

How to Manage Your Employees



From the **Employees** tab you'll be able to manage your employees enrollment and quickly enroll an employee. Simply click **Enroll New Employee**.

	Benefits	Employees	Bills Fo	orms & Docs	Reports	G	Welcome Employe
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EN	ROLL NEW EMPLOY	EE					
1							
Clie	<u>ck here</u> for step-by-st	tep instructions on	how to enroll an en	nployee if your a	ccess allows enrollmer	nt changes.	
		Active Employe	ees Euture Eff	fective and Term	inated Employees		
				receive and renni	matea employees		
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Once you have added the required fields click Add Employee.



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Add any applicable dependents and enter their effective date then select **Enroll Employee**.

Employee Information								
SUB-SUBACCOUNT	. 0							
FIRST NAME* Jane	MIDDLE NAME		LAST NAME* Doe	Dependents				EMOV
D# N/A	BIRTH DATE * 02/04/1997	Ē	GENDER* Female	FIRST NAME*	MIDDLE NAME		LAST NAME*	EHOV
^{SSN®} 123-45-6789	MARITAL STATUS	*		ADDRESS* Se	ame as Employee? —	ADDRESS 2		
EMPLOYMENT STATUS*	EMPLOYEE TYPE*	*	UNION STATUS* No	CITY*	STATE*	ZIP+	COUNTRY* United States	
EMAIL	SEND EOB VIA EMAIL	*		RELATIONSHIP* DOB*		SSN	GENDER*	
ADDRESS*	ADDRESS 2							
CITY*	STATE*	*	ZIP*	O Add				
COUNTRY* United States	-			Plan Information				
ENROLL IN DENTAL COVERAG	GE			SUBACCOUNT NAME*	SUBACCOUNT NUMBER			
Plazso mako	sure to che	ck "E		EFFECTIVE ON*		QUALIFYING EVENT		

Back to the **Employees** tab, you'll be able to quickly search for your employees by **First Name, Last Name, Member ID, Social Security Number or Group Submitted ID**.

You won't need all of these fields to search, you can simply type in their **First or Last Name to search**.



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After finding the employee you are looking for, click **their name**.

	Benefits	Employees	Bills Fo	orms & Docs	Reports	6	Welcome Employer
ENR	OLL NEW EMPL	OYEE					
Click	<u>here</u> for step-by	-step instructions or	n how to enroll an en	nployee if your acc	cess allows enrollment	changes.	
		Active Employ	yees Future Ef	ective and Termir	nated Employees		
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	Search Jane SSN	NAME	Q EMPLOYEE LA Q GROUP SUBM	ST NAME		ER SSN	сн

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You will be able to edit the employee's information by selecting the **pencil icon** next the their name.

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< Bac	ok to Employee Lis	t				Employee Report	EID Card
-	Manage Member	Manage Cov	erage				
	Status: Activ	e	J				
	Sub Subacco Sub Subacco	ount Number: ount Name:					

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You can also **add a dependent for an employee**. Once you have made your edits, select **Save**.

shboard Benefits	Employees Bills Forms & Docs Reports	Welcome Employer *	
< e	ack to Employee List		
	Manage Member Manage Coverage	Dependents	-
	Status: Active	FIRST NAME* HOOLE NAME LAST NAME*	SAVE
	Sub Subaccount Number: Sub Subaccount Name:	ADDRESS 2	CANCE
		Dental: Active	
	Employee Information	CITY* STATE* 2/P* COUNTRY*	
	FIRST NAME* MIDDLE NAME	RELATIONSHP DON' SSN GENDER' Spouse Frenzie Female	
	ID # BIRTH DATE *		
	SSN* MARITAL STATUS	Add	
		Status: Active	

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On the employees page, select **Manage Coverage** and then the **pencil icon**.

	Benefits	Employees	Bills	Forms & Docs	Reports	U Welcome Employ
∢ Ba	ck to Employee I	List			Employee R	Report 🗖 ID Card
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	Status: Act Sub Subac Sub Subac COVERAGE A	tive count Number: count Name: NS OF (Select Date):	04/26/2024			
	^ Dental T	ERMINATE DENTAL	COVERAGE			
	04-01-2023 -	COVERAGE PERIOD	SU	BSCRIBER/SPOUSE	RATE TIER	
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From there you can **terminate dental coverage, enter employee's effective date, add or terminate coverage for a dependent** and or **change the plan type**.

Once you have made your changes, click Save.

Manage Member Manage Coverage Status: Active Sub Subaccount Number: Sub Subaccount Number: Sub Subaccount Number: Sub Subaccount Number: CovERAGE AS OF (Select Date): O4/26/2024 MEW EFFECTIVE DATE* New EFFECTIVE DATE* CovERAGE PERIOD				
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Managing Employees



Watch this video to see how to manage your employees on the new online Employer Account.