

Employee Enrollment

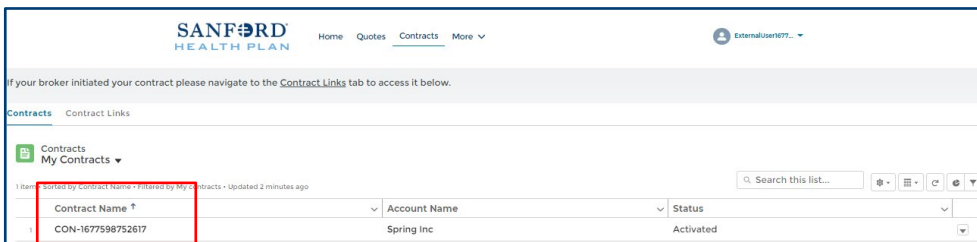
Updating Personal Information

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.

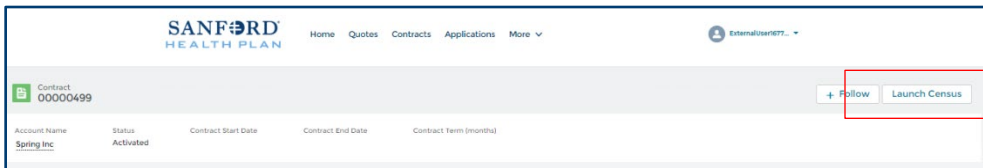
1 From the "Home" screen, click the "Contracts" button.



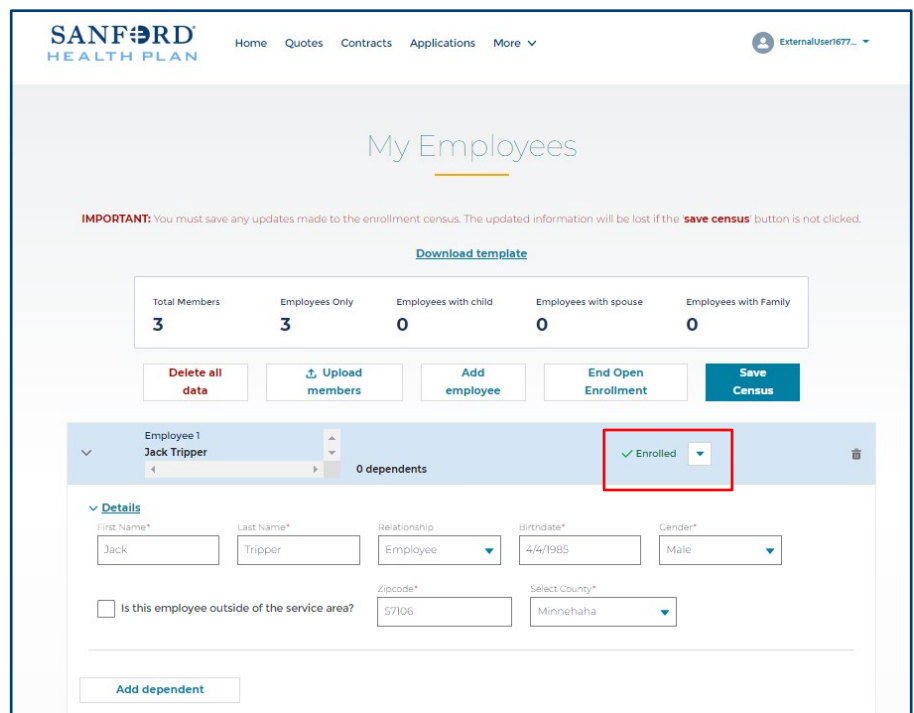
2 Locate the Employer Contract under "My Contracts" where the member is employed and click the contract name.



3 You will now see the Employer Contract. In the upper right corner, click on the "Launch Census" 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 Sanford Health Plan logo and navigation links: Home, Quotes, Contracts, Applications, and More. A user profile icon is visible in the top right corner. The main heading is 'Update Personal Information'. Below this is a section titled 'Employee Information' with a dropdown arrow. Under 'Employee Information', there is a 'Name' section with three input fields: 'First*' (containing 'Jack'), 'Middle Initial', and 'Last*' (containing 'Tripper'). Below the name section is the 'Home Address' section, which includes 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 input fields for 'Home Phone' and 'Work Phone', and an 'E-mail Address' field. At the bottom of the form, there is a small disclaimer: '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.

