DIRECTIONS FOR SUBMITTING DEPENDENT VERIFICATION DOCUMENTS

1. Log into Talent Ed using your ID and Password. If this is your first time logging in, please click on the highlighted text below (Logging in for the first time?) and follow instructions on creating your password for this account.

   Link to Talent Ed:
   https://pasco.tedk12.com/sso/account/login?pid=9&logout=True&allowLogin=False

   ## Four Products. One Login.

   Introducing an easier way to access all of your TalentEd products.

   | Password |

   Sign In

   ☑ Remember username on this computer

   Logging in for the first time?

   Forgot your password?

   - Discover
   - Recruit & Hire
   - Perform
   - Records

   Blank Docs

2. Once logged into Record, click on **Blank Docs**

   | | MY TASKS | BLANK DOCS | FILES |

   MY TASKS

   Needs Attention   Completed

   You have **6** tasks.
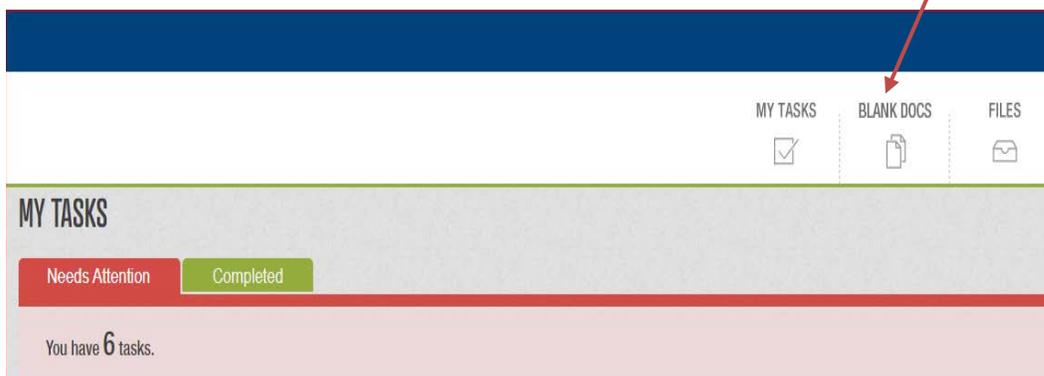
3. Click on **Dependent Verification for Group Health Plan** folder

   Dependent Verification for Group Health Plan | Direct Deposit | Electronic Network Use Guidelines for Employees

   Dependent Verification for Group Health Plan

4. The **Dependent Verification** form will open.

5. Scroll down to **Attachments** and attach dependent verification documents for all dependents to the appropriate section.

Please combine and upload all individual pages as one document for each category.

Click Save Final to Submit Documents

6. Click **Save Final** to submit documents.

7. If you have questions, please contact Employee Benefits at mybenefits@pasco.k12.fl.us.