

Creating and Linking Dependents

You can create a relationship between individual records within a case file. For example, you can establish a link between siblings whose records both exist within the Primary Foreign National's (FN's) **Dependents Sponsors** tab, but who are not listed on each other's **Dependents Sponsors** tab. This eliminates the need for recreating dependent records within each family member's dependents area.

To link two individuals' records:

1. Navigate to either of the unlinked FN's family member profiles.
2. Click **Dependents Sponsors**.
3. Click **Show Non Linked Family Dependents** in the upper right.

Note: This should display all other individual records that have been created within the primary case file but are not yet linked to the person.

4. Click **Create** under the Link column heading.
5. In the next page, choose a relationship from the drop-down menu.
6. Make a selection if **Applying With**.
7. Click **Update** in the upper right.

The two family members will now be linked and listed on each other's **Dependents Sponsors** tab.

More Training Available!

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