

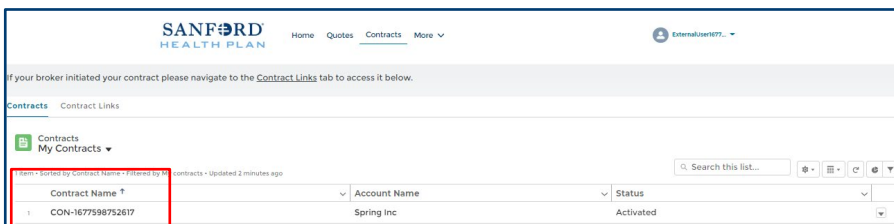
Employee to Enrollment Updating Personal Information

Description: This job aid provides steps to update an existing employee's demographic information. In the event this employee also needs to make a SEP change in enrollment, do this step first.

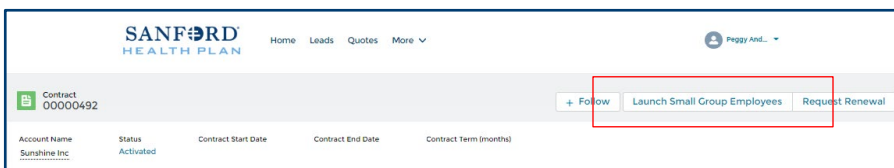
1 From the "Home" screen, click the "Contracts" button.



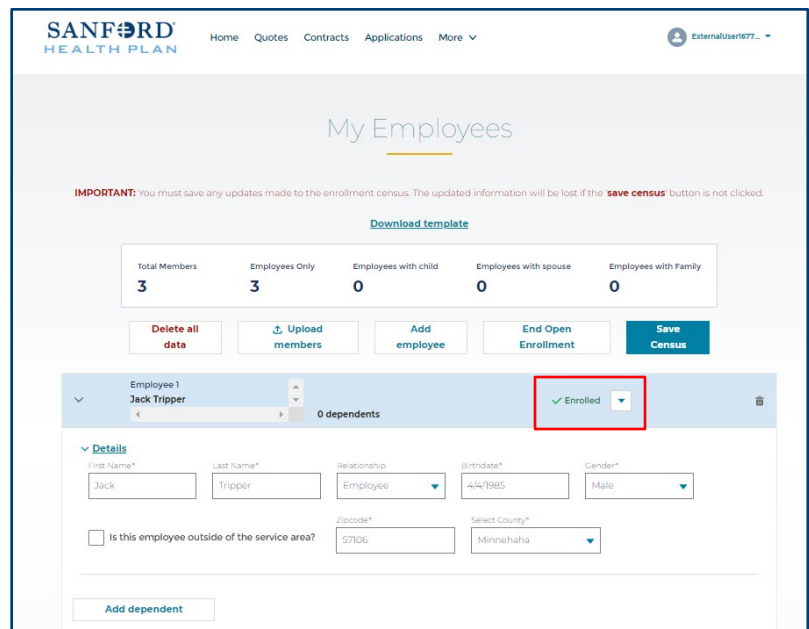
2 Locate the Employer Contract under "My Contracts" where the member is employed and click the contract name.



3 You will now see the Employer Contract. In the upper right corner, click on the "Launch Small Group Employees" button.



4 Locate the employee that needs updating. From the Enrolled button drop down, select "Update Personal Information."



- 5 Update address, phone or email information as required and click “Continue” at the bottom right of the page.

The screenshot shows the 'Update Personal Information' page on the Sanford Health Plan website. The page has a header with the logo and navigation links: Home, Quotes, Contracts, Applications, and More. A user profile icon is in the top right. The main heading is 'Update Personal Information'. Below it is a section titled 'Employee Information' with a dropdown arrow. Under 'Name', there are three input fields: 'First*' (containing 'Jack'), 'Middle Initial', and 'Last*' (containing 'Tripper'). Under 'Home Address', there is a 'Street Address*' field (containing '456 1st'), a 'City*' field (containing 'Sioux Falls'), a 'Zipcode*' field (containing '57106'), and a 'Select County*' dropdown menu (set to 'Lincoln'). There are also fields for 'Home Phone' and 'Work Phone', and an 'E-mail Address' field. A small disclaimer at the bottom of the form reads: 'By providing your email, you agree to be contacted by Sanford Health Plan or its representatives.' A blue 'Continue' button is located at the bottom right of the form area.

- 6 Your changes have been updated.

