

## Save and Proceed to Enroll

When you choose the **Save and Add Dependent** button after entering the employee's demographic information, you will then advance to the View and Edit Employee Tab

**Employee Overview - Microsoft Internet Explorer**

Address: <https://test.empoweredbenefits.com/ebadmin/saveEmployeeSmp>

Date of Hire: 04/01/2008  
Employee Class: Base

	Click to Enroll	Product	Coverage	Price	Monthly Company Contribution	Monthly Deduction
<b>NOT ENROLLED</b>	▼ <b>Enroll in Medical Plan</b>	Not Enrolled				

**To Add/Modify Enrollment**

1. Choose Product ▼
2.

Action	Name	Relationship	Start/Change Date	Coverage End Date	Change Reason
No Change ▼	Lion, Clarence T	Employee			Select a Change Reason ▼
3. Comments:  
Add additional comments here
4.

You must:

1. Choose the Product by opening the scroll down box and choosing the appropriate plan. When you choose the plan it will highlight the fields for the employee that **must** be completed.

**Employee Overview - Microsoft Internet Explorer**

Address: <https://test.empoweredbenefits.com/ebadmin/saveEmployeeSmp>

Employee Class: Base

	Click to Enroll	Product	Coverage	Price	Monthly Company Contribution	Monthly Deduction
<b>NOT ENROLLED</b>	▼ <b>Enroll in Medical Plan</b>	Not Enrolled				

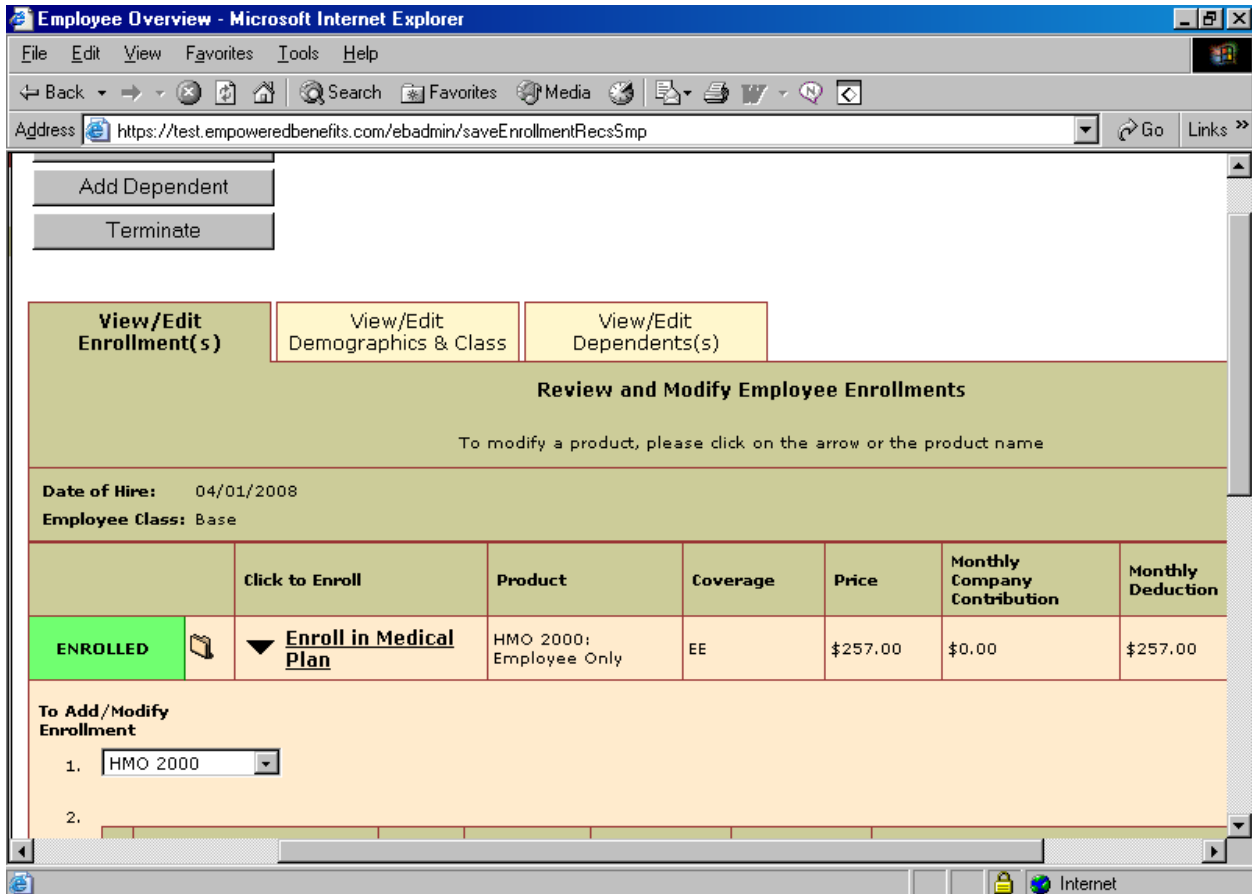
**To Add/Modify Enrollment**

1. HMO 2000 ▼
2.

Action	Name	Relationship	Start/Change Date	Coverage End Date	Change Reason
Add Coverage ▼	Lion, Clarence T	Employee		12/31/2008	Select a Change Reason ▼
3. Comments:  
Add additional comments here
4.

OR

2. Action
  - Start/Change Date – The date Employee's Insurance should begin.
  - If the Member enrolls on an HMO, POS, or POSA plan, they may choose a Primary Care Physician. Please enter the Physician's number in the Primary Care Provider field. If no Physician number is entered, Optima Health will assign a Physician within the Employee's home zip code if possible.
3. Comments – Free text area to note any information you wish to be able to view in future concerning the Employee or Dependent Enrollment
4. Save this Election – to save information and transmit to Optima Health.



If you choose to save the information, the screen will change to reflect in Green the Enrollment Status of Enrolled and will reflect the chosen plan, tier and cost.

Your Employee and dependent are now enrolled and you may return to the main Menu by using the link back to Main menu on the left side of your screen. You will notice that your newly enrolled member appears in your employee listing on the main menu.