

## Making Sure Your Personal Information is Up to Date

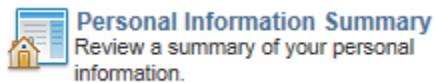
The University has been working hard to give you the opportunity to do more with Mosaic. You may already know that you can now make your own address changes using the portal functionality, but did you know that you can check your personal information and who is currently listed as your dependents for your benefits?

We are constantly working towards improving the quality of the information we hold in our system and encourage you to verify that we have the correct information about you. Take a moment to confirm that we have your name, your birthdate, your address and your phone number correct. Don't forget to review this information for your dependents too!

## Let Us Help You Figure Out Where to Look and How to Make Changes

### Your Address

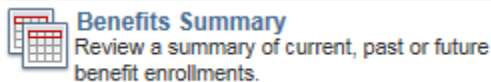
You can access your address by following in Mosaic: **My Profile > Personal Information Summary**



If you need to update this information, you can click on [Change Home/Mailing Addresses](#) and change your address directly. Be sure not to include any special characters in your address submission (e.g., # sign, accents, apostrophes, etc.).

### Your Benefits and Dependents

The Benefit Summary function (**My Profile > Benefits Summary**) in Mosaic helps you to see what benefits you are currently enrolled in and which dependents you have attached to each benefit.



These pages will also show you birthdates and addresses for each listed person. For example, if you click on the benefit type **Medical** you will see your listed dependents and if you click on one of their names you can see their individual details.

When you are reviewing this information please remember that a dependent for benefit purposes is defined in the Sun Life benefit booklets as:

- your spouse or child, and
- who is a resident of Canada or the United States, and
- who maintains provincial health coverage.

A full definition of spouse and child can be found in your benefit booklet online at: [www.workingatmcmaster.ca/benefits](http://www.workingatmcmaster.ca/benefits).

If you need to make corrections to dates or names you see in Mosaic under your Benefit Summary, please contact your area HR office.