

How to Add a Person for Company Vehicle Operations Only

Go to [Benefit Connect](#) from the links found on the Hub or <https://fcabenefits.ehr.com/>

Click on Dependents & Beneficiaries

Click "Add a New Person"

The screenshot shows a sidebar menu on the left with four items: '+ Personal Information', '+ Dependents & Beneficiaries' (highlighted in yellow), '+ Health Beneficiary Designations', and '+ Communication Settings'. To the right, there is a search bar containing 'Beneficiary1 Beneficiary1' and a blue button labeled 'Add a New Person' (highlighted in yellow).

Why are you adding this person?

Select all that apply

The screenshot shows two radio button options. The first option, 'To Add to Coverage', is selected and highlighted in dark blue with a white checkmark. The second option, 'To Add as a Beneficiary', is unselected and highlighted in light gray.

Click "Me"

Click on "Begin New Dependent Verification"

Update My Benefits

Who had a change?

The screenshot shows three radio button options. The first option, 'Me', is selected and highlighted in yellow. The other two options, 'My Spouse' and 'My Child', are unselected and highlighted in light gray.

The screenshot shows two radio button options. The first option, 'Change My Life Insurance Includes Optional and Dependent Life Elections', is unselected and highlighted in light gray. The second option, 'Begin New Dependent Verification (Company Vehicle Program)', is selected and highlighted in yellow.

[I need to start over](#)

Enter today's date, next, add the person's information and select them.

Make sure to SAVE and SUBMIT until you see the confirmation page.