

# Employee Enrollment

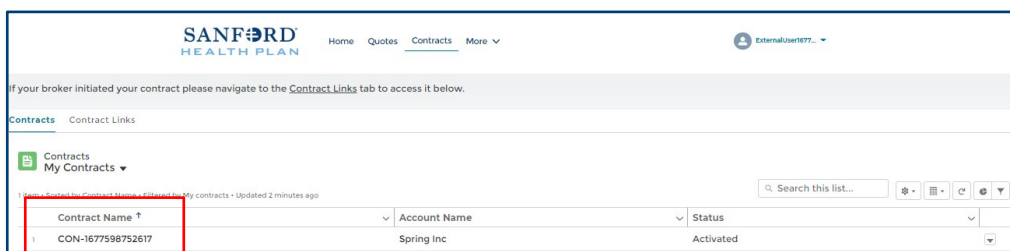
## Adding a Dependent

Description: This job aid provides steps to add a dependent to an existing employee.

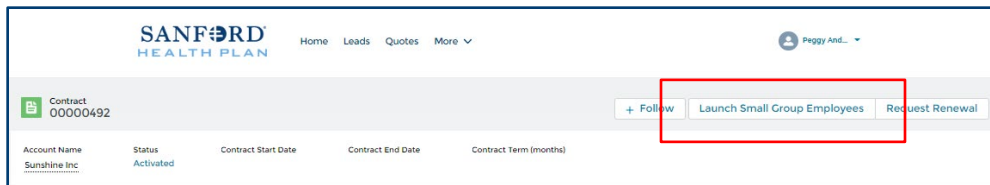
1 From the “Home” screen, click the “Contracts” button.



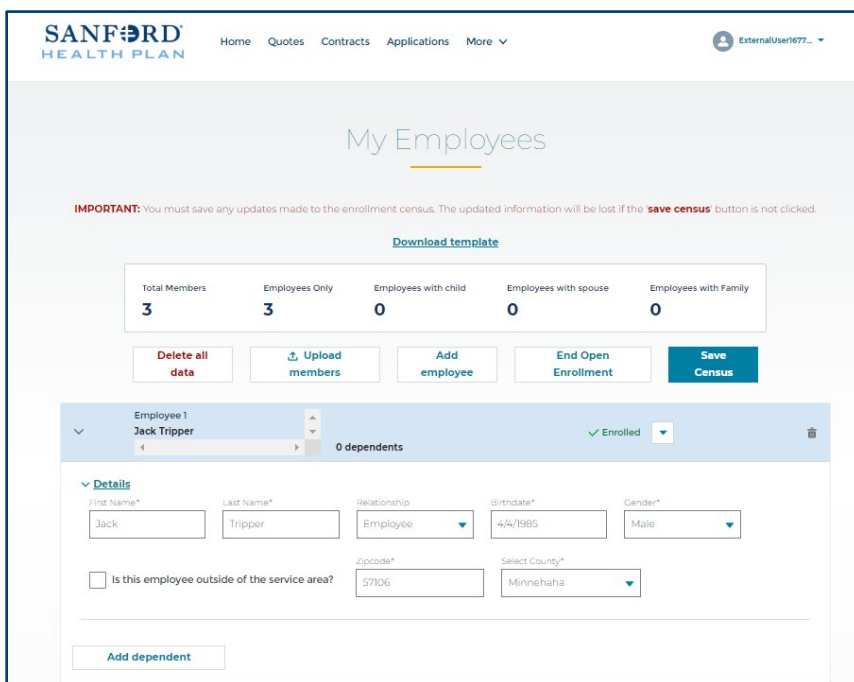
2 Locate the Employer Contract under “My Contracts” where the member is employed and click the contract name.



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



4 From the “My Employees” screen, scroll to the employee you want to add the dependent to. Click the “Add dependent” button”.



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This will create a new link the says "Dependents". Click on this word and it will open additional boxes to fill in the dependent's information.

The screenshot shows the 'My Employees' page for Sanford Health Plan. At the top, there is a navigation bar with 'Home', 'Quotes', 'Contracts', 'Applications', and 'More'. The user is logged in as 'ExternalUser1677...'. The main heading is 'My Employees'. Below this, there is an important notice: 'IMPORTANT: You must save any updates made to the enrollment census. The updated information will be lost if the save census button is not clicked.' A 'Download template' link is provided. A summary table shows: Total Members: 6, Employees Only: 4, Employees with child: 1, Employees with spouse: 0, Employees with Family: 0. Below the summary are buttons for 'Delete all data', 'Upload members', 'Add employee', 'End Open Enrollment', and 'Save Census'. The main section is for 'Employee 1: Jack Tripper', who is 'Enrolled' and has '1 dependent'. A 'Details' section contains fields for First Name (Jack), Last Name (Tripper), Relationship (Employee), Birthdate (4/4/1984), Gender (Male), Zipcode (57106), and Select County (Lincoln). A checkbox asks 'Is this employee outside of the service area?'. At the bottom, a red box highlights a '> Dependents' link, and an 'Add dependent' button is visible below it.

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Complete the required information.

This screenshot shows the 'Dependents' form on the 'My Employees' page. The 'Details' section for the employee is filled out. The 'Dependents' section is highlighted with a red box and contains the following fields: First Name\*, Last Name\*, Relationship (Child), Birthdate\*, Gender\*, Zipcode\*, and Select County\*. A checkbox asks 'Is this employee outside of the service area?'. Below the form, there is a message: 'Please select a county'.

- 7 Once you have entered the new dependent information, select the “Save Census” button in the at the top or bottom of the page. Your addition(s) are now saved.