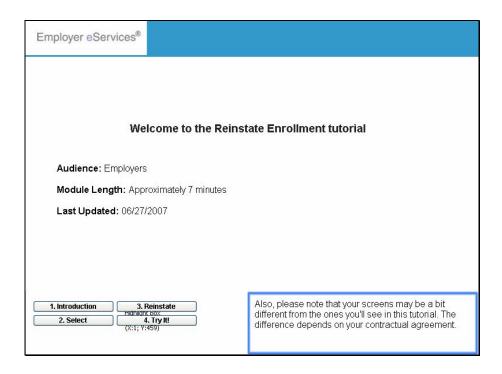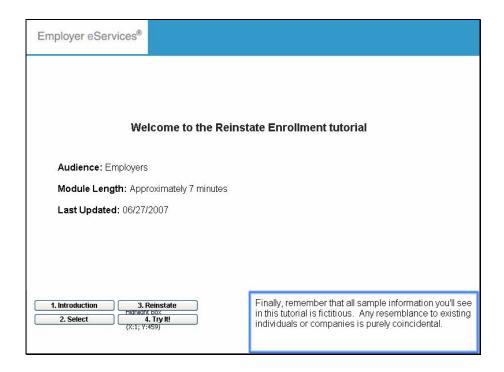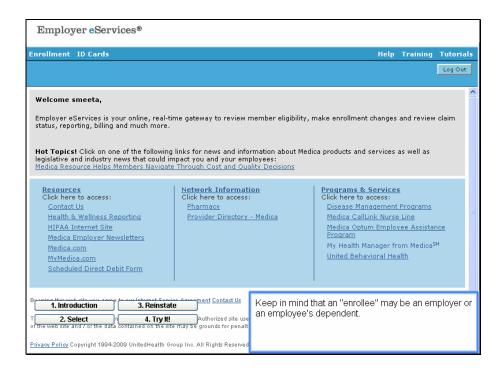Welcome to the Reinstate Enrollment tutorial. In this tutorial, you'll learn how to reinstate an enrollee using Employer eServices.
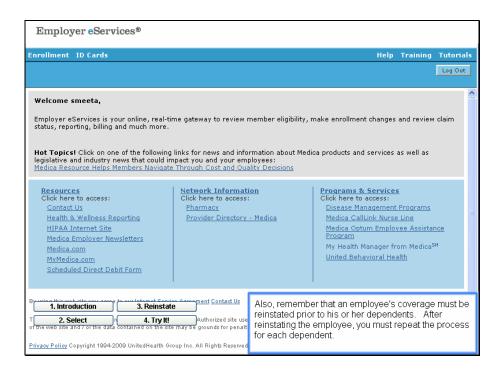
Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.
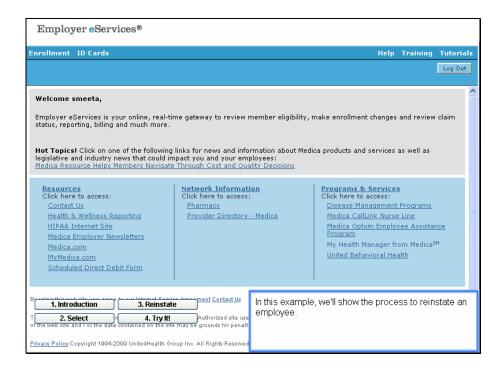
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Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.
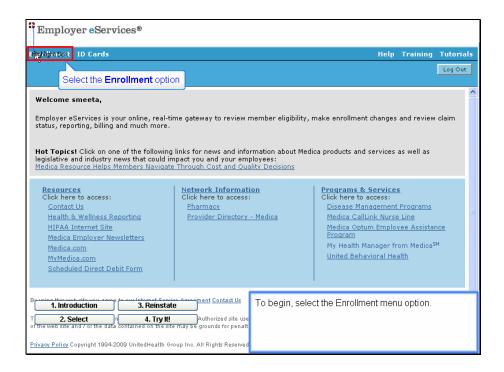
Keep in mind that an "enrollee" may be an employer or an employee's dependent.

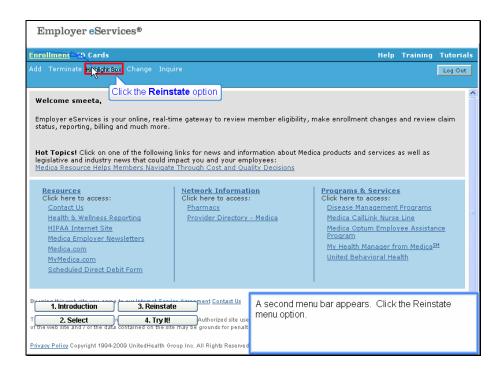Also, remember that an employee's coverage must be reinstated prior to his or her dependents.   After reinstating the employee, you must repeat the process for each dependent.
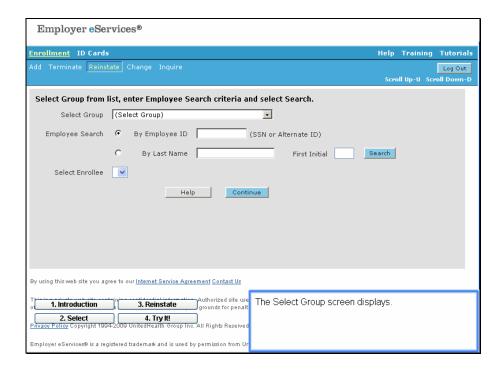
In this example, we'll show the process to reinstate an employee.

To begin, select the Enrollment menu option.

A second menu bar appears. Click the Reinstate 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 enrollee is associated.

After you select the group, you will need to identify the employee. 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.

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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 Reinstate Employee screen displays.

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Enrollment   ID Cards   Help   Training   Tutorials

Add   Terminate   Reinstate   Change   Inquire   Log Out
                                                                    Scroll Up-U   Scroll Down-D

Enrollee: **JON SMITH**   Policy: **00R1333**   Insured ID: **365365365-00**
Policy Status: Policy Anniversary:

Reinstate [Dependent or Employee]

Step 1   Enter Reinstate Information and select Continue
Required fields

Effective Date * [MM] / [DD] / [CCYY]
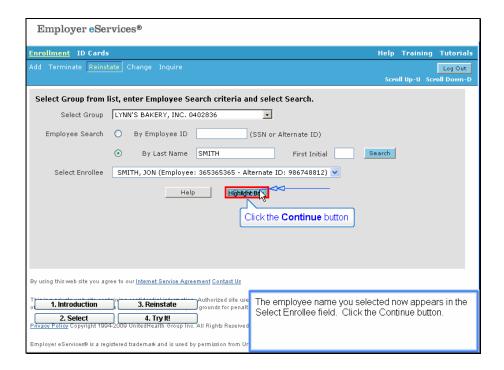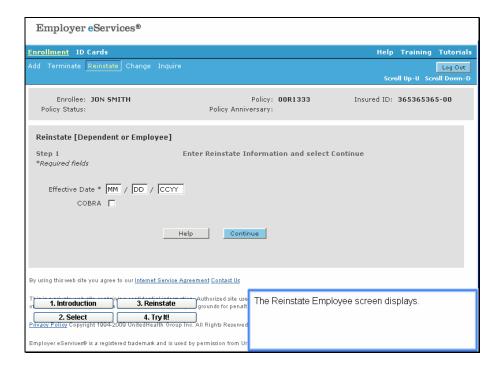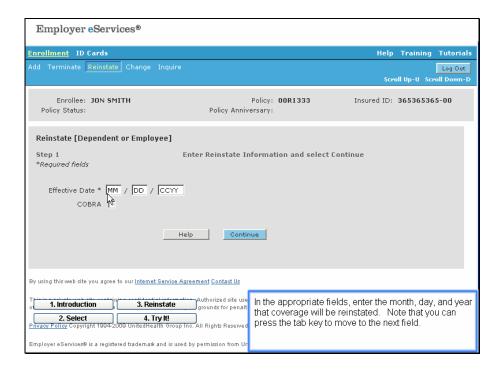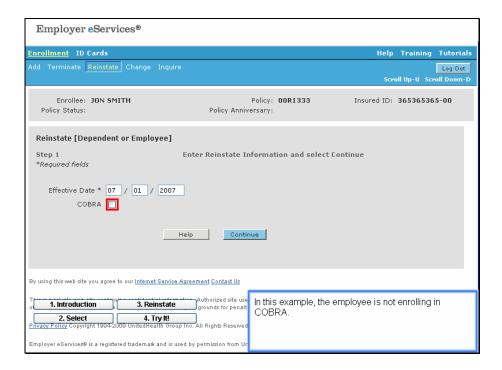COBRA [ ]

[Help]   [Continue]

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[1. Introduction]   [3. Reinstate]   In the appropriate fields, enter the month, day, and year
[2. Select]   [4. Try It!]   that coverage will be reinstated.   Note that you can
Privacy Policy Copyright 1994-2009 UnitedHealth Group Inc. All Rights Reserved   press the tab key to move to the next field.

Employer eServices® is a registered trademark and is used by permission from Un
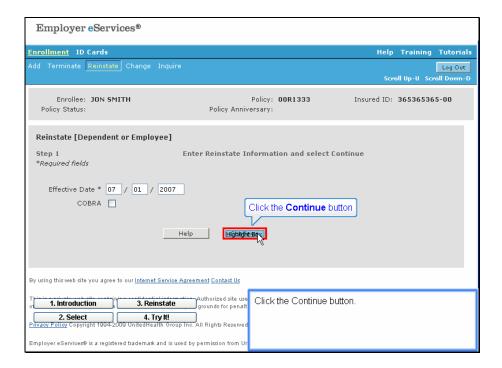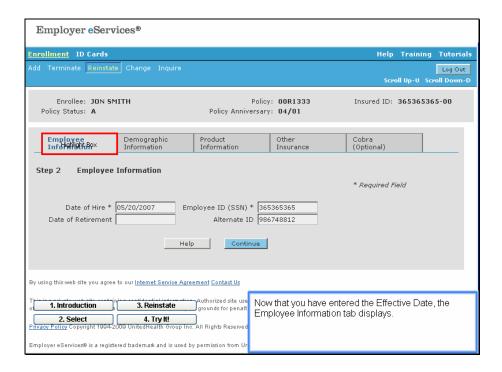
In the appropriate fields, enter the month, day, and year that coverage will be reinstated.
Note that you can press the tab key to move to the next field.
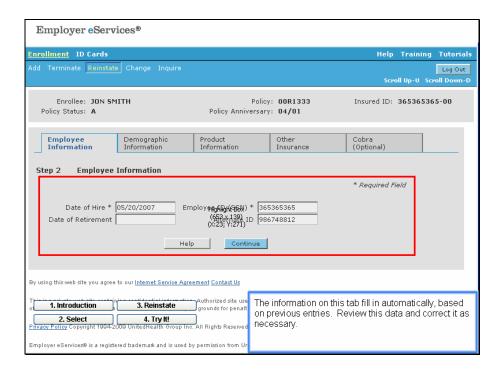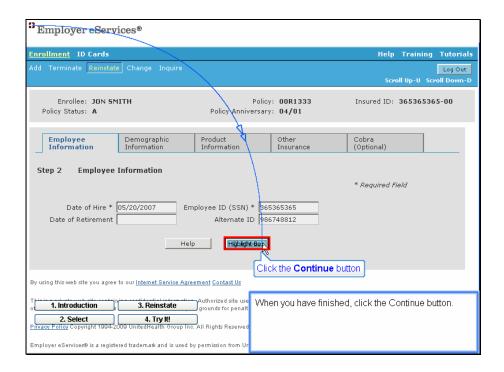
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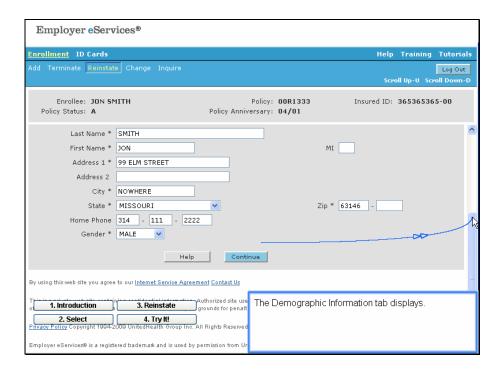In this example, the employee is not enrolling in COBRA.

Click the Continue button.

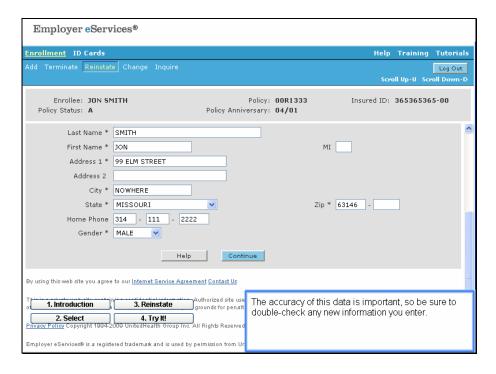Now that you have entered the Effective Date, the Employee Information tab displays.

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Enrollment   ID Cards   Help   Training   Tutorials

Add   Terminate   Reinstate   Change   Inquire   Log Out

Scroll Up-U   Scroll Down-D

Enrollee: JON SMITH   Policy: 00R1333   Insured ID: 365365365-00
Policy Status: A   Policy Anniversary: 04/01

| Employee Information | Demographic Information | Product Information | Other Insurance | Cobra (Optional) |

Step 2   Employee Information

* Required Field

Date of Hire * 05/20/2007   Employer ID (SSN) * 365365365
                                   Highlight box
Date of Retirement   (653 x 139)   Alternate ID 986748812
                                   (X:23; Y:271)

Help   Continue

By using this web site you agree to our Internet Service Agreement Contact Us

| 1. Introduction | 3. Reinstate | The information on this tab fill in automatically, based
| 2. Select | 4. Try It! | on previous entries. Review this data and correct it as
                                         necessary.

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The information on this tab fill in automatically, based on previous entries. Review this data and correct it as necessary.

Employer eServices®
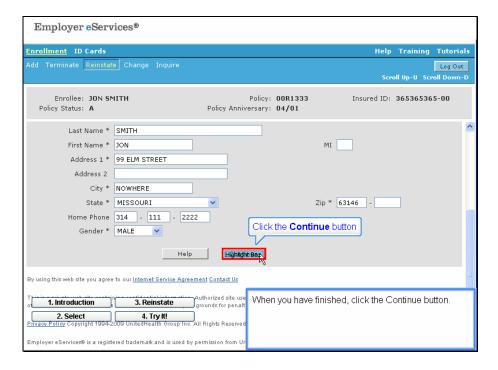
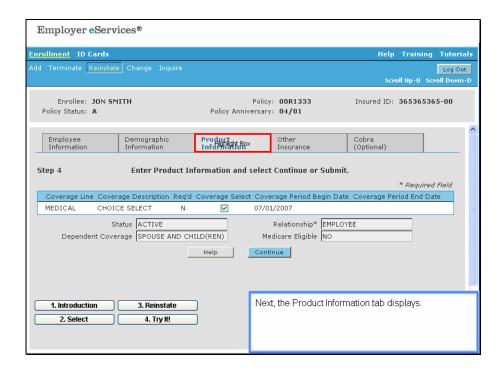When you have finished, click the Continue button.

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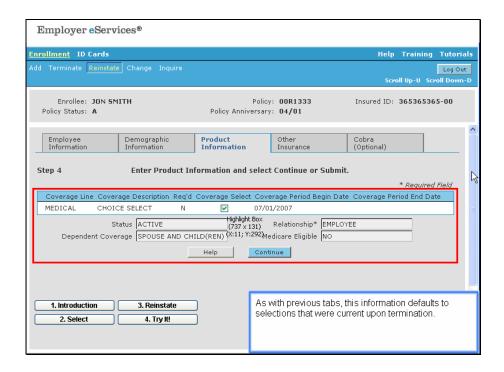The Demographic Information tab displays.

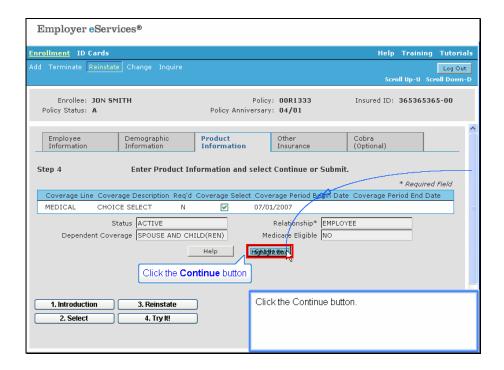The accuracy of this data is important, so be sure to double-check any new information you enter.

When you have finished, click the Continue button.
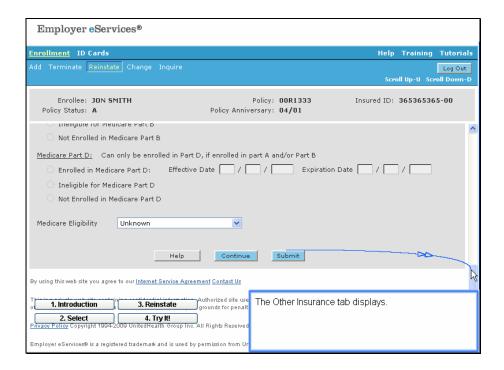
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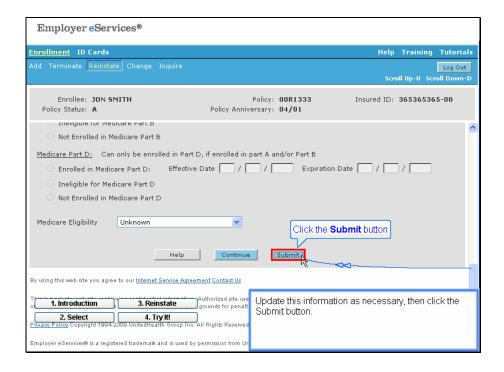
Next, the Product Information tab displays.

As with previous tabs, this information defaults to selections that were current upon termination.
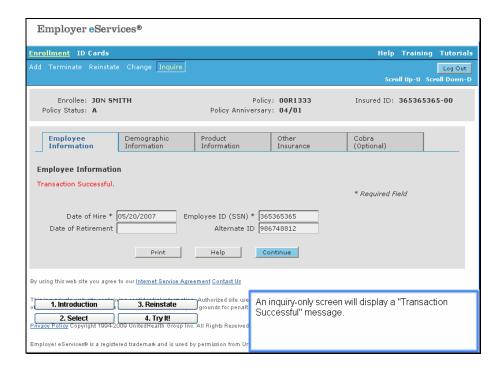
Click the Continue button.

The Other Insurance tab displays.

Update this information as necessary, then click the Submit button.

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