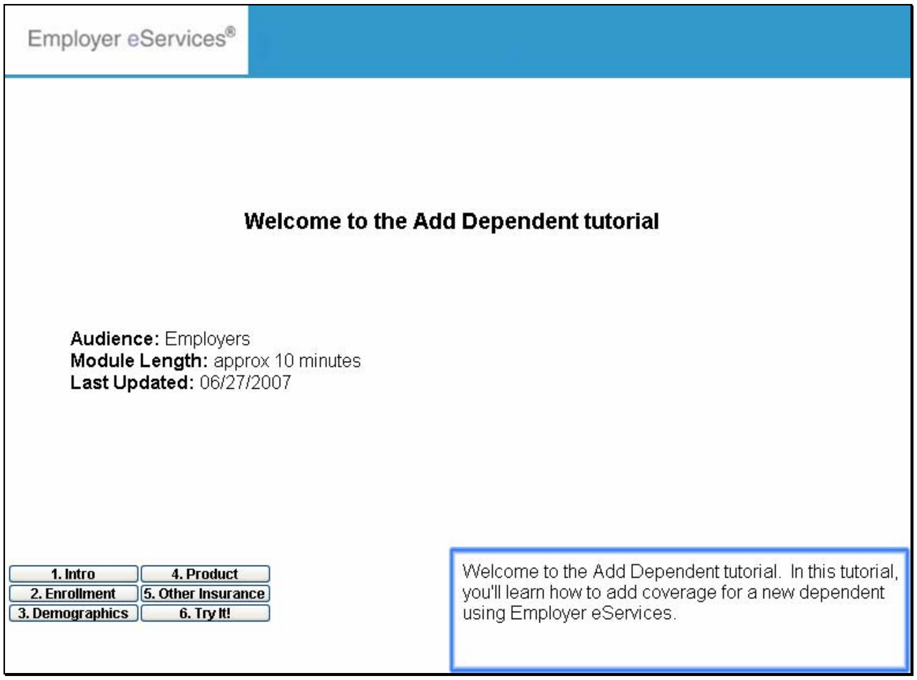
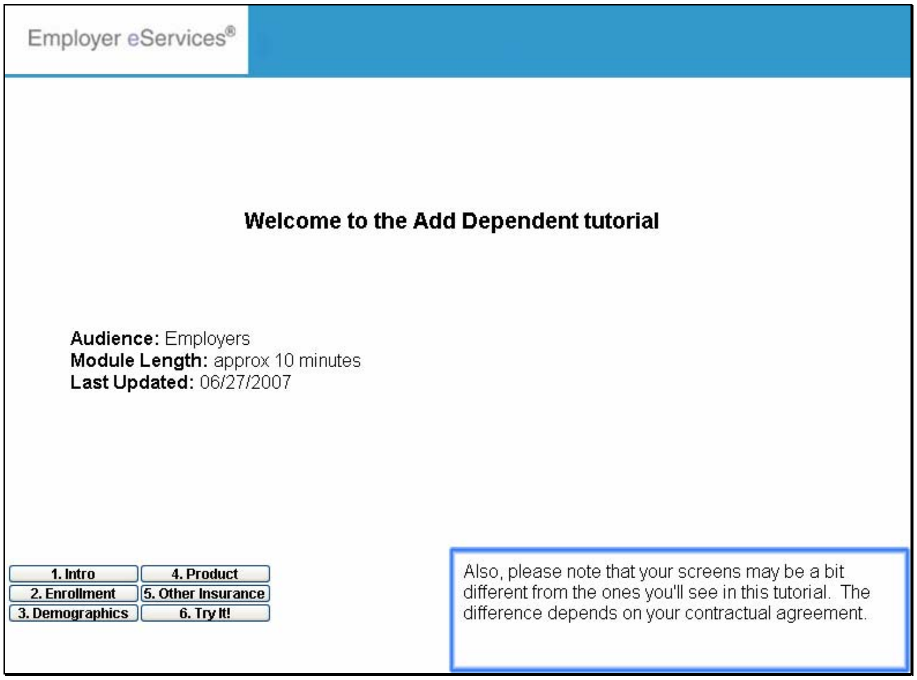
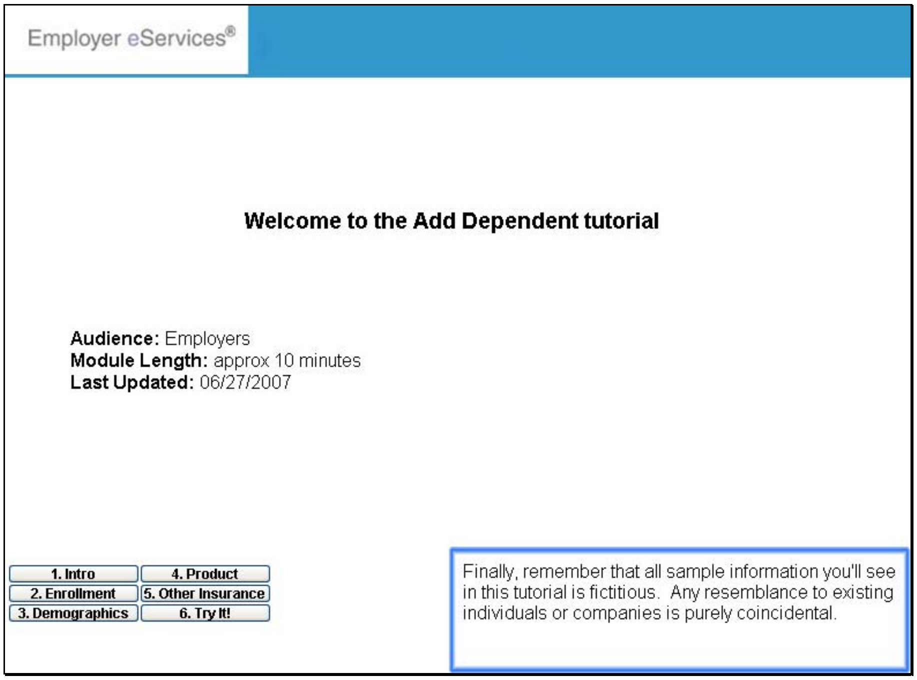


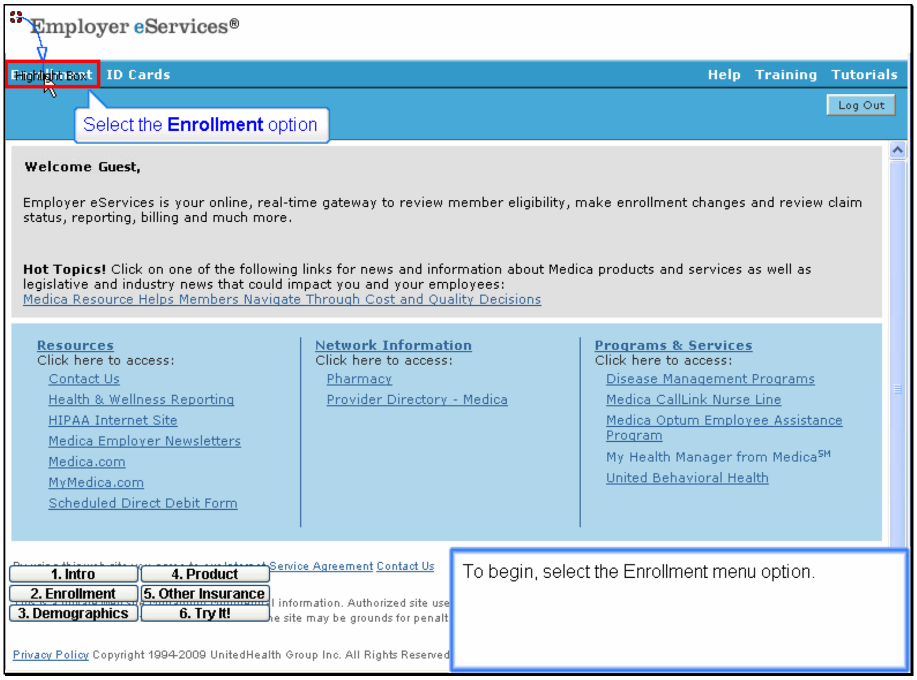
Welcome to the Add Dependent tutorial. In this tutorial, you'll learn how to add coverage for a new dependent using Employer eServices.



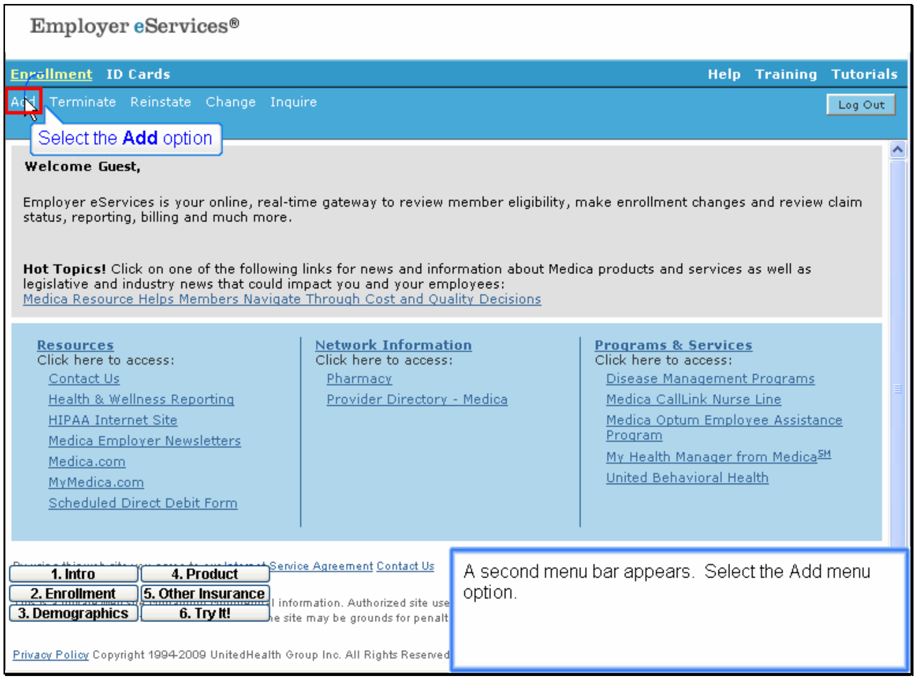
Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.



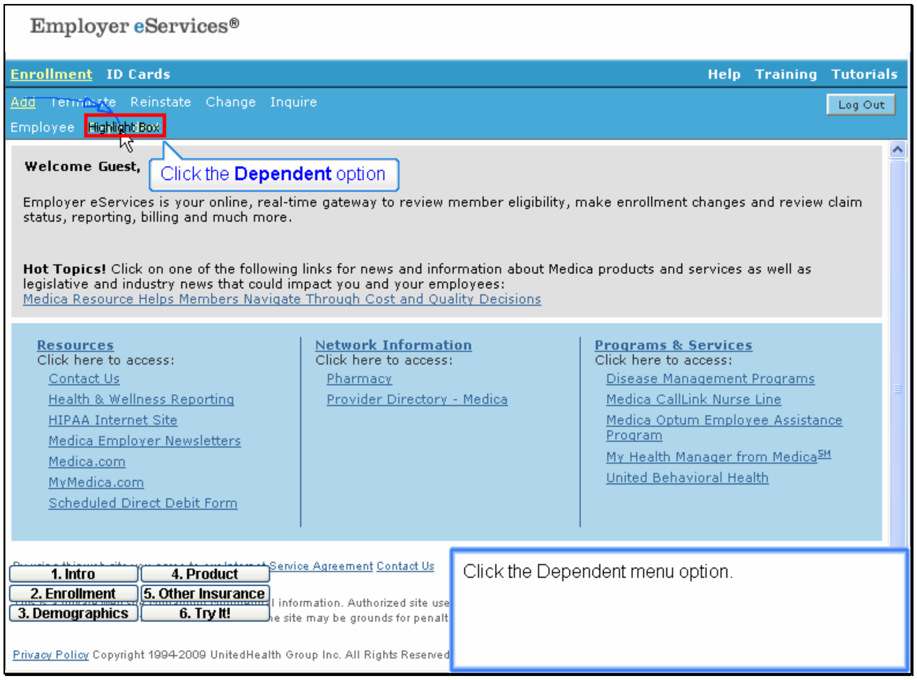
Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.



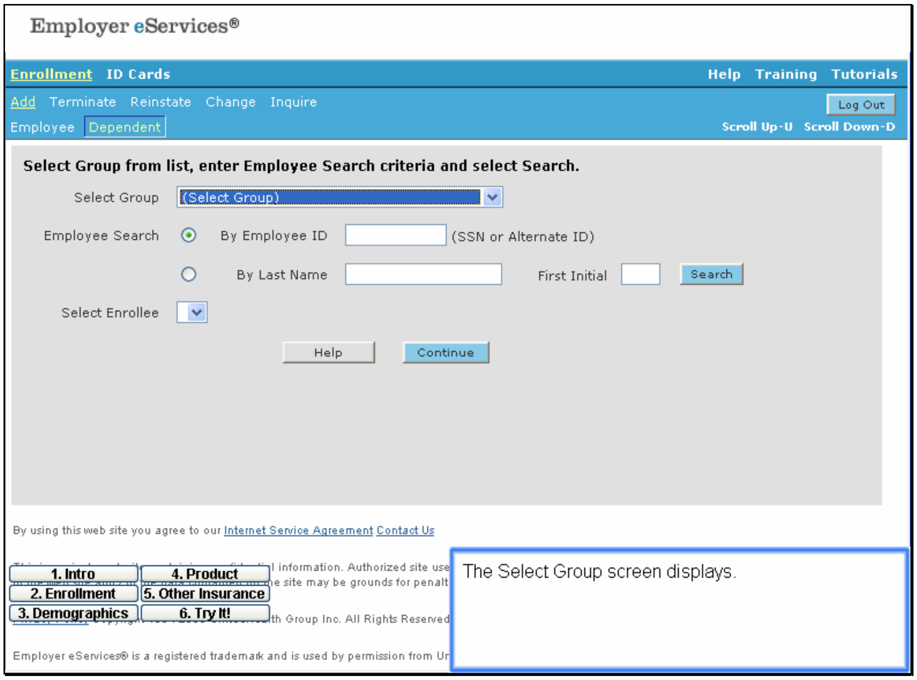
To begin, select the Enrollment menu option.



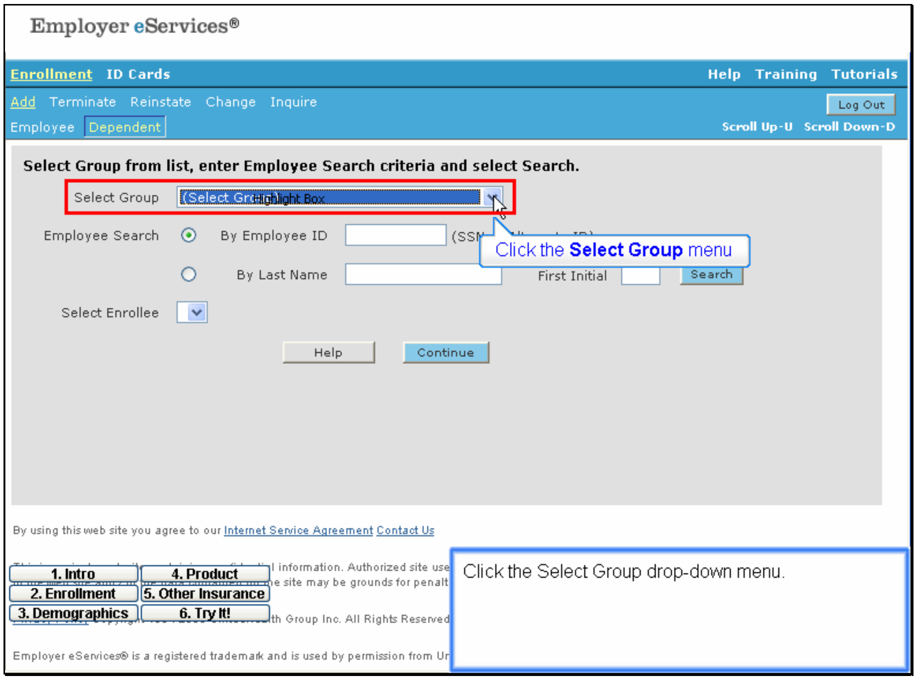
A second menu bar appears. Select the Add menu option.



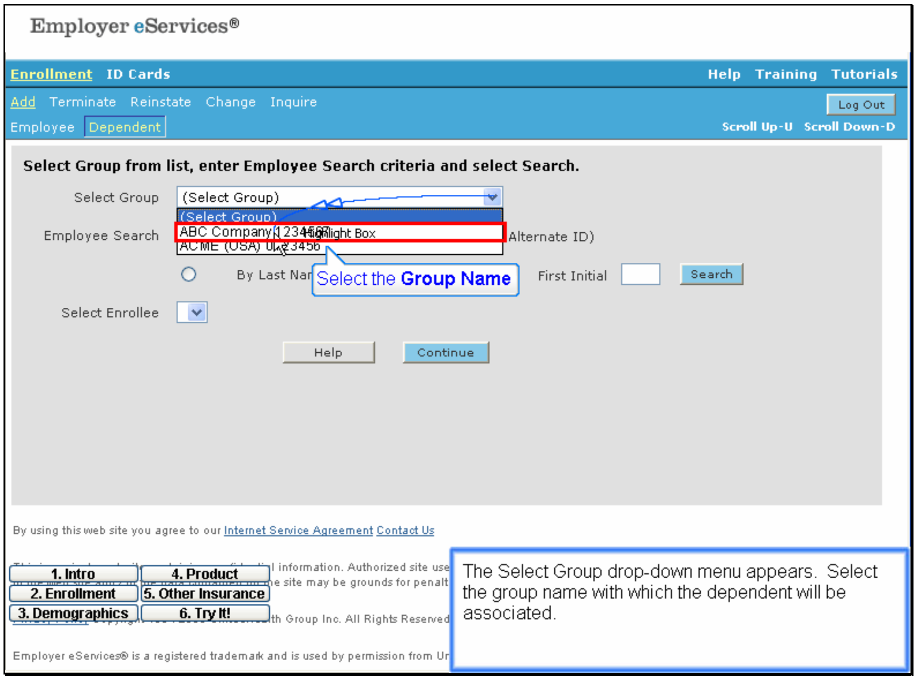
Click the Dependent menu option.



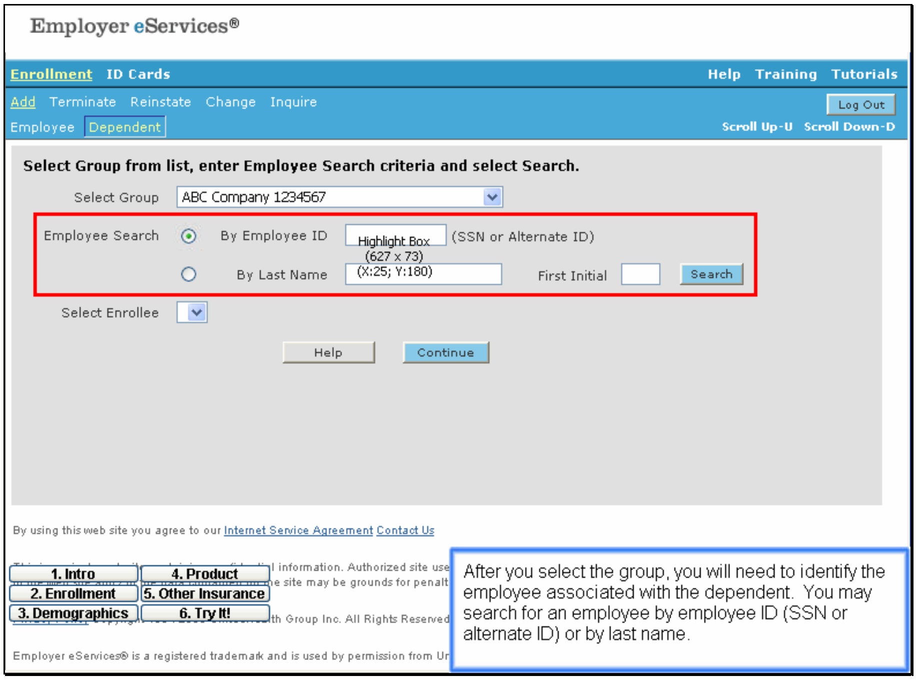
The Select Group screen displays.



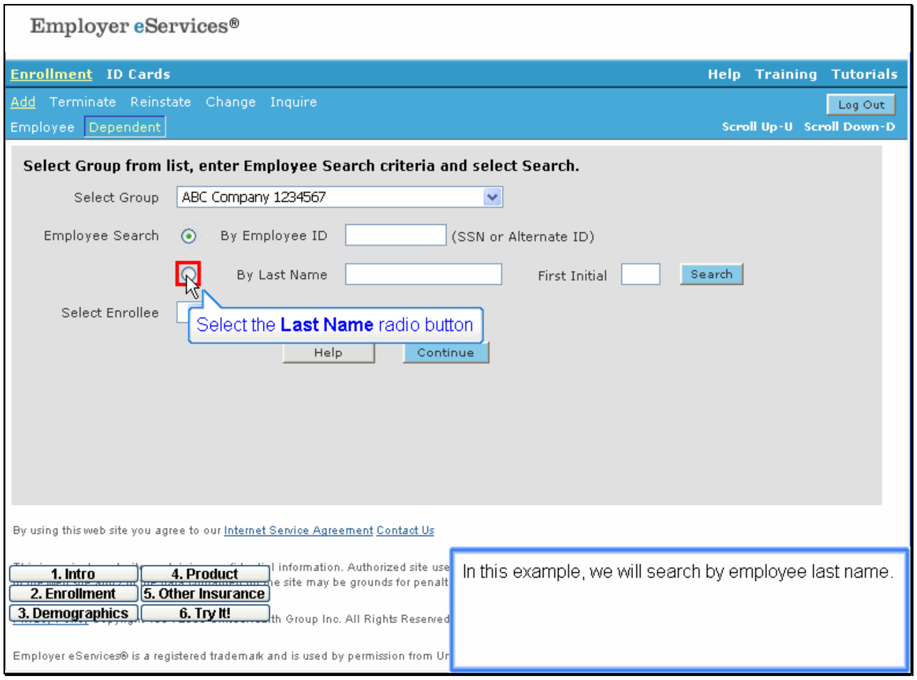
Click the Select Group drop-down menu.



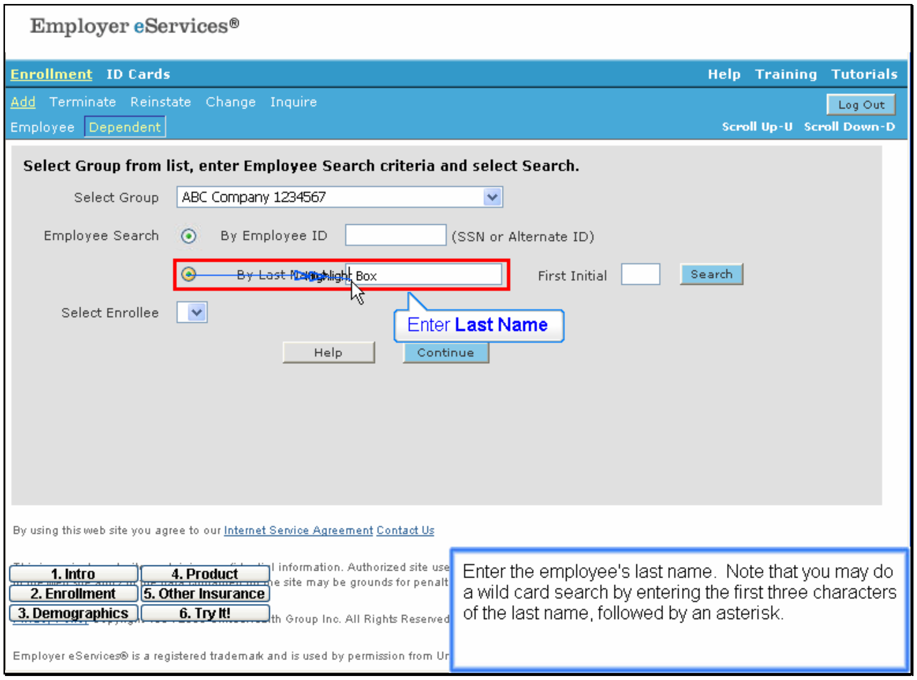
The Select Group drop-down menu appears. Select the group name with which the dependent will be associated.



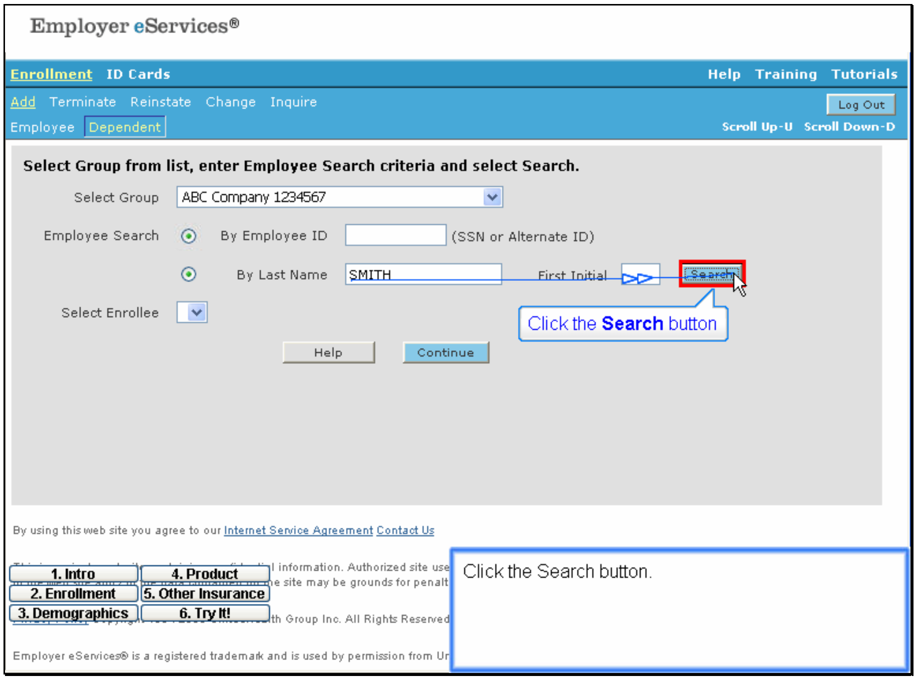
After you select the group, you will need to identify the employee associated with the dependent. You may search for an employee by employee ID (SSN or alternate ID) or by last name.



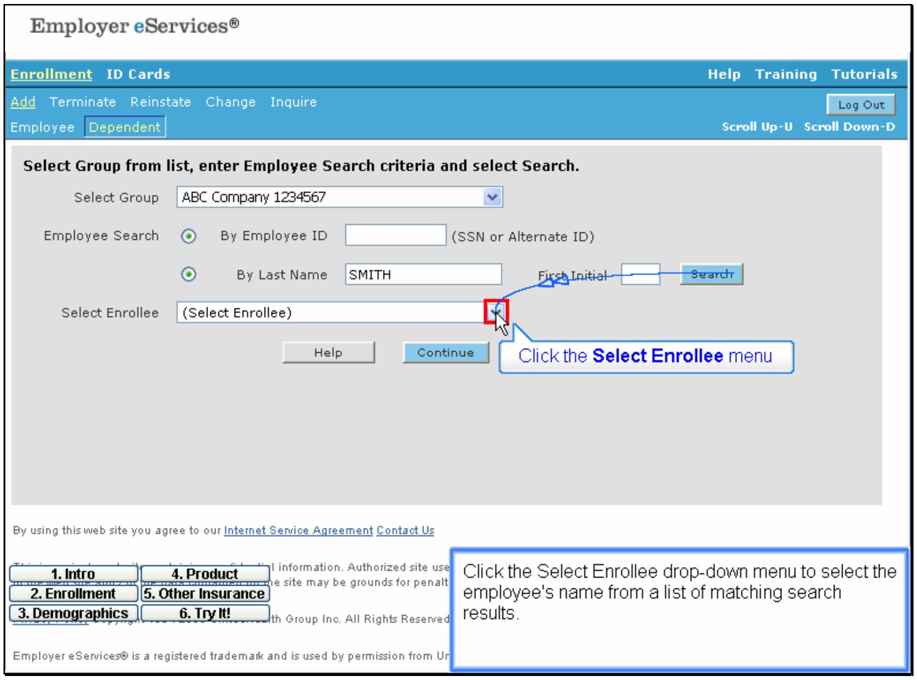
In this example, we will search by employee last name.



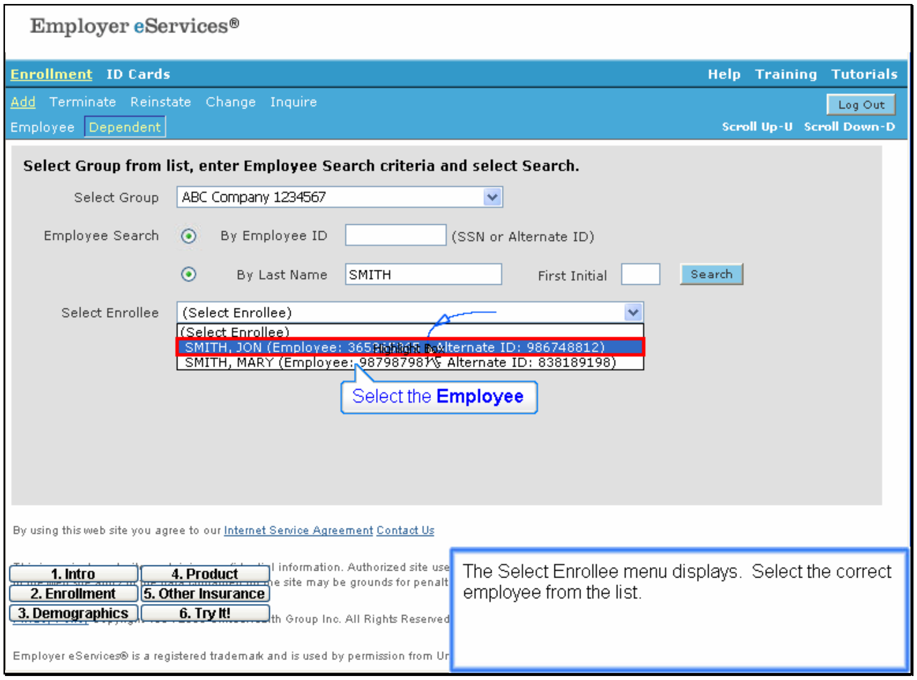
Enter the employee's last name. Note that you may do a wild card search by entering the first three characters of the last name, followed by an asterisk.



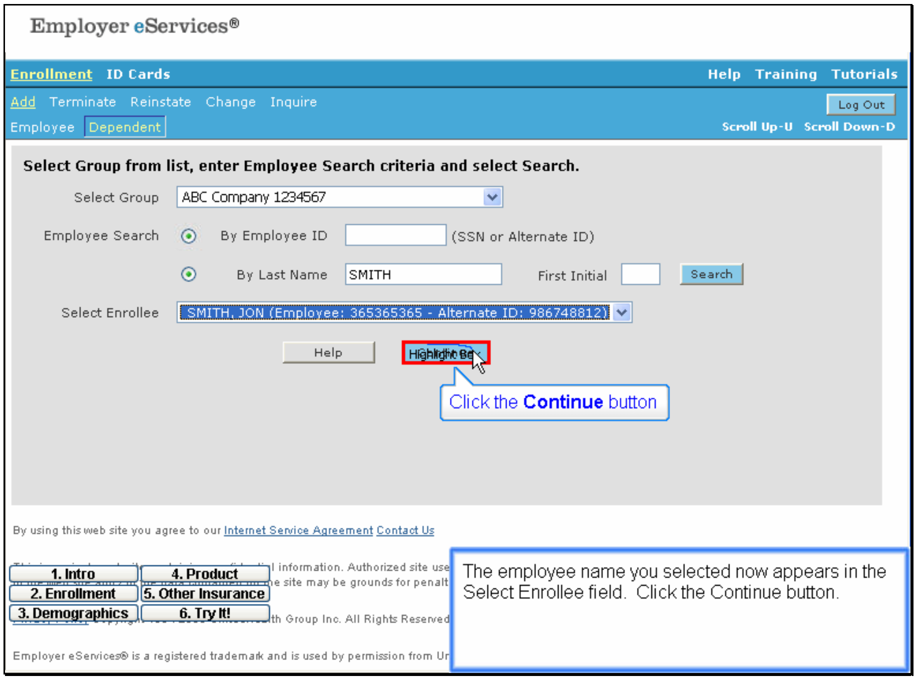
Click the Search button.



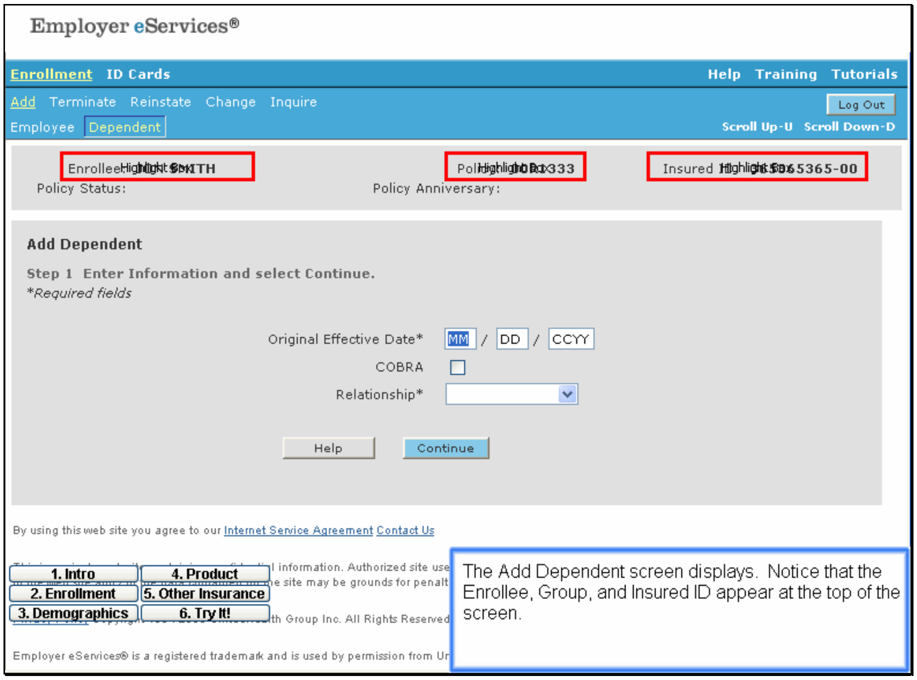
Click the Select Enrollee drop-down menu to select the employee's name from a list of matching search results.



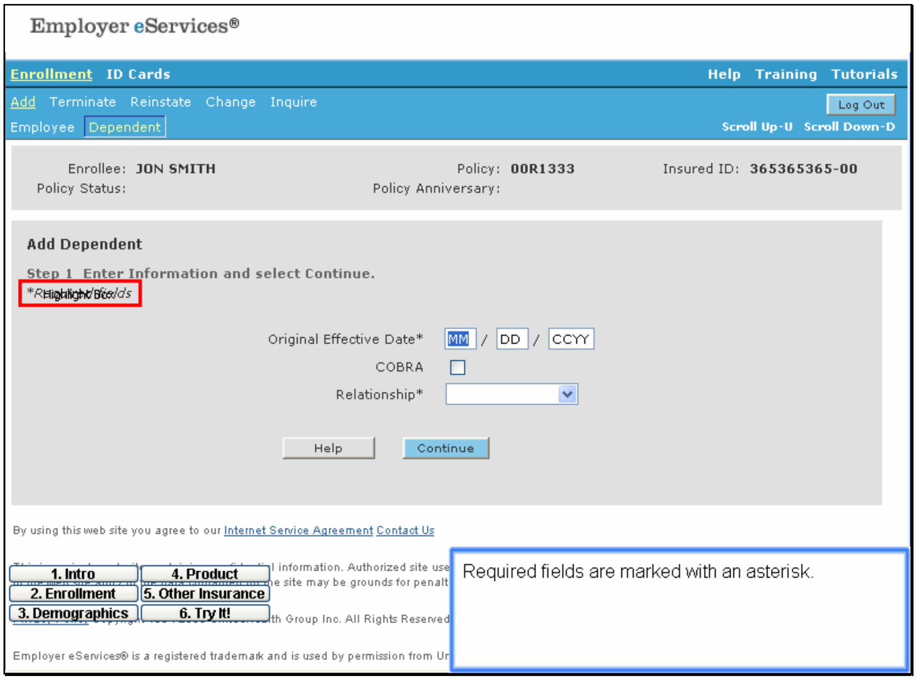
The Select Enrollee menu displays. Select the correct employee from the list.



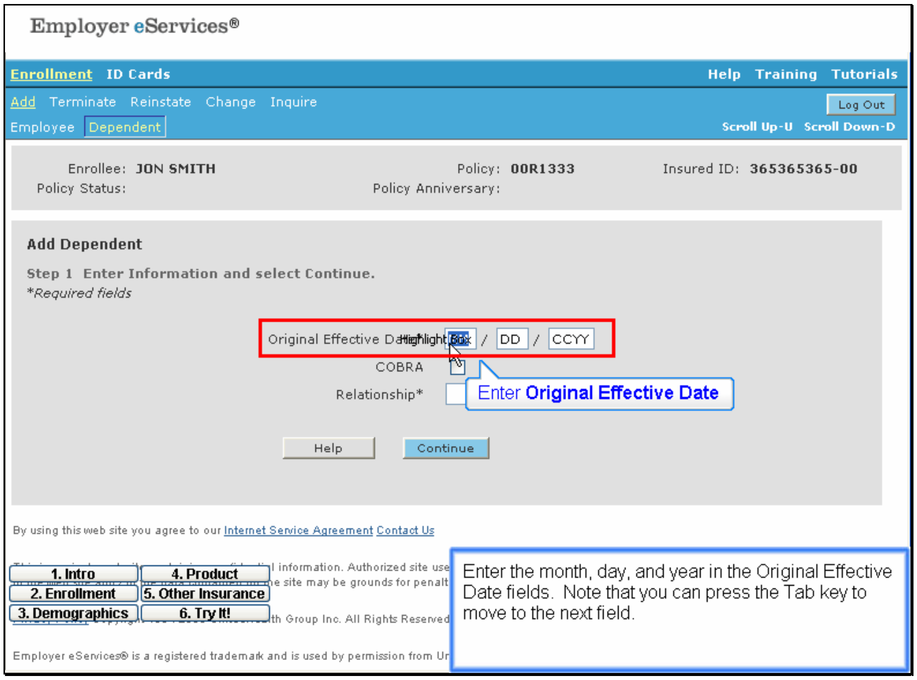
The employee name you selected now appears in the Select Enrollee field. Click the Continue button.



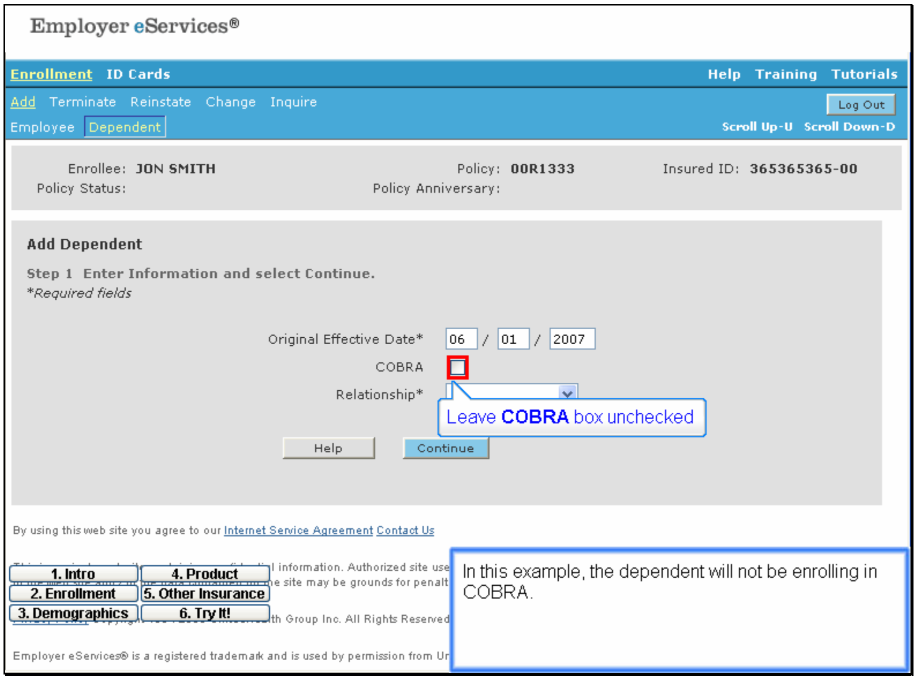
The Add Dependent screen displays. Notice that the Enrollee, Group, and Insured ID appear at the top of the screen.



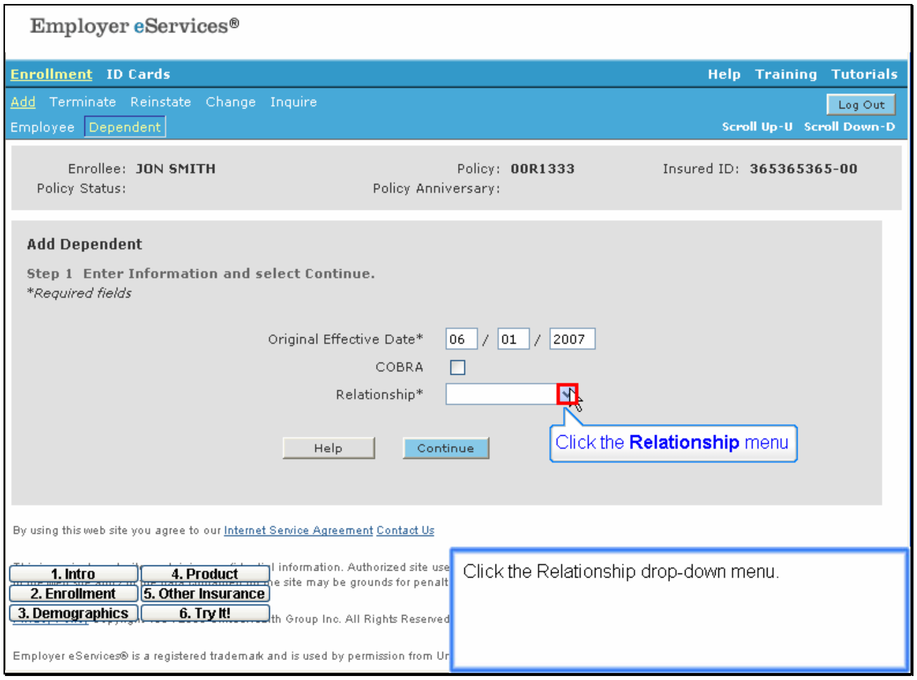
Required fields are marked with an asterisk.



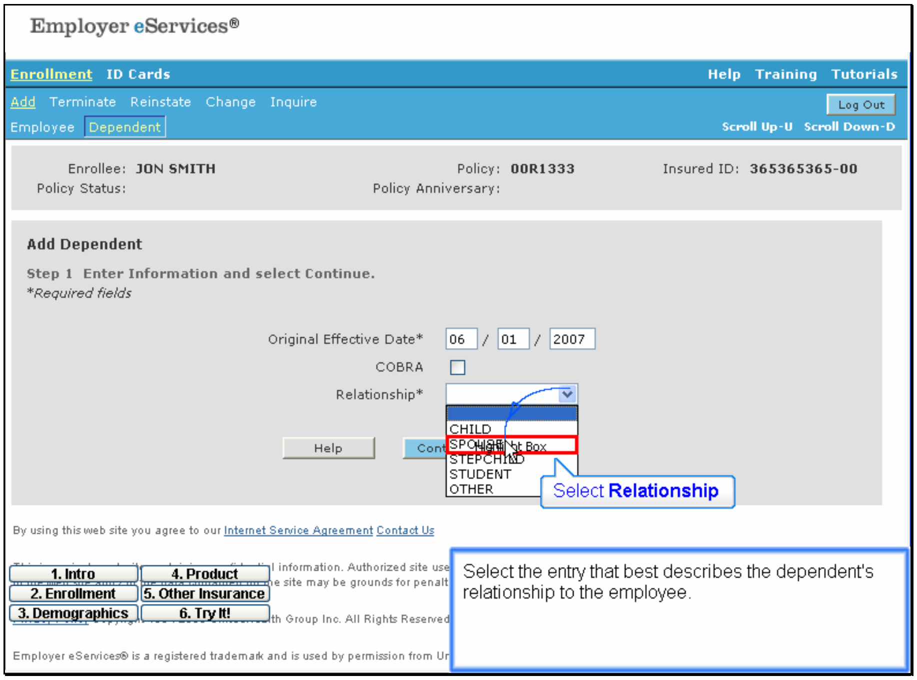
Enter the month, day, and year in the Original Effective Date fields. Note that you can press the Tab key to move to the next field.



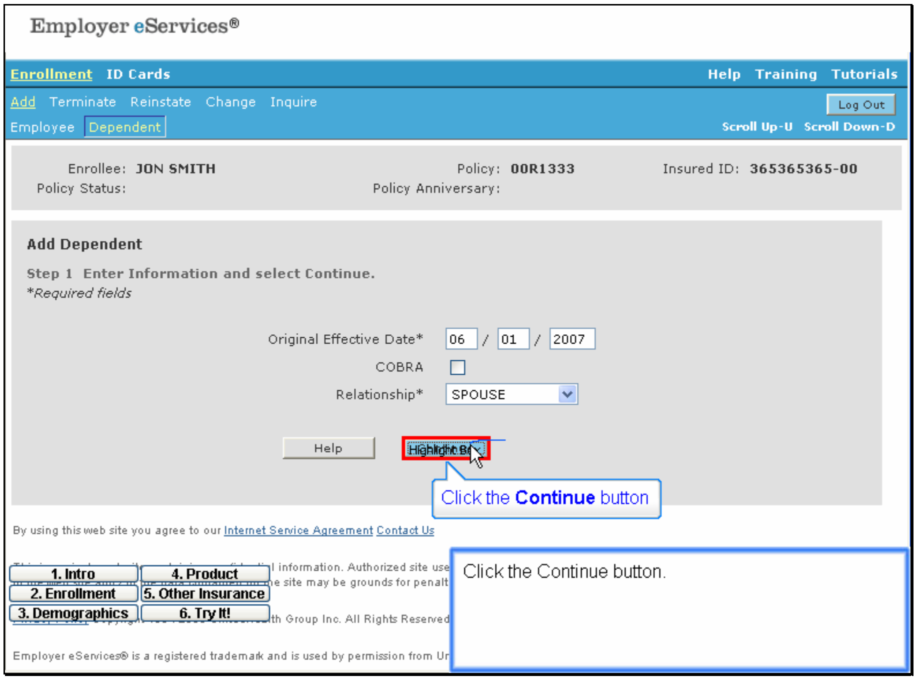
In this example, the dependent will not be enrolling in COBRA.



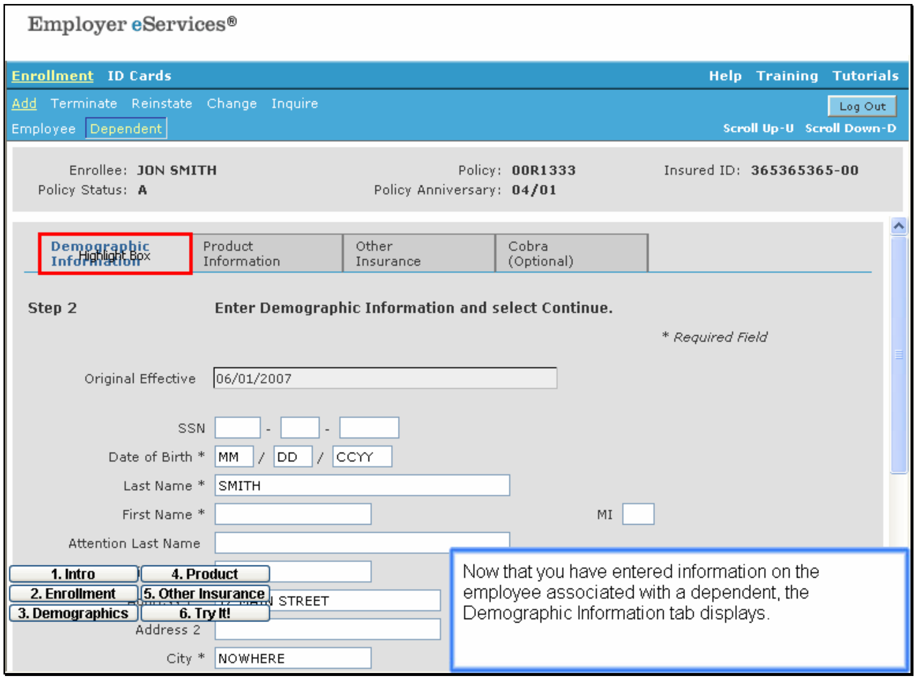
Click the Relationship drop-down menu.



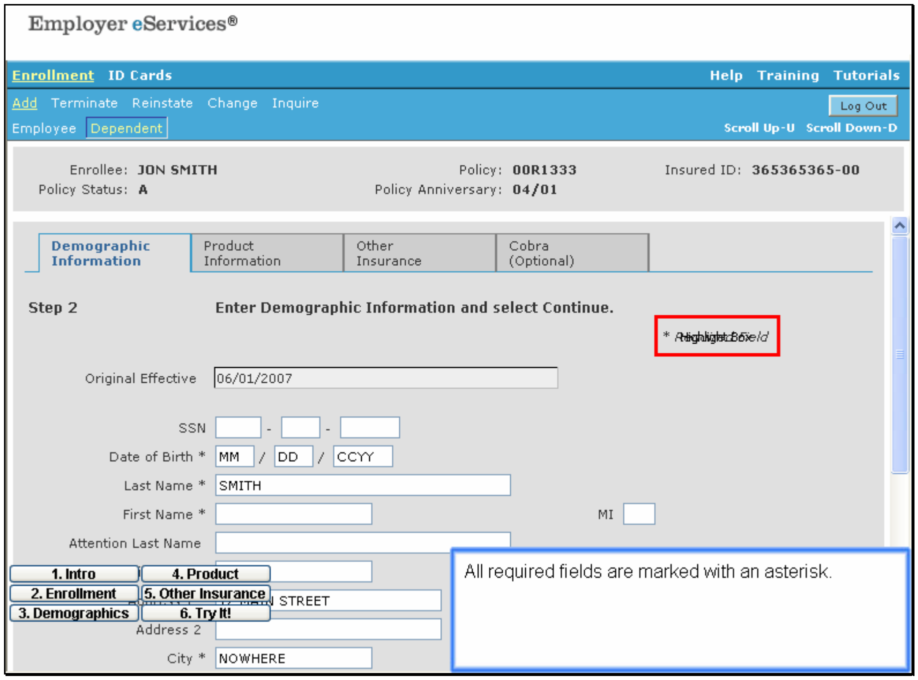
Select the entry that best describes the dependent's relationship to the employee.



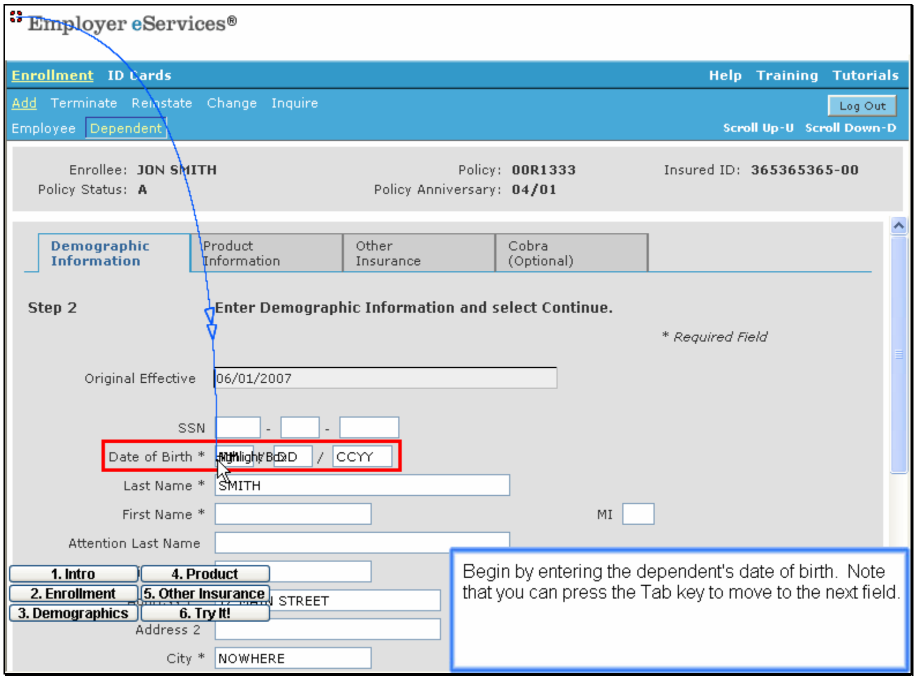
Click the Continue button.



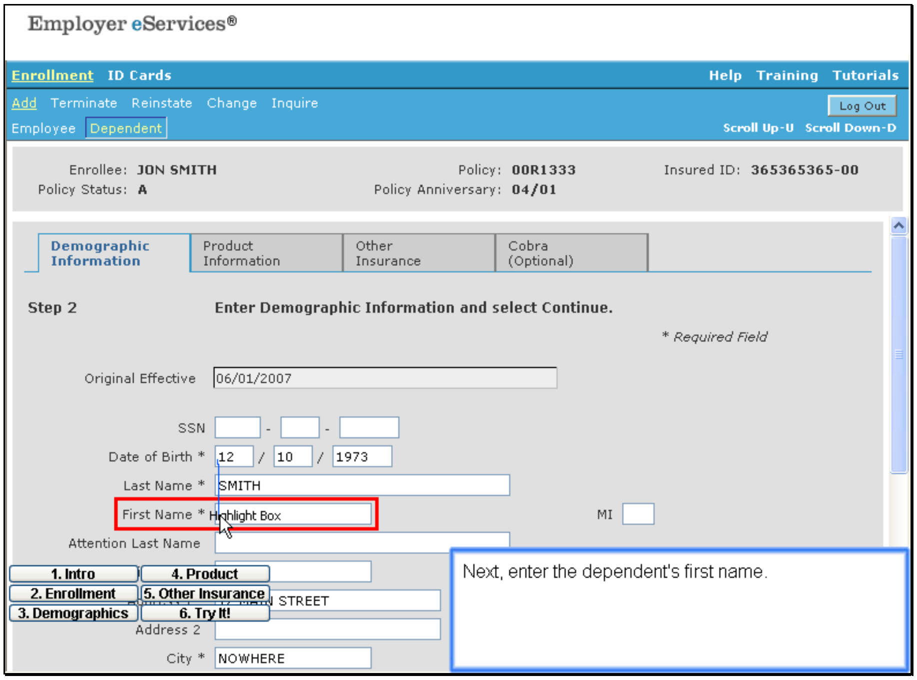
Now that you have entered information on the employee associated with a dependent, the Demographic Information tab displays.



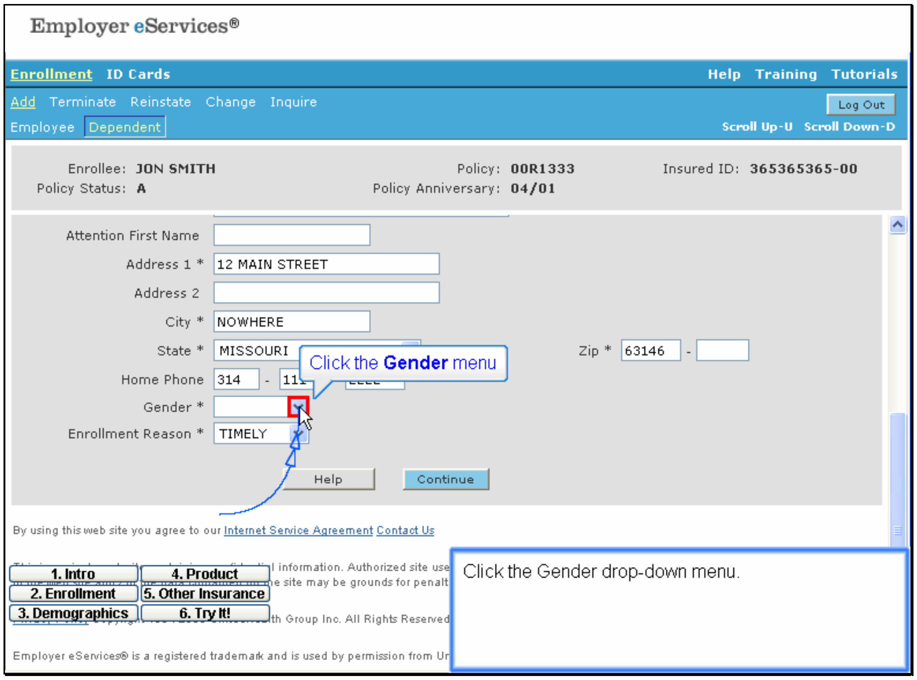
All required fields are marked with an asterisk.



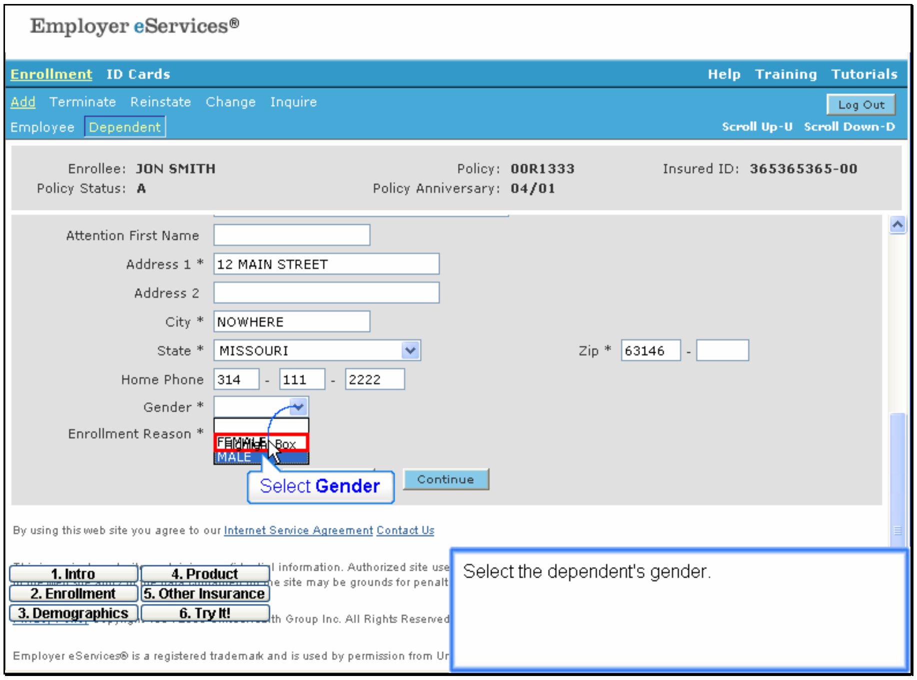
Begin by entering the dependent's date of birth. Note that you can press the Tab key to move to the next field.



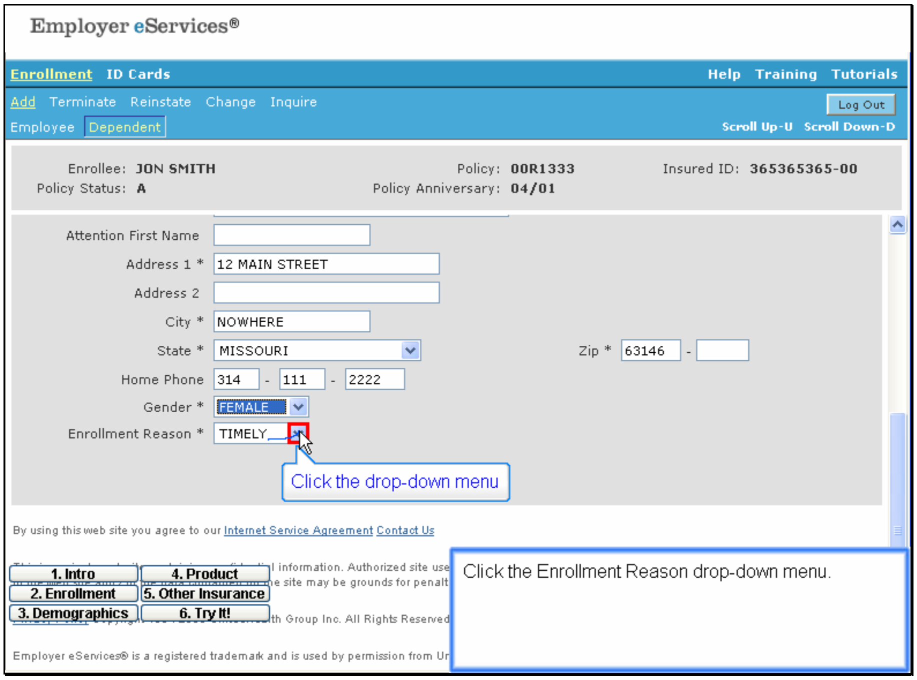
Next, enter the dependent's first name.



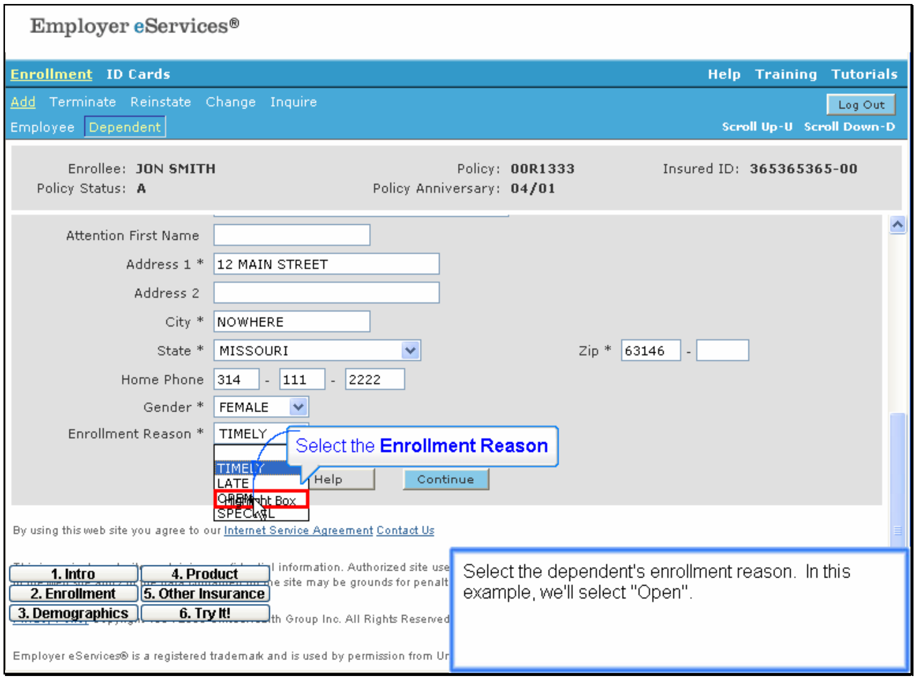
Click the Gender drop-down menu.



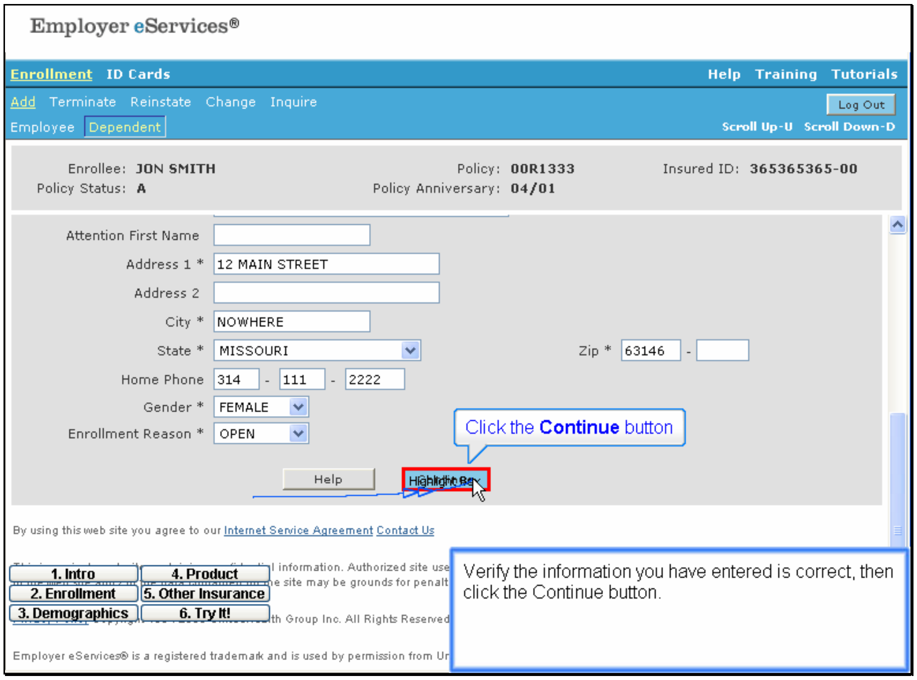
Select the dependent's gender.



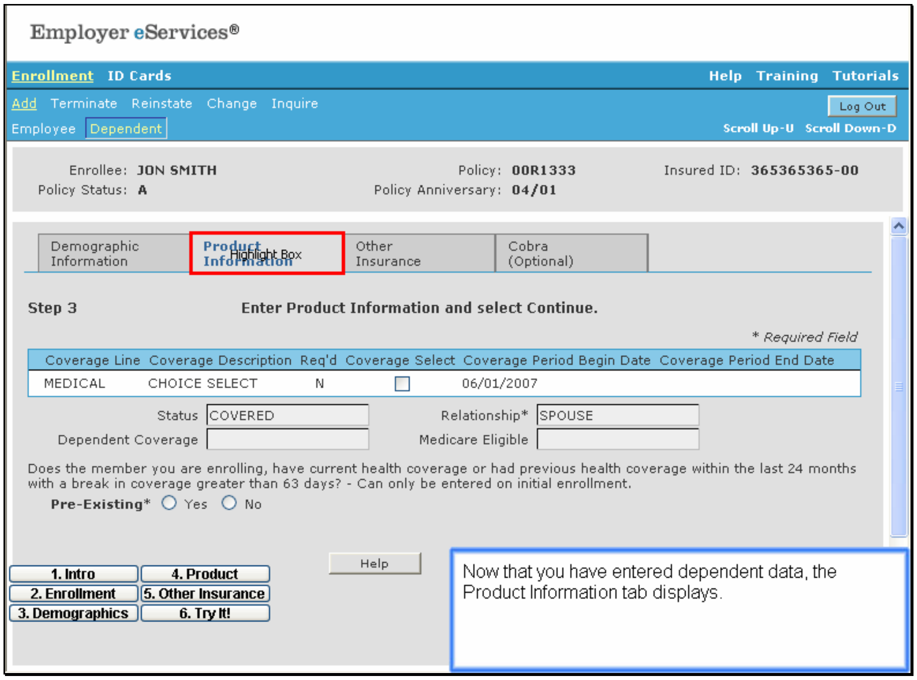
Click the Enrollment Reason drop-down menu.



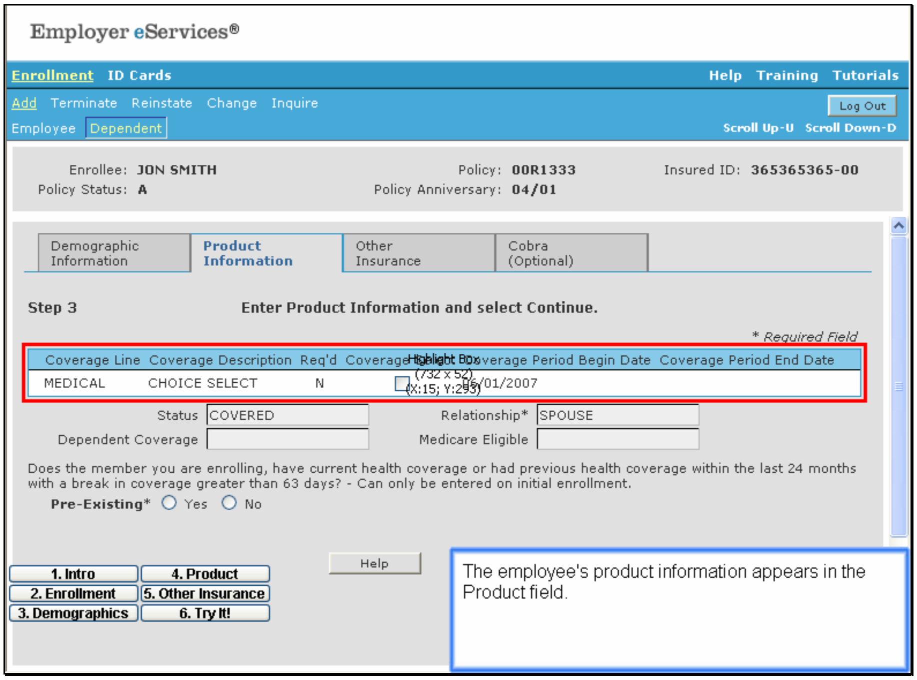
Select the dependent's enrollment reason. In this example, we'll select "Open".



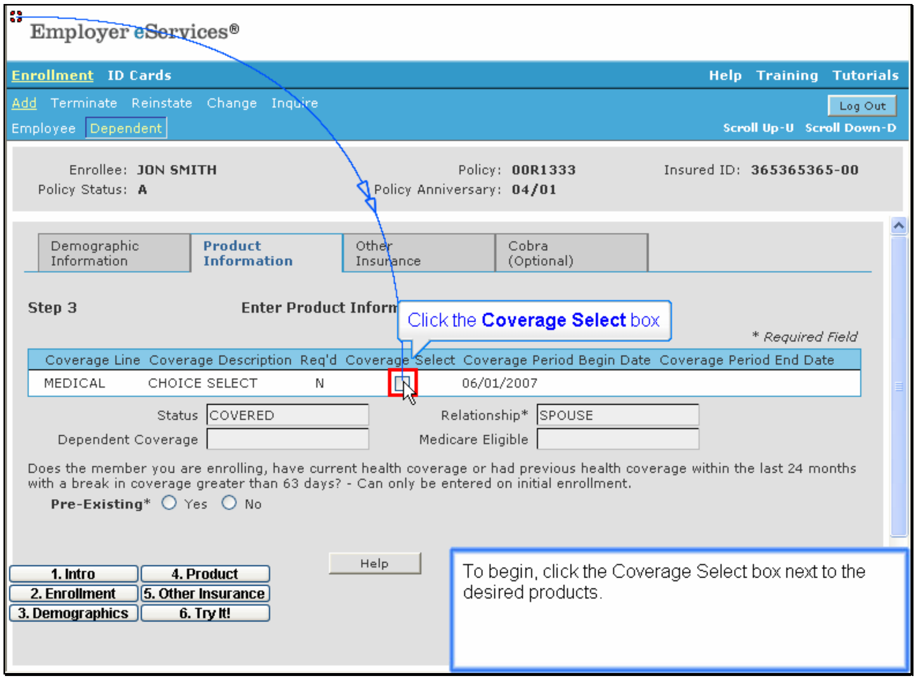
Verify the information you have entered is correct, then click the Continue button.



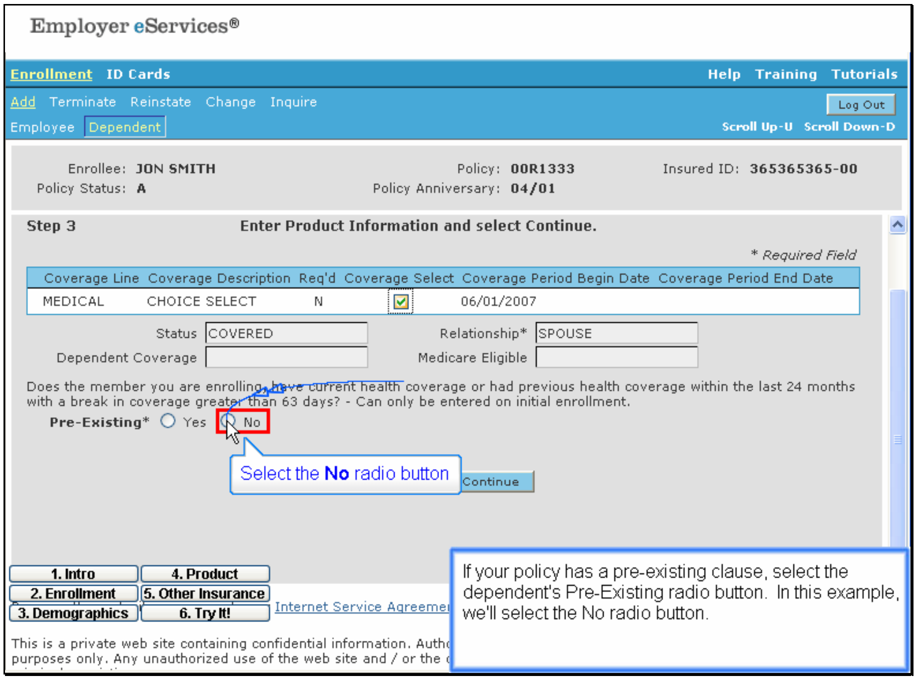
Now that you have entered dependent data, the Product Information tab displays.



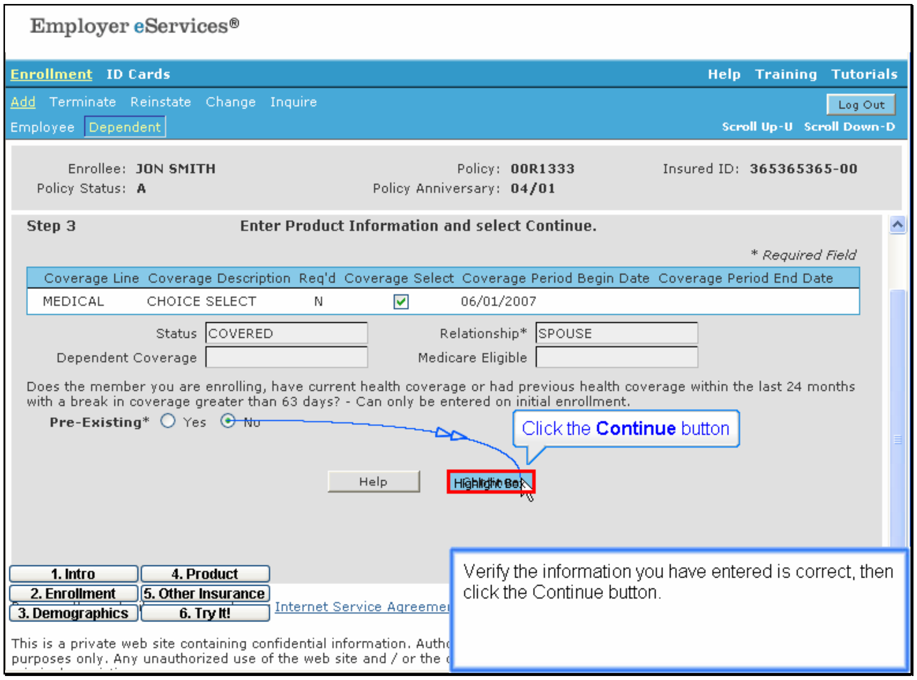
The employee's product information appears in the Product field.



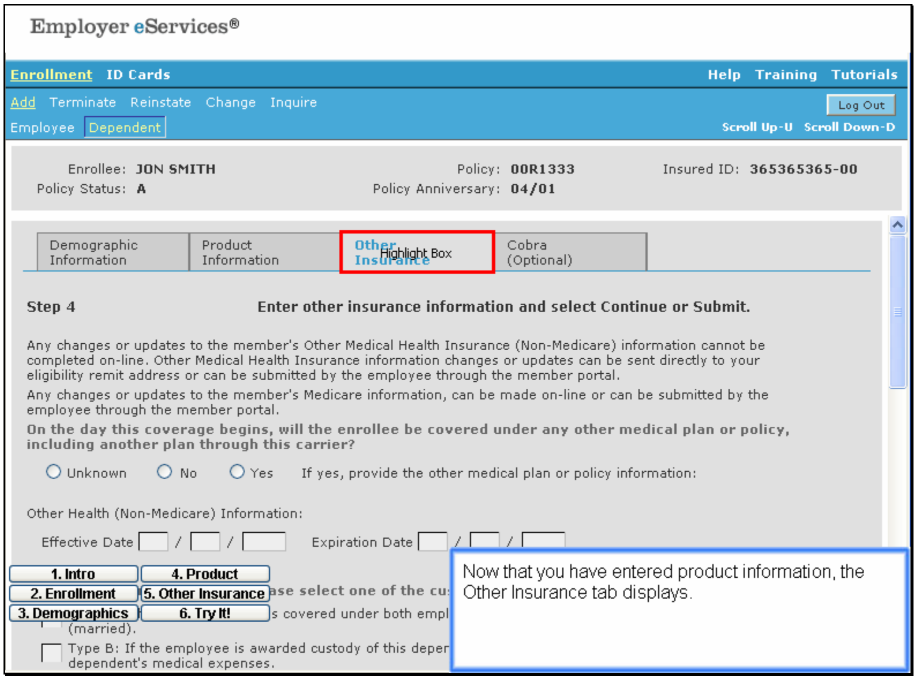
To begin, click the Coverage Select box next to the desired products.



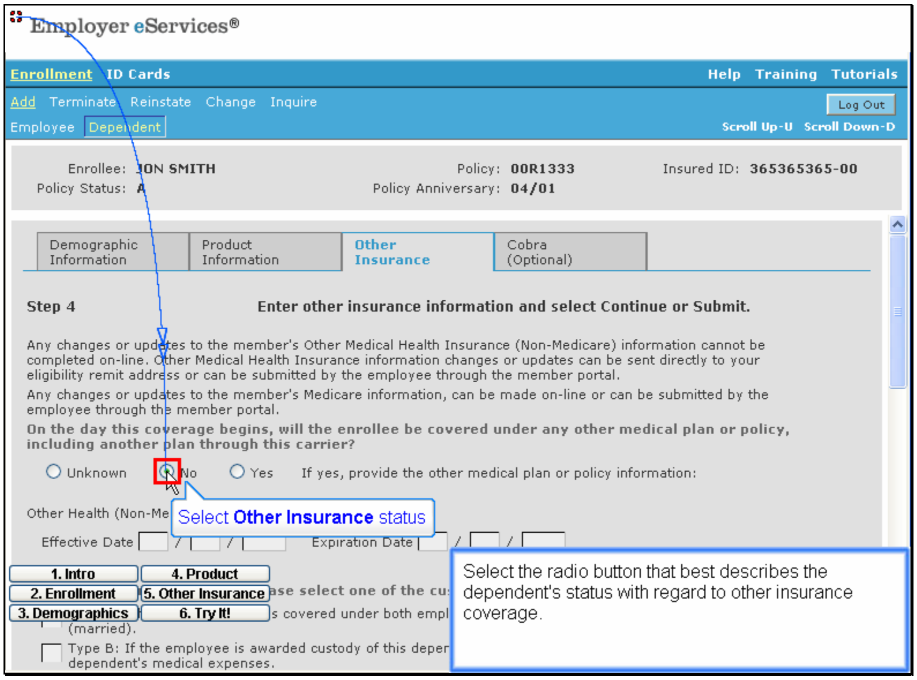
If your policy has a pre-existing clause, select the dependent's Pre-Existing radio button. In this example, we'll select the No radio button.



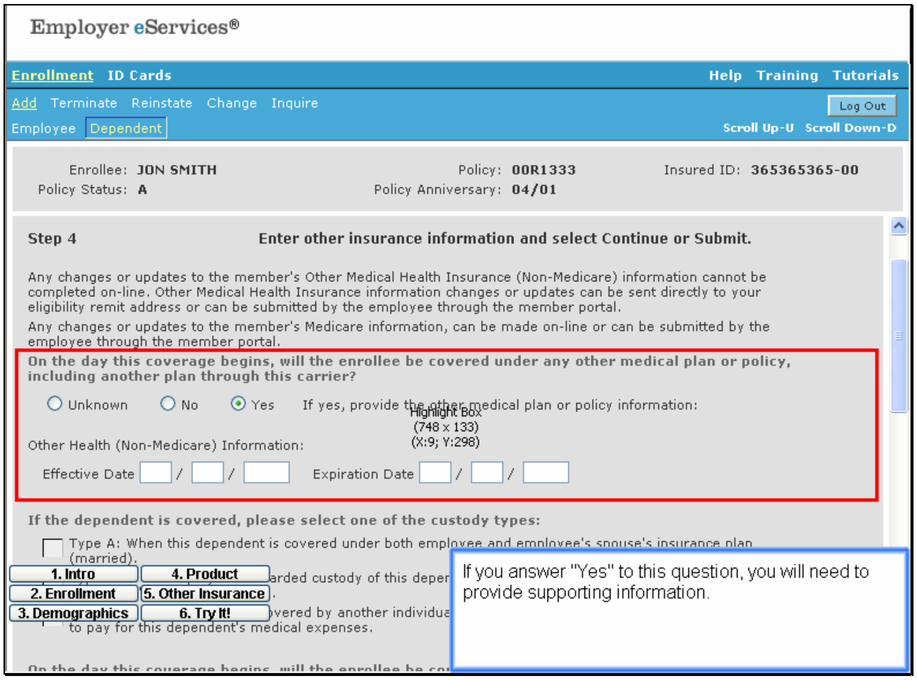
Verify the information you have entered is correct, then click the Continue button.



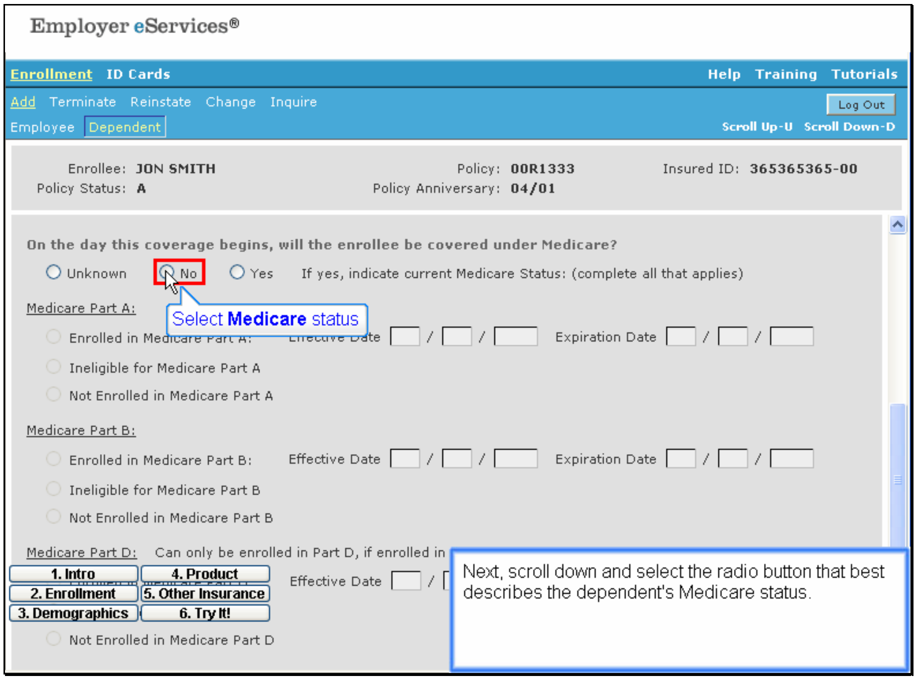
Now that you have entered product information, the Other Insurance tab displays.



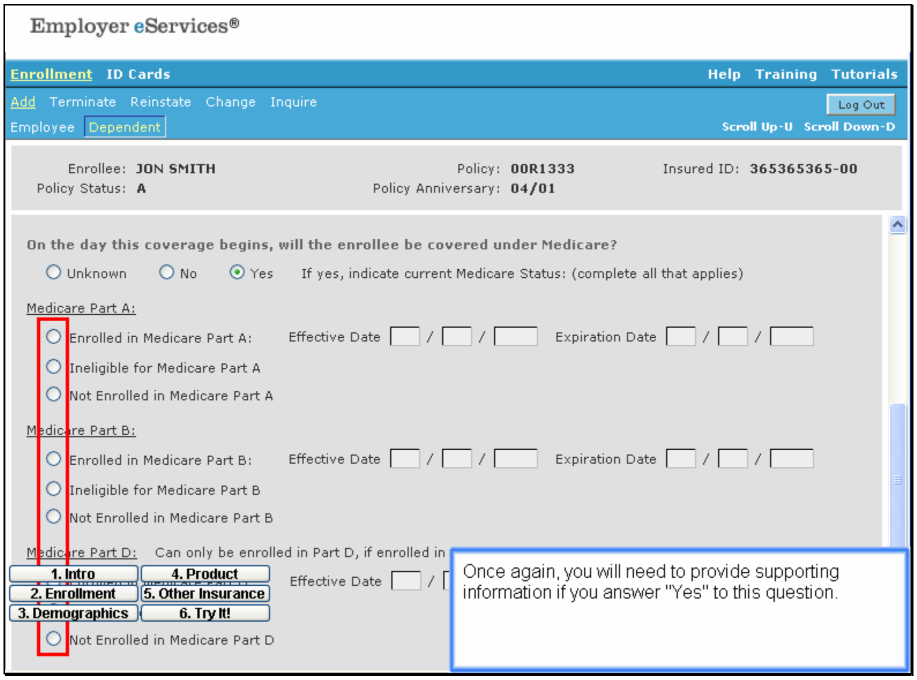
Select the radio button that best describes the dependent's status with regard to other insurance coverage.



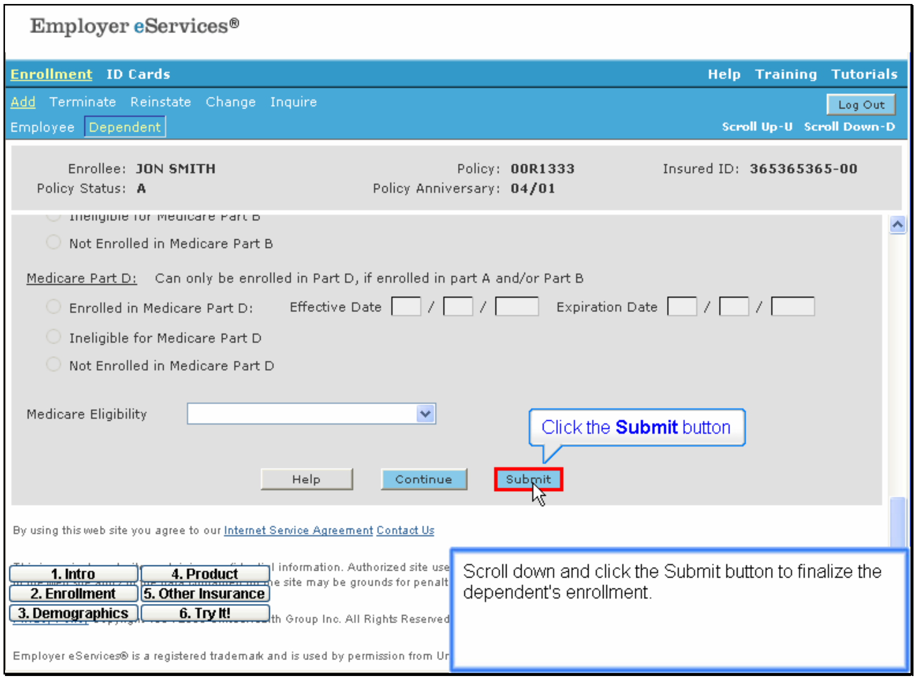
If you answer "Yes" to this question, you will need to provide supporting information.



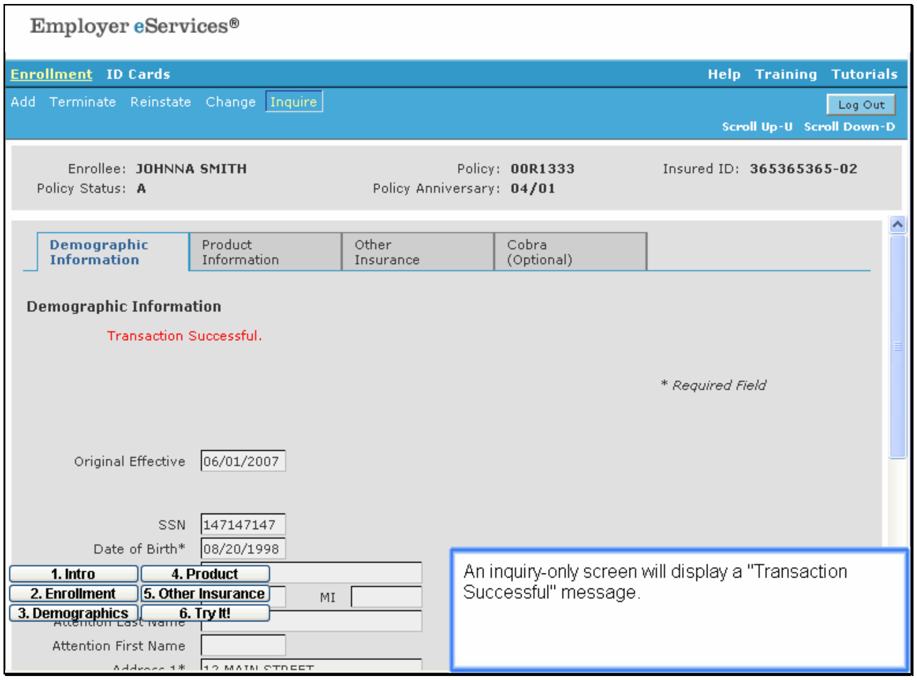
Next, scroll down and select the radio button that best describes the dependent's Medicare status.



Once again, you will need to provide supporting information if you answer "Yes" to this question.



Scroll down and click the Submit button to finalize the dependent's enrollment.



An inquiry-only screen will display a "Transaction Successful" message.