

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>

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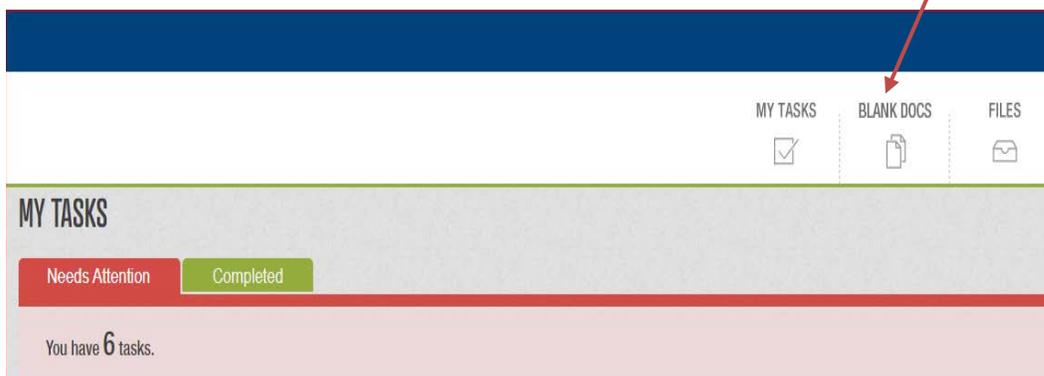
Remember username on this computer

Logging in for the first time?

[Forgot your password?](#)



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



3. Click on **Dependent Verification for Group Health Plan** folder



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

The screenshot shows a web form titled "DEPENDENT VERIFICATION". It includes fields for "Full Name with Middle" (Patricia, D, Howard), "Employee ID" (818126), "Primary Location" (EMPL BENEFITS AND ASSISTANCE), and "Personal Phone Number" (813-794-2253, Ext). Below these fields is a section titled "DEPENDENT VERIFICATION FOR GROUP HEALTH PLAN" with explanatory text about the group health plan and dependent eligibility.

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

The screenshot shows the "ATTACHMENTS" section with six categories, each with an "Upload a file" button:

- Documents for Spouse (Upload all documents as one file)
- Spousal Waiver (Upload all documents as one file)
- Documents for Children up to age 26 (Upload all documents as one file)
- Documents for Children of Covered Dependent (Upload all documents as one file)
- Documents for Unmarried Children ages 26-30 (Upload all documents as one file)
- Documents for Disabled Children age 26 or older (Upload all documents as one file)

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

Click Save Final to Submit Documents

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

The screenshot shows a navigation bar with five buttons: "CLOSE", "PRINT", "PRINT AS PDF", "SAVE DRAFT", and "SAVE FINAL". A green arrow points from the "Click Save Final to Submit Documents" callout to the "SAVE FINAL" button.

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