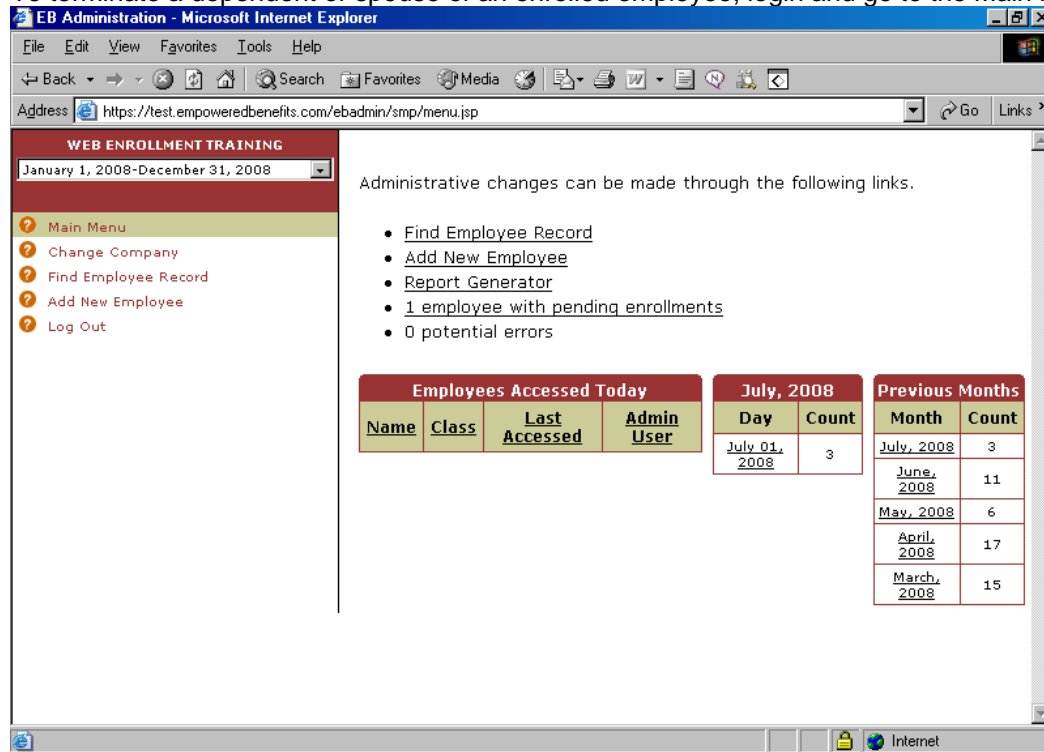
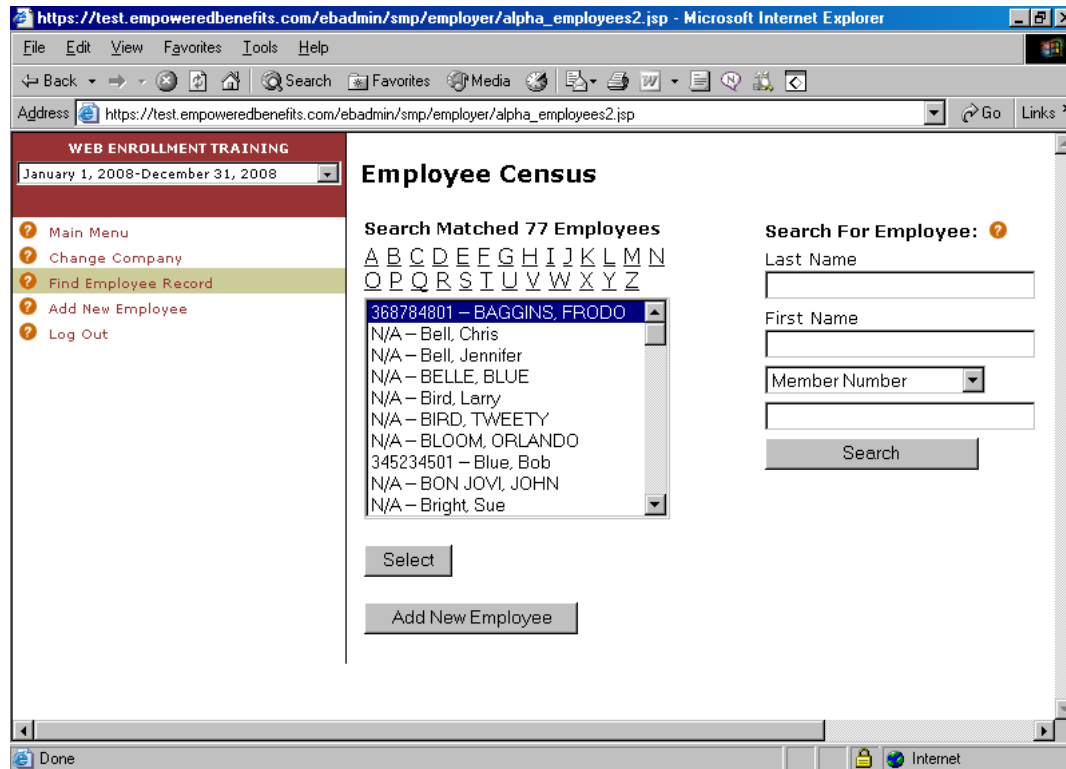


# Terminate Health Insurance For a Dependent or Spouse

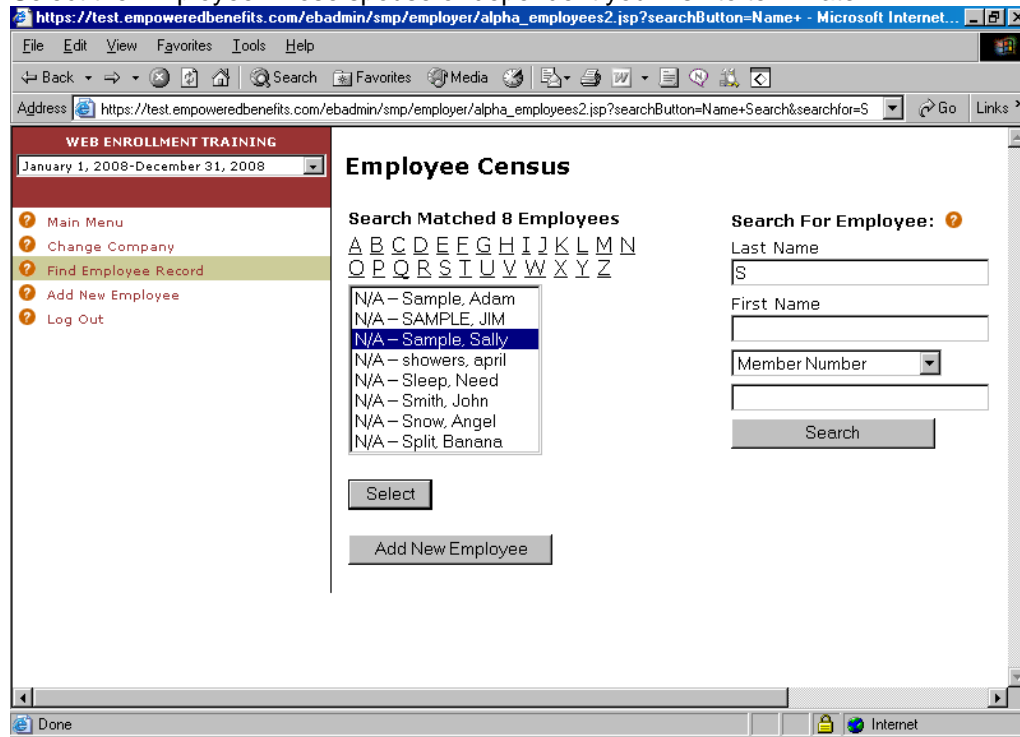
To terminate a dependent or spouse of an enrolled employee, login and go to the Main Menu



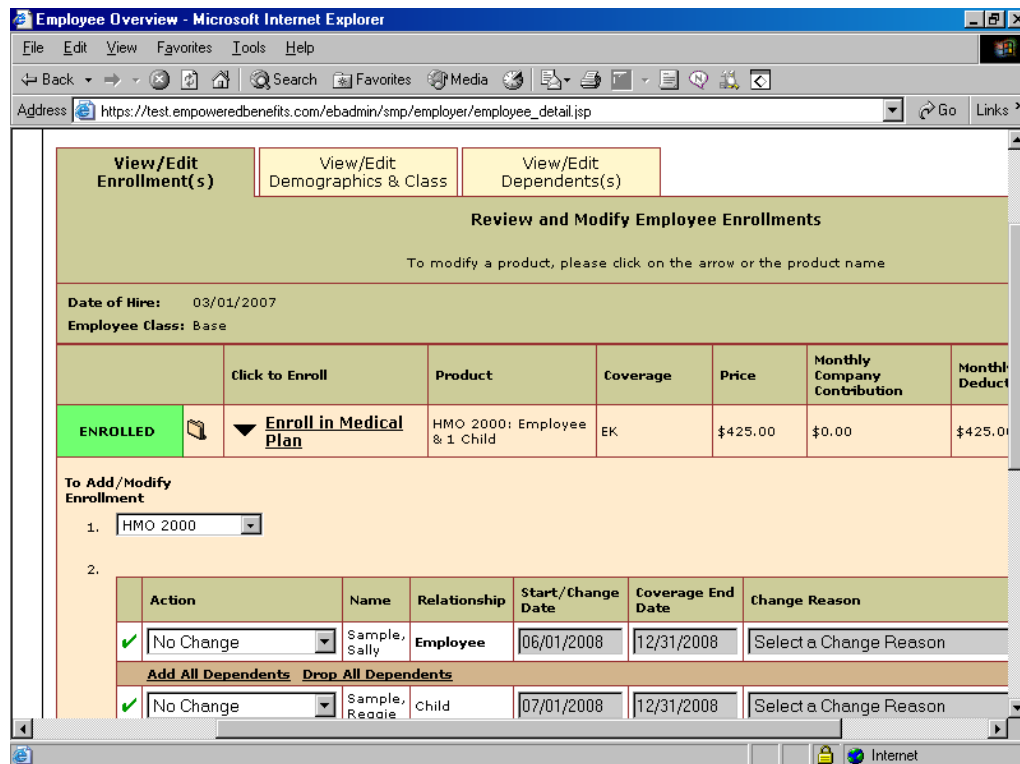
- Select Find Employee Record. This will take you to the Employee Census.

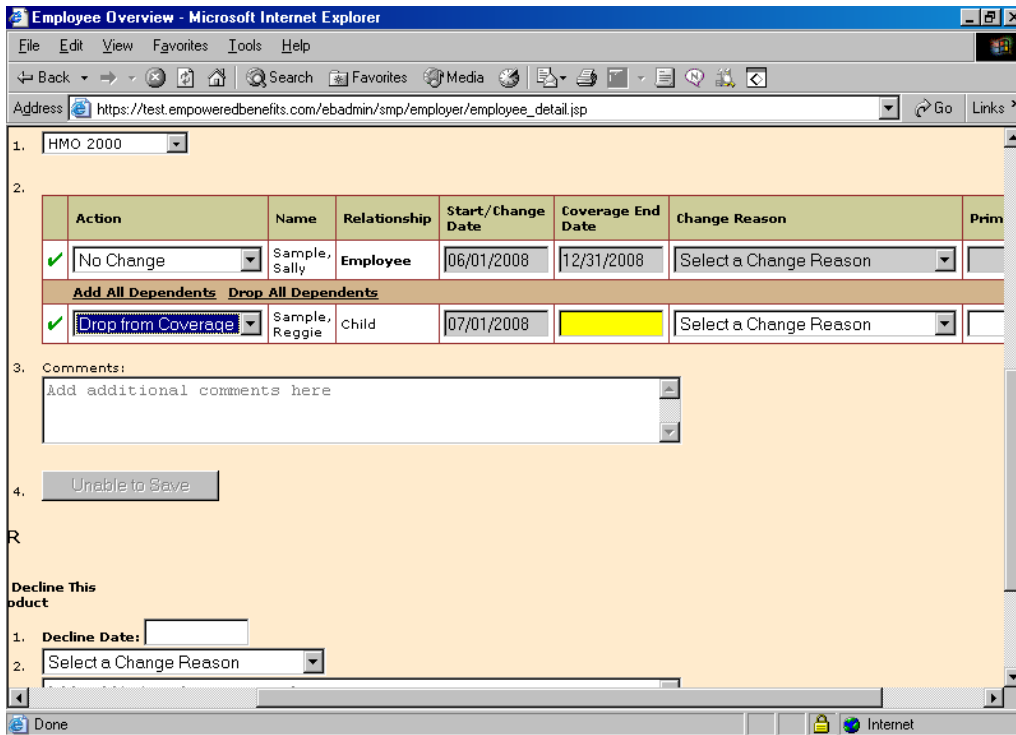


Select the Employee whose spouse or dependent you wish to terminate.

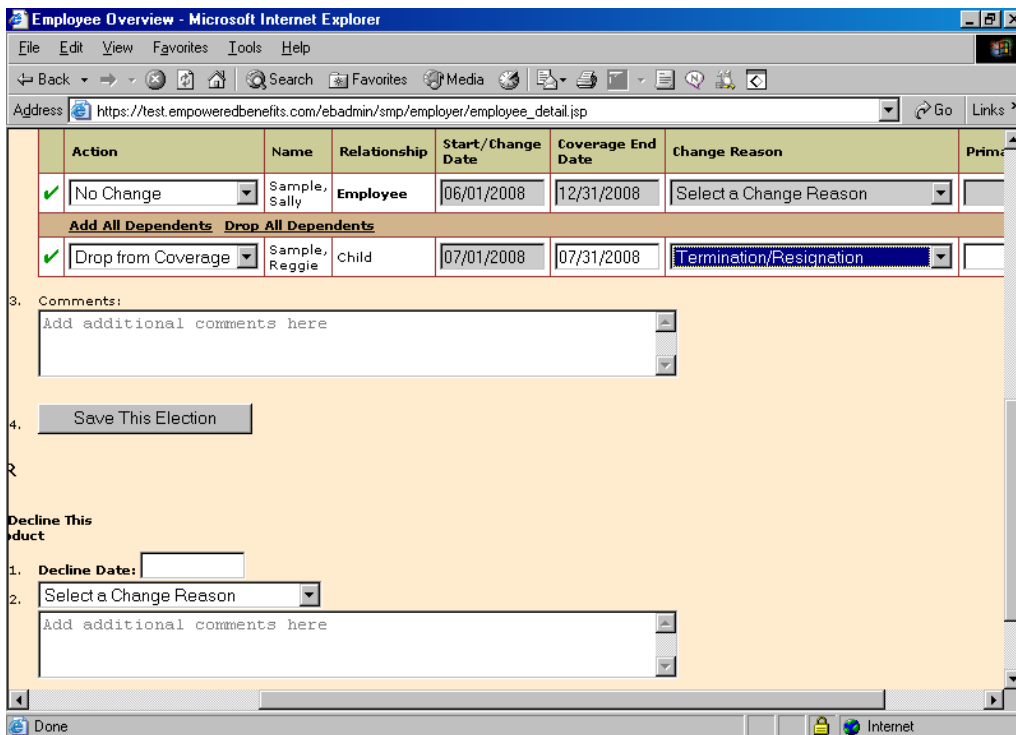


You will be taken to the View/Edit Enrollment screen for the Employee.





In section 4, beside the dependent or spouse's name that you wish to terminate, choose an action, like Drop from Coverage. The system will then highlight the field, End Coverage Date, that needs to be input. You will also need to choose a reason for the change.



Once a reason is selected, The button in field 4 will then change to Save this Election.

Once you Save the Election, you will see a yield sign beside the dependent that has been terminated, and the you will see The Product section change to reflect the new tier (if applicable).

Employee Overview - Microsoft Internet Explorer

Address: https://test.empoweredbenefits.com/ebadmin/saveEnrollmentRecsSmp

To modify a product, please click on the arrow or the product name

Date of Hire: 03/01/2007  
Employee Class: Base

	Click to Enroll	Product	Coverage	Price	Monthly Company Contribution
<b>ENROLLED</b>	▼ <u>Enroll in Medical Plan</u>	HMO 2000: Employee Only	EE	\$257.00	\$0.00

To Add/Modify Enrollment

1. HMO 2000

2.

	Action	Name	Relationship	Start/Change Date	Coverage End Date	Change Reason
✓	No Change	Sample, Sally	Employee	06/01/2008	12/31/2008	Select a Change
<b>Add All Dependents Drop All Dependents</b>						
⊘	No Change	Sample, Reggie	Child	07/01/2008	07/31/2008	Select a Change

3. Comments:  
Add additional comments here