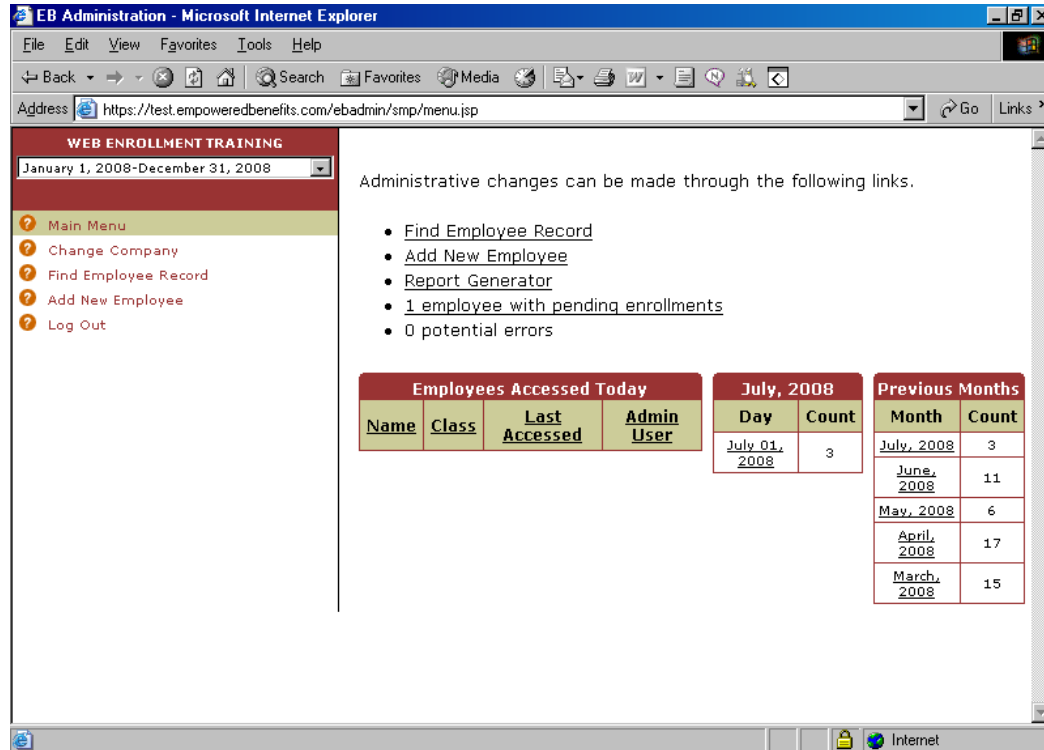
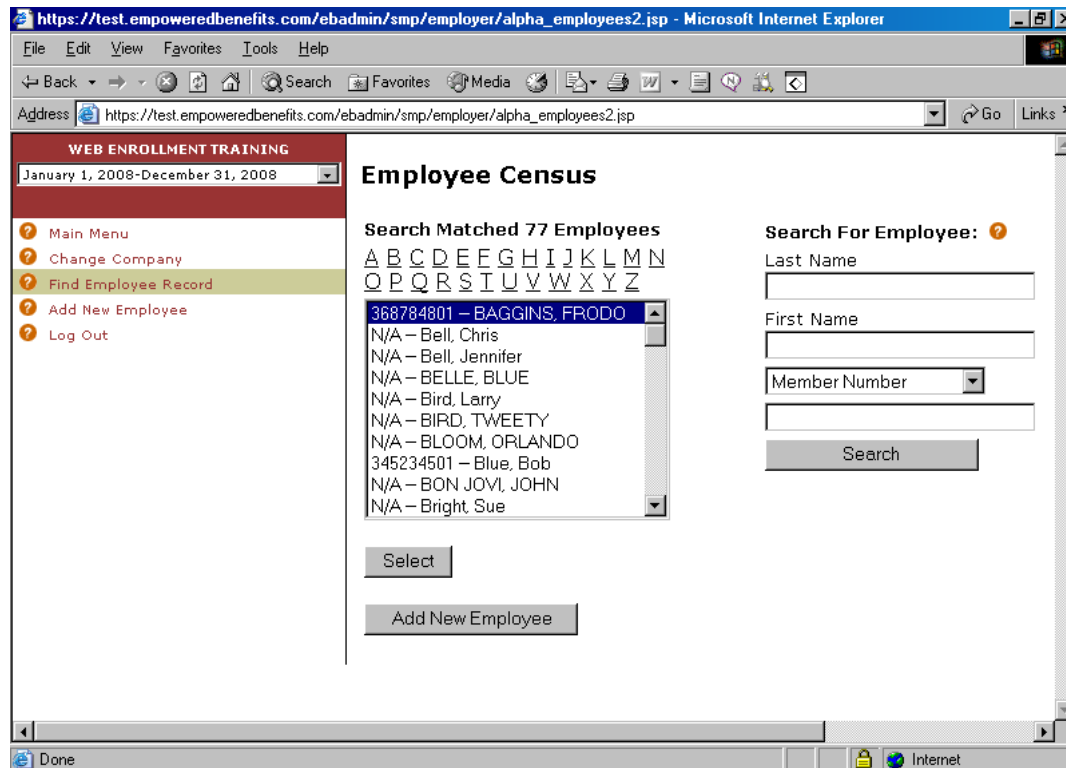


Add a Dependent or Spouse to an Existing Member

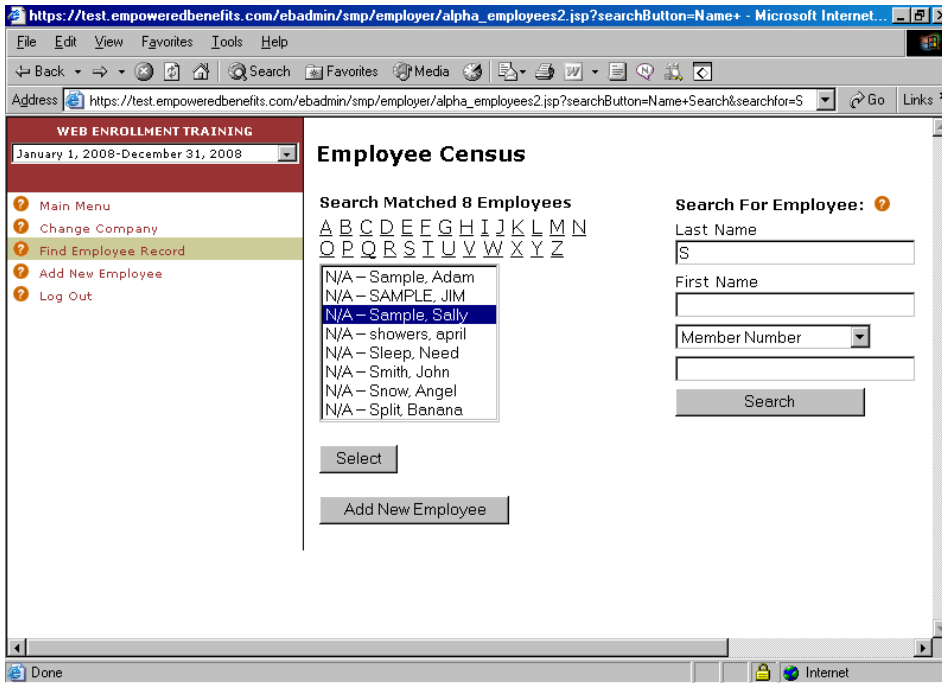
When a qualifying event occurs (i.e., birth of child, marriage, etc) a new dependent can be added to the existing employee from the main menu.



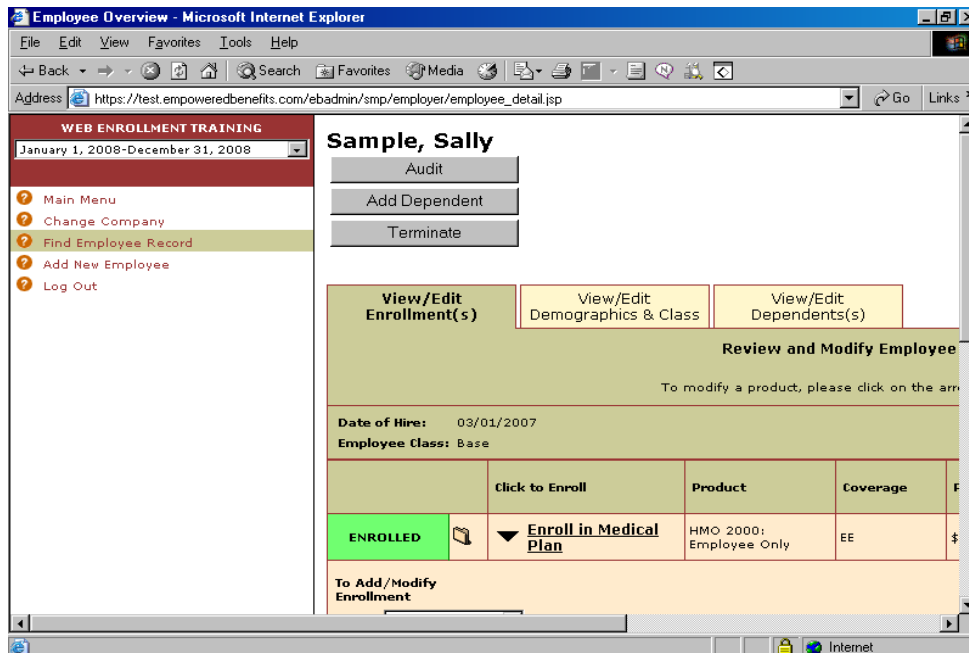
- Select Find Employee Record. This will take you to the Employee Census.

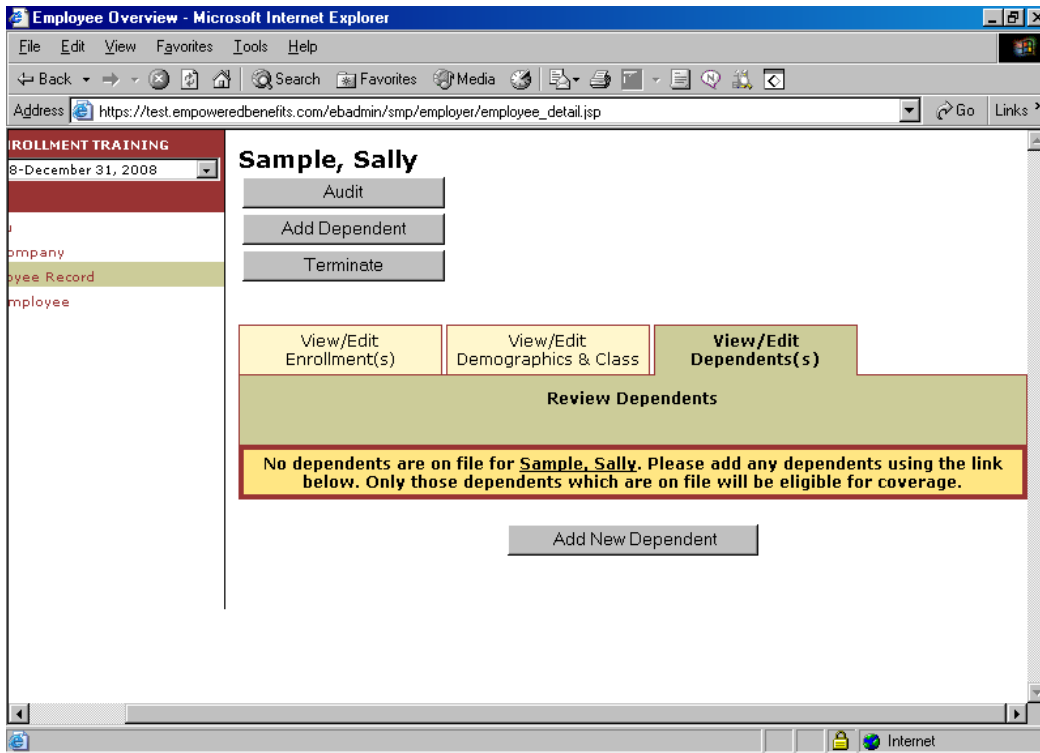


- Use one of the search options (as described in the Employee Census Section under Employee Search) to locate the employee.
- Highlight the employee name and click the “Select “ Button.

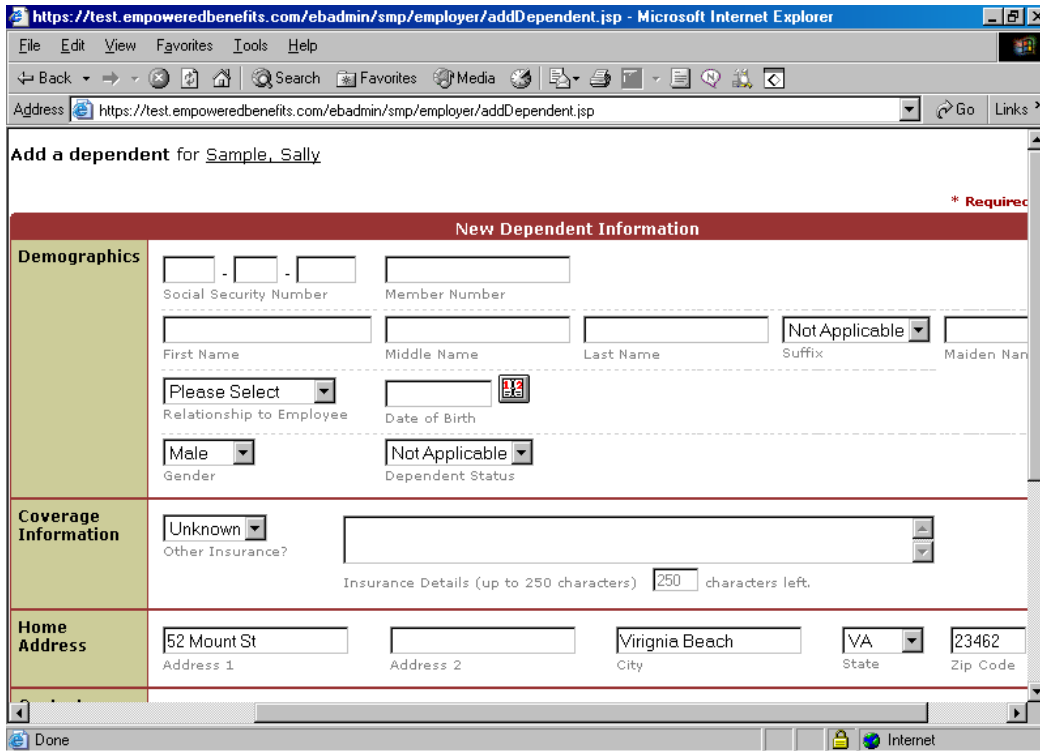


- At the Employee Details screen select the tab for View/Edit Dependents.





- Click the “Add New Dependent” Button. The fields that need to be completed for the Dependent’s demographic information will appear. Complete all applicable fields.



- Enter the employee information.
 - **SSN** = Enter the 9 digit SSN number (**note**: any employee entered with a SSN# that starts with 999 will be considered test data and will not appear on any report or be transmitted to Optima Health for enrollment.) ***Required**

- **Member Number** = Optima Health will supply member number
- **First Name** = Employee First Name ***Required**
- **Middle Name** = Employee Middle Name or Initial Requested
- **Last Name** = Employee Last Name ***Required**
- **Suffix** = Select the correct Suffix for the member (i.e. SR, JR, etc). The field display defaults to "Not Applicable". Select the Down arrow to display other options.
- **Maiden Name** = Not required
- **Relationship to Employee** = Spouse, Child, Stepchild ***Required**
- **Date of Birth** = Enter employee date of birth (MM/DD/YYYY) ***Required**
- **Gender** = Click on down arrow and select either "male" or "female"
- **Dependent Status** = Student or Handicapped Status
- **Other Insurance** – Drop down box that display "Unknown", "Yes", or "No"
- **Insurance Detail** – If member has other insurance please include the insurance name. (i.e. Champus, Tricare, etc.)
- **Home Address Fields** – Auto fills with Employee's Address. Enter the dependent's address if different from Employee's Address

The screenshot shows a web browser window with the URL <https://test.empoweredbenefits.com/ebadmin/smp/employer/addDependent.jsp>. The page title is "New Dependent Information". The form is organized into four main sections:

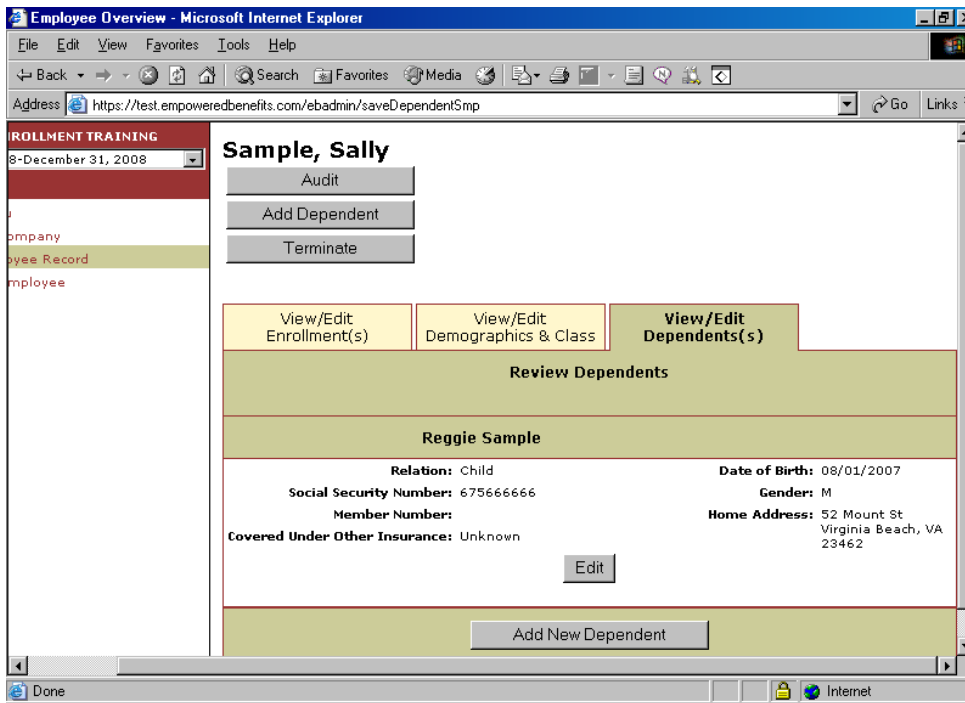
- Demographics:** Social Security Number (675-66-6666), Member Number, First Name (Reggie), Middle Name, Last Name (Sample), Suffix (Not Applicable), Maiden Name, Relationship to Employee (Child), Date of Birth (08/01/2007), Gender (Male), and Dependent Status (Not Applicable).
- Coverage Information:** Other Insurance? (Unknown) and Insurance Details (up to 250 characters).
- Home Address:** Address 1 (52 Mount St), Address 2, City (Virginia Beach), State (VA), and Zip Code (23462).
- Contact Information:** Home E-Mail, Home Phone, and Fax Number.

- **Work Address Fields** - Not required
- **Home E-Mail** – Not required
- **Home Phone** – Not required but will assist Member Services to Contact Member if necessary. Format is 757-999-9999 (Note: The area code is a required field)
- **Fax Number** - Not required
- **Work E-Mail** – Not required
- **Work Phone** – Not required

Add A Comment – This is a free text field that is used to add notes about the enrollment and will also be used to capture Coordination of Benefits information. The benefits administrator would include a

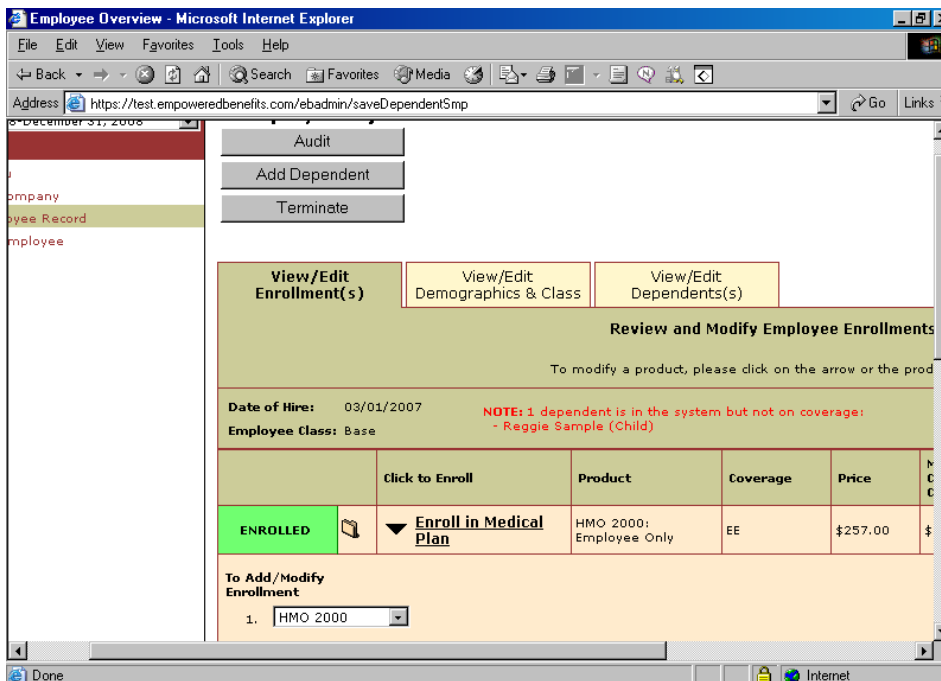
comment to indicate that the employee is being added to the plan due to “loss of coverage”, “status change from part time to full

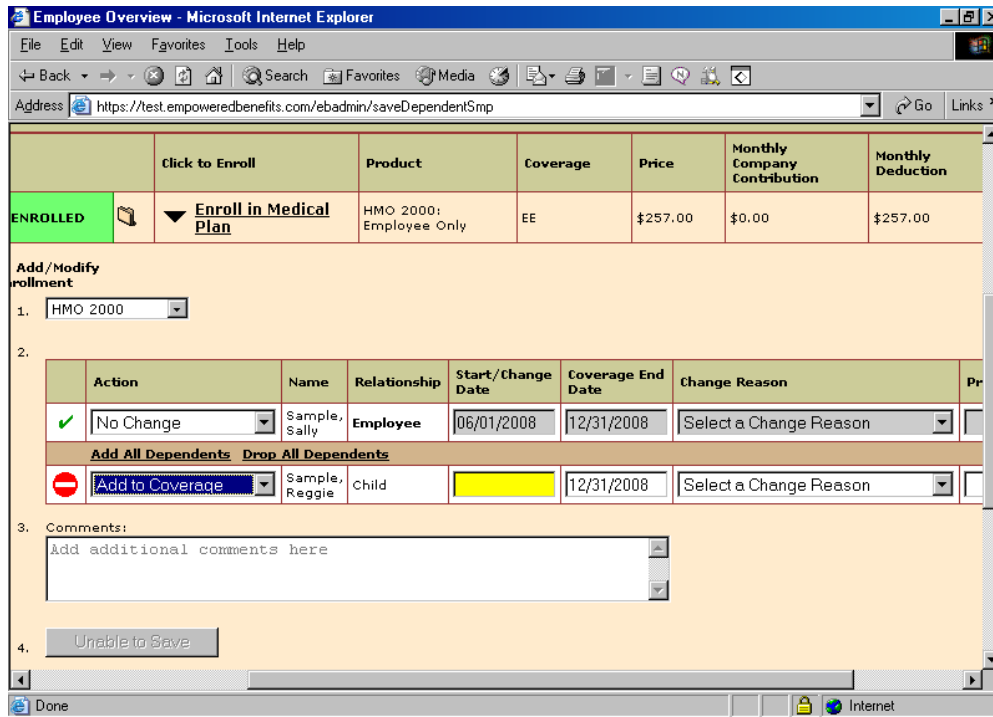
Save by hitting the Add Dependent button at the bottom of the screen. You will advance to the View/Edit Dependents Tab.



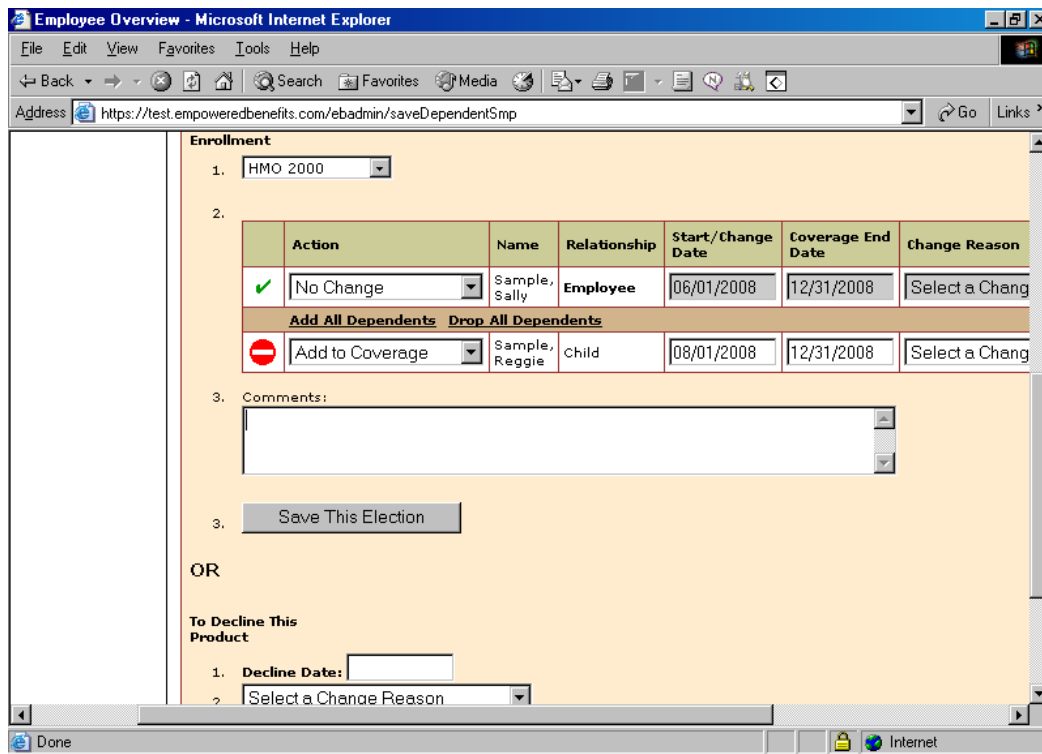
You may review the information, use the Edit button to Edit information or use the Add New Dependent to add another dependent.

If you have added all of the dependents that you wish to enroll, please choose the View/Edit Enrollment(s) tab.



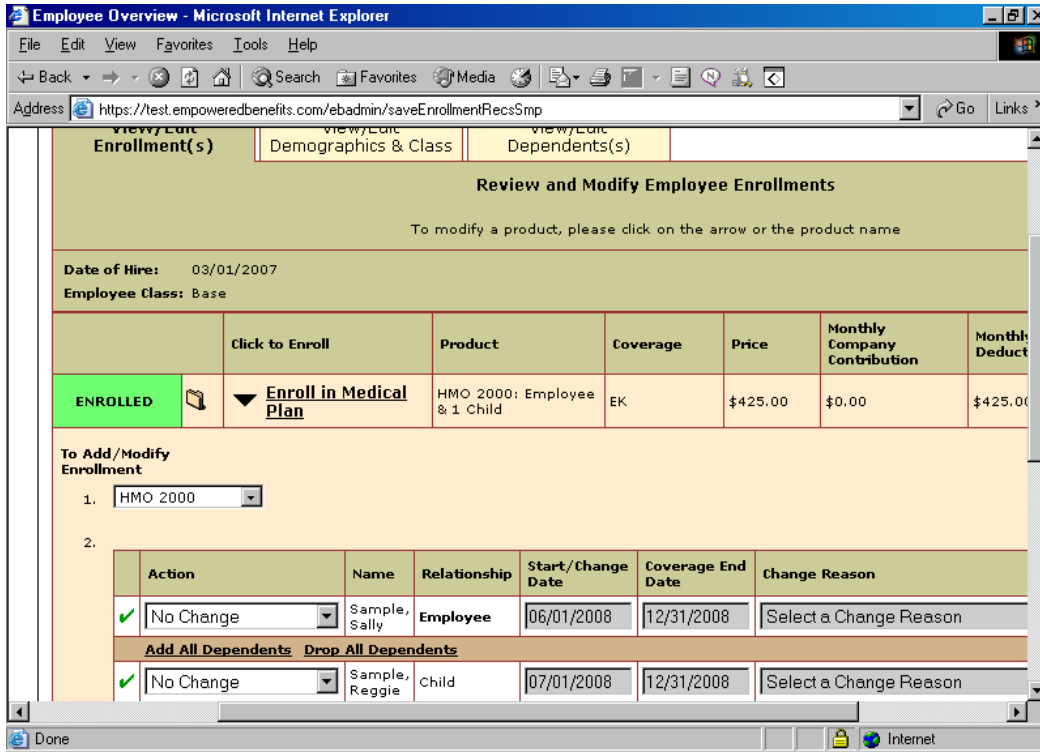


The dependent has not yet been added to the medical plan. You must choose an action beside the dependent, like Add to coverage. The Start date field will then highlight. Please input the start of the dependent's insurance. Once this field is completed, the button in Section 4 will change to Save This Election.



You may either save the election or decline the dependent's enrollment. If the enrollment is declined, a reason must be chosen.

After a successful save of the dependent record, the screen will display the enrollment detail with a check mark beside all enrolled members. In the Product area, you will see the tier change (if applicable) and you may review the enrollment dates in section 2.



You may then use the links on the left side of your screen to return to the Main Menu, Find another Employee, Add an Employee or Log out.