

Description: This job aid provides steps to add an employee's new dependent.

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

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

	ANFORD Home Quote	s <u>Contracts</u> More V		EtternalUser1677 *		
If your broker initiated your contract plea	ase navigate to the <u>Contract Links</u> tab to a	ccess it below.				
Contracts Contract Links						
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kem • Sorted by Contract Name • Filtered by My o	ontracts - Updated 2 minutes ago			Q. Search this list	\$• II• C	6 7
Contract Name †	v	Account Name	~ S	itatus	~	
1 CON-1677598752617		Spring Inc	A	Activated		¥

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You will now see the Employer Contract. In the upper right corner, click on the "Launch Census" button.

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Contract 00000499					+ Follow Launch Census)
Account Name Spring Inc	Status Activated	Contract Start Date	Contract End Date	Contract Term (months)		

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

		١	My Emplo	yees		
IMPOR	TANT: You must save any up	odates made to the en	rollment census. The upda	ted information will be lost if I	he 'save census' button is not	clicked
			Download temple	ate		
	Total Members	Employees Only	Employees with child	Employees with spouse	Employees with Family	
	3	3	0	0	0	
	Delete all data		Add employee	End Open Enrollment	Save Census	
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	4	► 0 d	ependents	V LINU		
∨ <u>Det</u>						
First /		lame*	Relationship Employee		ender* Male 🗸	
			Zipcode*	Select County*		
	Is this employee outside of	the service area?	57106	Minnehaha	•	

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.

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My Employees	
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Download template	
Total MembersEmployees OnlyEmployees with childEmployees with spouseEmployees with Family64100	
Delete all data 1 Upload members Add employee End Open Save Census	
Employee 1 Jack Tripper	ŧ
✓ Details First Name* Last Name* Relationship Birthdate* Cender*	
Jack Tripper Employee V 4/4/1984 Male V	
Zipcode* Select County* Is this employee outside of the service area? S7106	
> <u>Dependents</u> Add dependent	

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I:	s this employee outside	e of the service area?	Zipcode* 57106	Select County*	•	
∨ Dep	endents		Relationship			
First	Name*	st Name*	Child 👻	Birthdate*	Gender* 👻	÷
	s this employee outside	e of the service area?	Zipcode*	Select Cour		

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.

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