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

OTHER PRODUCTS - DASHBOARDS -

2. Select My Dependents Details

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My Pension ESS Options	My Pension Calculator
Pension Benefit Details	Open Pension Calculator
My Pension Benefit Details	My Pension Scheme Explanatory Booklet
No Personal Pension Calculation Details at present.	No explanatory booklets for this user.
	😨 My Pension FAQs 🔹
	No FAQs for this user.
	🤞 My Dependents Detail
	My Dependents Detail
	M CorePension Documents
	No Documents found.

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

Μ	y Dep	pendents				
	🔍 Manag	je My Dependents	_	_	_	•
	Name	Date of Birth	Gender	Relationship	Status	Actions
			No dependents to	display.		
			Add Dependent	Close Window		
			Add Dependent			

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

Add Dependent	_		
Name:			
Date of Birth:		Gender:	Female v
Relationship:		Child No:	
Country of Birth:	•	Nationality:	
Comments:			
Approver:			

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.