan Not in Program: [401a Retirement and FPPA](#)

[View all enrollments](#)

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6

Click "National identifiers"

Your Benefits

Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.

[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child) Medical CoPay Before-Tax, Family	Required	Edit
Medical Birth certificate, (Child) Medical CoPay Before-Tax, Family	Suspended	Edit
Medical Birth certificate, F (Spouse) Medical CoPay Before-Tax, Family	Suspended	Edit

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

[View all enrollments](#)

[Home](#) [Support](#)

National identifiers

Baby ()

[+ National identifiers](#)

Add official national identifier information provided by legislative organizations.

7 Select Country.

The screenshot shows the 'Your Benefits' page on the left and the 'National identifiers' modal on the right. The modal is open for 'Baby' and has a red circle highlighting the 'Country' dropdown menu.

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Medical	Dependent Requires Social Security Number, Baby	(Child)	Required	
Medical	Birth certificate, (Child)		Suspended	
Medical	Birth certificate, (Spouse)		Suspended	

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

[View all enrollments](#)

[Home](#) [Support](#)

National identifiers
Baby

+ National identifiers

Country Required

National ID Type Required

National ID Required

Issue Date

Expiration Date

Place of Issue

[Cancel](#) [Save](#)

8

The screenshot shows the 'Your Benefits' page on the left and the 'National identifiers' modal on the right. The modal is open for 'Baby' and the 'Country' dropdown menu is open, showing a list of countries. A red circle highlights the 'US United States' option.

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Medical	Dependent Requires Social Security Number, Baby	(Child)	Required	
Medical	Birth certificate, (Child)		Suspended	
Medical	Birth certificate, (Spouse)		Suspended	

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

[View all enrollments](#)

[Home](#) [Support](#)

National identifiers
Baby

+ National identifiers

Country Required

TZ Tanzania, United Republic of

AE United Arab Emirates

GB United Kingdom

US United States

UM United States Minor Outlying Islands

[Cancel](#) [Save](#)

9

Select "National ID Type".

Your Benefits

Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.

[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby C (Child) Medical CoPay Before-Tax, Family	Required	✎
Medical Birth certificate, (Child) Medical CoPay Before-Tax, Family	Suspended	✎
Medical Birth certificate, (Spouse) Medical CoPay Before-Tax, Family	Suspended	✎

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

[View all enrollments](#)

National identifiers

Baby C

[+ National identifiers](#)

Country
United States

National ID Type

National ID

Issue Date

Expiration Date

Place of Issue

[Cancel](#) [Save](#)

10 Select "Social Security Number"

The screenshot shows the 'Your Benefits' page on the left and a 'National identifiers' modal on the right. The modal is open for 'Baby [redacted]'. It contains a list of 'National ID Type' options: 'Individual Taxpayer Identification Number', 'Social Security Number' (highlighted with an orange circle), and 'Taxpayer Identification Number'. Below this list are fields for 'Expiration Date' and 'Place of Issue'. At the bottom right of the modal are 'Cancel' and 'Save' buttons.

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Action	Details	Status	Action
Medical Dependent Requires Social Security Number, Baby C	(Child)	Required	Edit
Medical Birth certificate, [redacted]	(Child)	Suspended	Edit
Medical Birth certificate, [redacted]	(Spouse)	Suspended	Edit

Enrollment Summary

Show Benefits: [Current enrollment](#)

Program or Plan Not in Program: [401a Retirement and FPPA](#)

[View all enrollments](#)

[Home](#) [Support](#)

11 Click the "National ID" field.

This screenshot is similar to the previous one, but the 'National ID' field in the 'National identifiers' modal is now highlighted with an orange circle. The 'National ID Type' dropdown is set to 'Social Security Number'. The 'National ID' field is currently empty and has a 'Required' label next to it. The 'Expiration Date' and 'Place of Issue' fields are also visible.

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Action	Details	Status	Action
Medical Dependent Requires Social Security Number, Baby C	(Child)	Required	Edit
Medical Birth certificate, [redacted]	(Child)	Suspended	Edit
Medical Birth certificate, [redacted]	(Spouse)	Suspended	Edit

Enrollment Summary

Show Benefits: [Current enrollment](#)

Program or Plan Not in Program: [401a Retirement and FPPA](#)

[View all enrollments](#)

[Home](#) [Support](#)

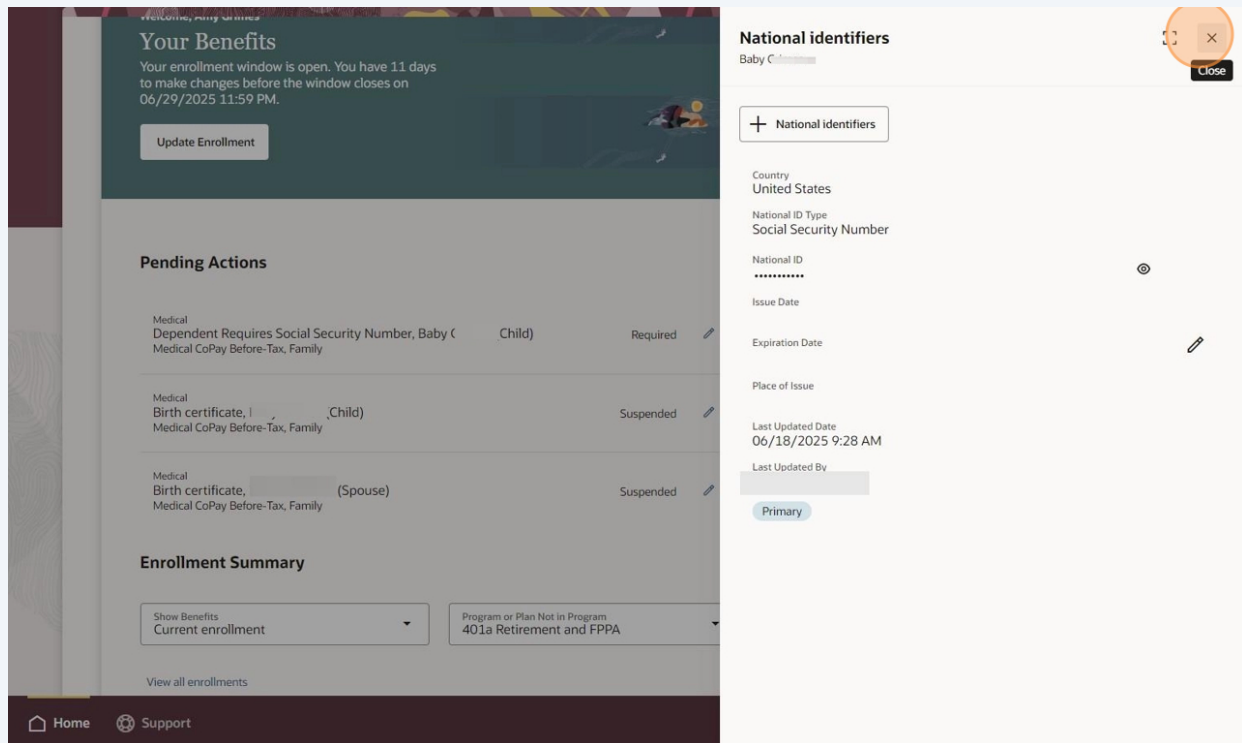
12 Enter Social Security Number then select "Save"

The screenshot shows a web application interface. On the left, the 'Your Benefits' section displays a message: 'Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.' Below this is an 'Update Enrollment' button. The 'Pending Actions' section lists three items: 'Medical Dependent Requires Social Security Number, Baby C (Child)' (Required), 'Medical Birth certificate, (Child)' (Suspended), and 'Medical Birth certificate, I (Spouse)' (Suspended). The 'Enrollment Summary' section shows 'Show Benefits' set to 'Current enrollment' and 'Program or Plan Not in Program' set to '401a Retirement and FPPA'. At the bottom are 'Home' and 'Support' links.

On the right, a 'National identifiers' modal is open for 'Baby Grimes'. It contains the following fields:

- National identifiers** (header)
- Country**: United States (dropdown)
- National ID Type**: Social Security Number (dropdown)
- National ID**: (text field with masked characters)
- Issue Date**: (calendar icon)
- Expiration Date**: (calendar icon)
- Place of Issue**: (text field)
- Buttons**: 'Cancel' and 'Save' (the 'Save' button is highlighted with an orange circle).

13 Click "X" to close out of screen.






14 Repeat these steps for each Pending Action until all are completed.

Note: If you are enrolling this new dependent in multiple benefit plans (such as Medical, Dental & Vision), you will see a separate Pending Action for each plan requiring their Social Security Number.

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child) Medical CoPay Before-Tax, Family	Required	
Medical Birth certificate, (Child) Medical CoPay Before-Tax, Family	Suspended	
Medical Birth certificate, (Spouse) Medical CoPay Before-Tax, Family	Suspended	

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

Need Help? Contact Us

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- Dependent Care FSA Calculator
- Document Records
- Health Care FSA Calculator
- HSA Calculator
- Report a Life Event
- Review Employee Resources
- Temporary ID Card
- Primary Care Physicians
- Change Beneficiaries
- Beneficiary Organizations
- Person Info