

Employee Enrollment

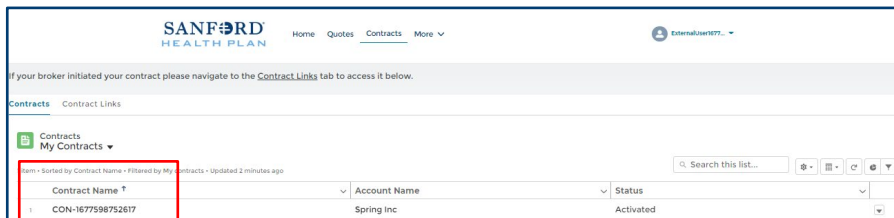
Add a New Dependent

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

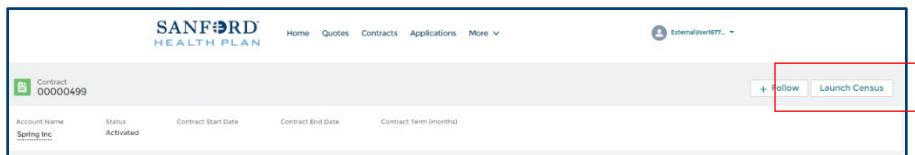
1 From the "Home" screen, click the "Contracts" button.



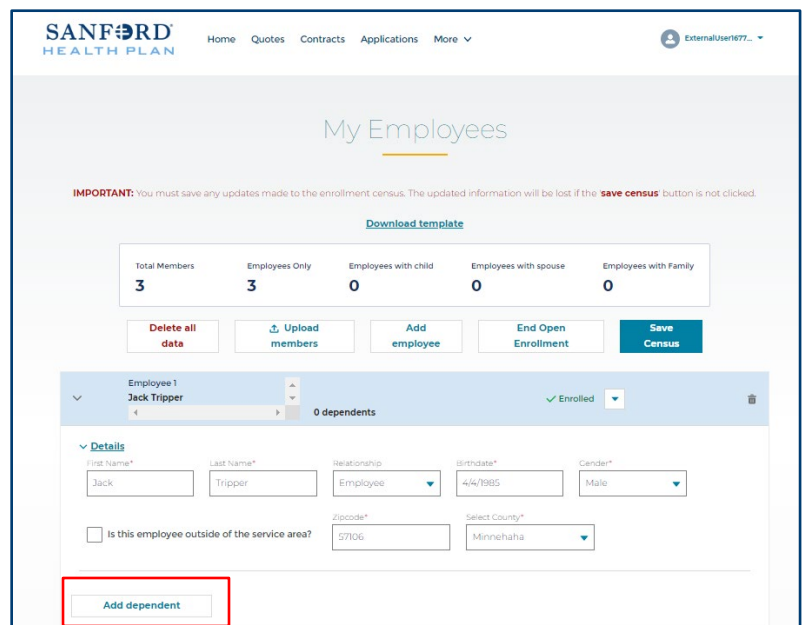
2 Locate the Employer Contract under "My Contracts" where the member is employed and click the contract name.



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



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



5

This will create a new link that 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

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.

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Total Members	Employees Only	Employees with child	Employees with spouse	Employees with Family
6	4	1	0	0

Delete all data Upload members Add employee End Open Enrollment Save Census

Employee 1
Jack Tripper 1 dependent Enrolled

Details

First Name* Last Name* Relationship Birthdate* Gender*

Jack Tripper Employee 4/4/1984 Male

Is this employee outside of the service area? Zipcode* Select County*

57106 Lincoln

[> Dependents](#)

Add dependent

6 Complete the required information.

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My Employees

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Total Members	Employees Only	Employees with child	Employees with spouse	Employees with Family
6	4	1	0	0

Delete all data Upload members Add employee End Open Enrollment Save Census

Employee 1
Jack Tripper Enrolled 1 dependent

Details

First Name* Jack Last Name* Tripper Relationship Employee Birthdate* 4/4/1984 Gender* Male

Is this employee outside of the service area? Zipcode* 57106 Select County* Lincoln

Dependents

First Name* Last Name* Relationship Child Birthdate* Gender*

Is this employee outside of the service area? Zipcode* Select County*

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.