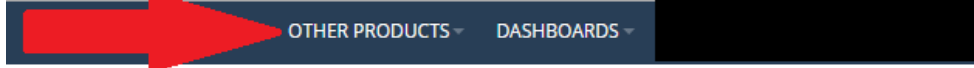


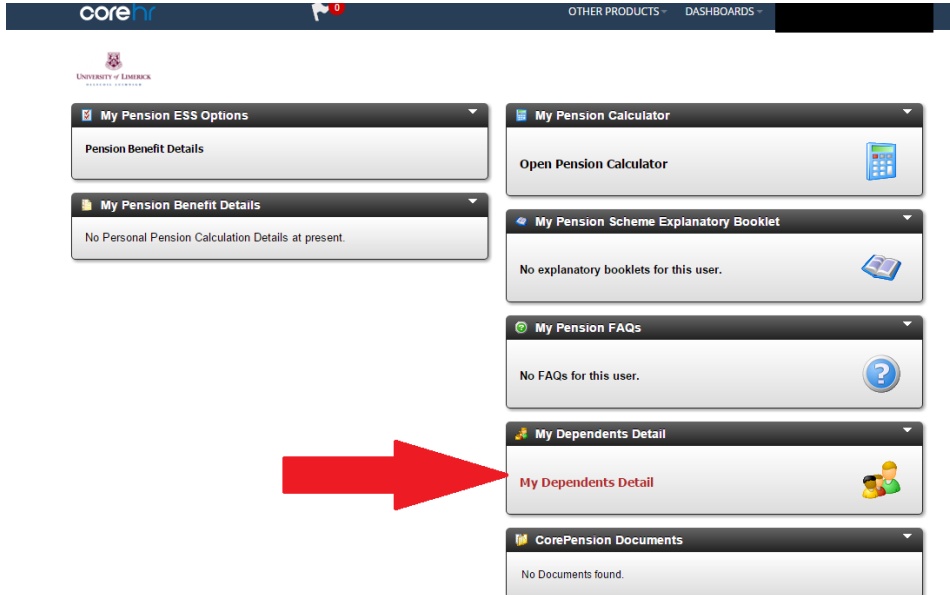
Adding Dependents on Core Portal

Using a PC on the UL Network, log on to the [Core Portal Site](#):

1. Select Other Products on the top right corner of the Core Portal toolbar



2. Select My Dependents Details



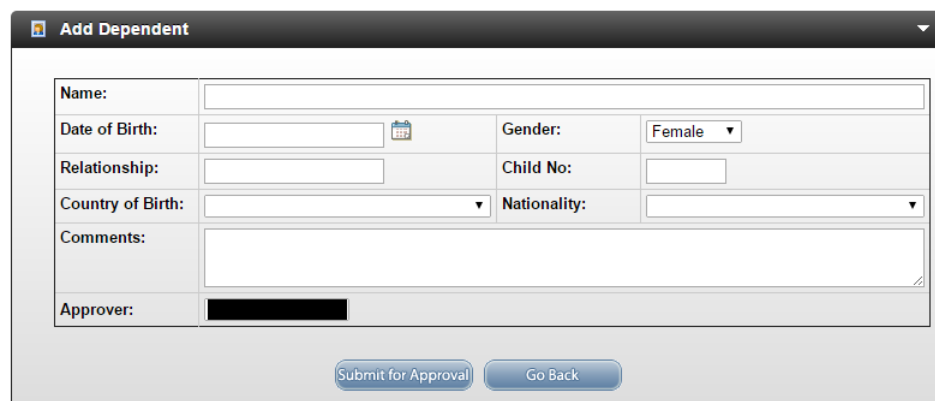
3. A pop up box will appear – Click Add Dependent to enter your dependents details

My Dependents



4. This will allow you to enter your dependents details as below. Once finished click save.

Add Dependent



5. Please also bring the relevant Birth and Marriage/Civil Partnership Certificates to the Pensions Office, HR Division to be copied and placed on your file.