

# Employee Enrollment

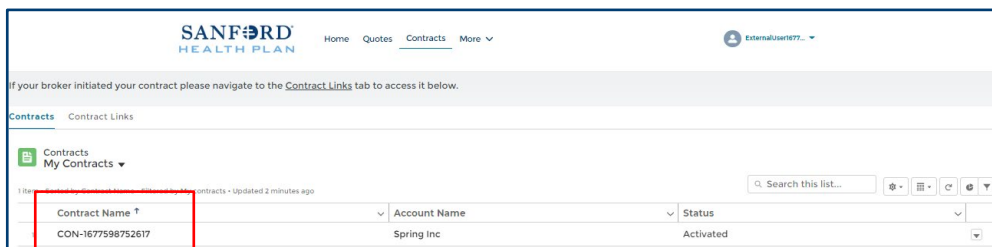
## Adding & Enrolling a New Employee

Description: This job aid provides steps to add and enroll a new employee in a plan.

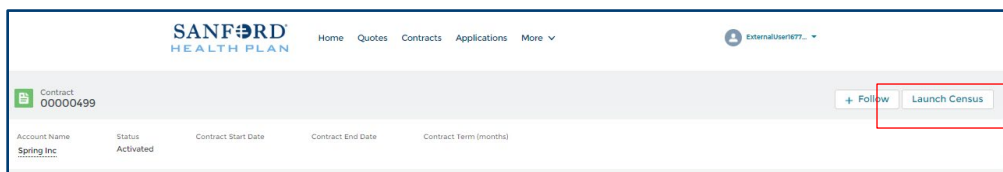
1 From the “Home” screen, click the “Contracts” button.



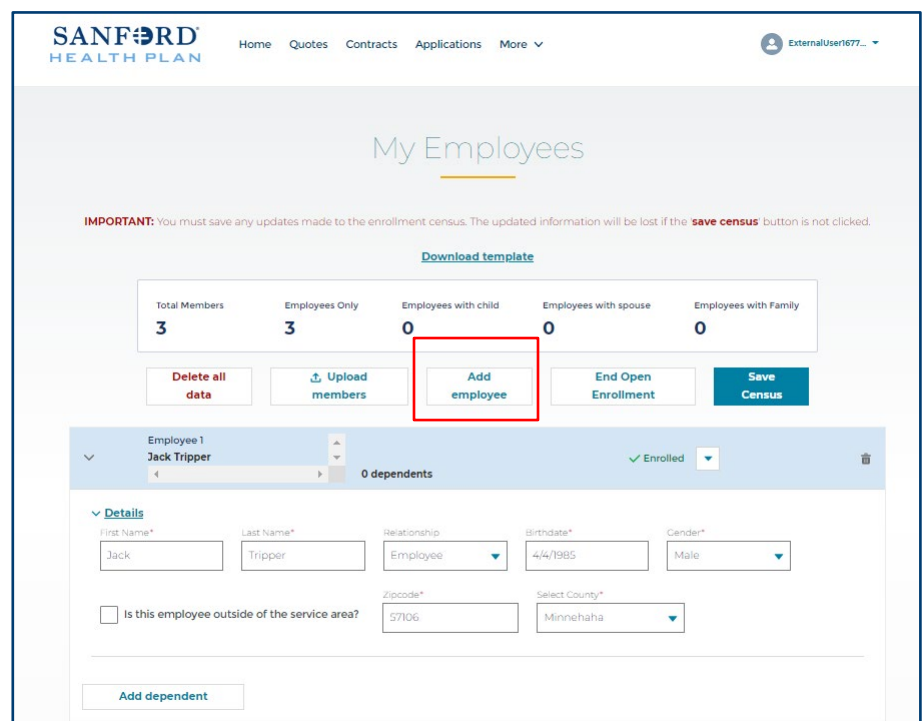
2 Locate the Contract under “My Contracts” and select the plan year the new employee will begin eligibility and click the contract name.



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



4 From the My Employee screen, select “Add employee”.



- 5 The new employee details are added to the bottom of the employees list. Update the information as requested. You can also add a dependent for that employee at this time by selecting the “Add dependent” button.

Employee 5

0 dependents

Missing Information

Details

First Name\* Last Name\* Relationship Employee Birthdate\* Gender\*

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

Please select a county

Invalid zip code Invalid First Name, Invalid Last Name, Invalid Birthdate, Invalid Gender

Add dependent

Save Census

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

- 6 On the new employee, select the down arrow on the right side. “Make elections / New hire / Returning” will be the option shown. Select this from the drop-down.

Employee 5

Larry Dallas

0 dependents

Details

First Name\* Last Name\* Relationship Employee Birthdate\* Gender\*

Larry Dallas Employee 1/1/1984 Male

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

57103 Minnehaha

Add dependent

7

The next screen will be “Employee Information”. Complete the information required and select “Next” at the bottom of the screen.

### Employee Information

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**Name**

First\*  Middle Initial  Last\*

**Birth Date**

Month\*  Day\*  Year\*  Gender \*  Male  Female

Social Security Number (SSN) or citizen ID\*  Marital Status\*

Error: Social Security Number (SSN) Or Citizen ID Is Required. Error: Marital Status is required.

Do you use tobacco? \*  Yes  No Primary Spoken Language

Are you an affiliate of the business \*

**Home Address**

Street Address\*  Apt. / Ste. (optional)

Error: Street Address Is Required.

City\*  Zipcode\*  Select County\*

Error: City Is Required.

Home Phone  Work Phone

E-mail Address

By providing your email, you agree to be contacted by Sanford Health Plan or its representatives.

**Next**

8

The next screen will offer the option to add Spouse & Dependent information at this time.

Here you will enter information for the spouse or dependent. You can add additional members by selecting “Add” on the top right of the member form.

If there are none, select “No” to the first question on the screen.

When complete, select “Next” on the bottom of the screen.

Spouse & Dependent Information

Do you have a spouse or dependent to add to your coverage? \*

Yes No

▼ Member **Add**

Name

First\* Middle initial (o... Last\*

Birth Date

Month\* Day\* Year\* Gender \* Male Female

Social Security Number (SSN) or citizen ID\* Relationship to primary applicant\*

Does this person live with the primary applicant? \*

Yes No

▼ Home Address

Street Address\* Apt. / Ste. (optional)

City\* State\* Zip Code\*

Does this person use tobacco? \* ⓘ

Yes No

Is this person eligible for Medicare Disability? \*

Yes No

Previous Next

9

Select one plan on the “Plan Selection” page. Select “Next” on the bottom of the screen.

SANFORD HEALTH PLAN

Home Quotes Contracts Applications More

ExternalUser1677...

Plan Selection

Plan Selection

\* Plans

Sanford SIMPLICITY \$1,500

Sanford TRUE \$1,500

Please select a plan to continue.

Previous Next

10 You will be asked two questions on the next screen for “Other Insurance”. Select the appropriate answers and select “Next” on the bottom of the screen.

If either answer is yes, additional fields will display for you to specify which member and complete required information.

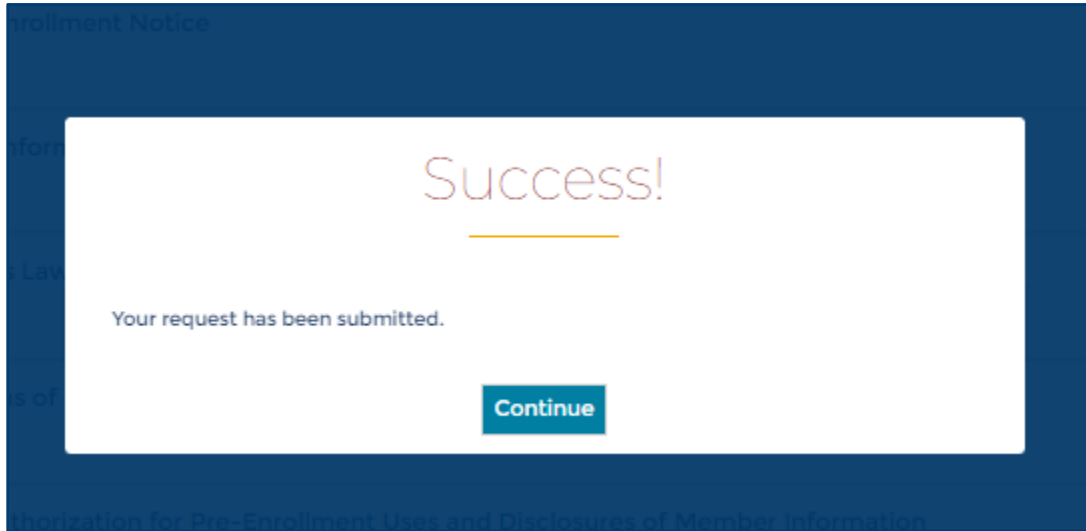
The screenshot shows the 'Other Insurance' page in the Sanford Health Plan portal. At the top, there is a navigation bar with 'Home', 'Quotes', 'Contracts', 'Applications', and 'More'. A user profile icon labeled 'ExternalUser1677...' is in the top right. A progress indicator at the top center shows four steps, with the fourth step, 'Other Insurance', highlighted. The main heading is 'Other Insurance'. Below it, there are two questions with radio button options for 'Yes' and 'No':  
1. 'Have you or any members of your household ever been enrolled with Sanford Health Plan?'  
2. 'Will you or any of your family members be covered by another health policy after the effective date of enrollment with Sanford Health Plan?'  
At the bottom, there are 'Previous' and 'Next' buttons.

11 The next and final page is Legal information. These disclosures must be provided to the employee for review before attesting to them. These are the same disclosures found on the paper employee application that can be provided to the employee. Check the box to attest and select “Finish” in the lower right corner.

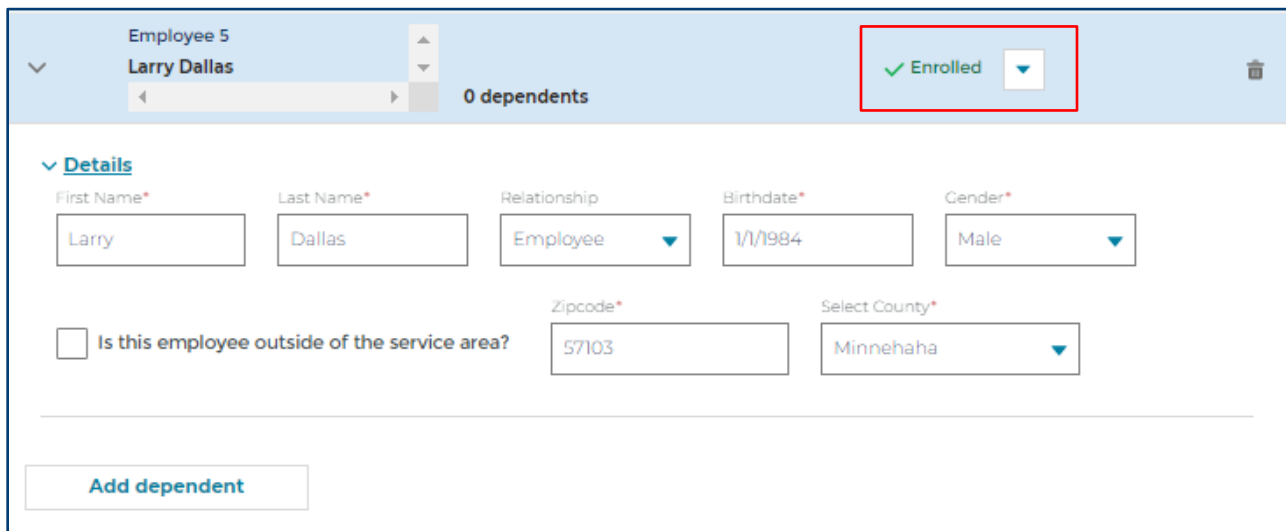
The screenshot shows the 'Legal' page in the Sanford Health Plan portal. At the top, there is a navigation bar with 'Home', 'Quotes', 'Contracts', 'Applications', and 'More'. A user profile icon labeled 'ExternalUser1677...' is in the top right. A progress indicator at the top center shows five steps, with the fifth step, 'Legal', highlighted. The main heading is 'Legal'. Below it, there is a section titled 'Special Enrollment Notice' with a dropdown arrow. The text in this section discusses enrollment rules and provides contact information for the Customer Services Department. Below the notice, there is a paragraph of legal text regarding privacy regulations. At the bottom, there is a red-bordered box containing a checkbox and the text: 'I attest that I, Jack Tripper, have provided the above legal notices to Larry Dallas.' Below this box are 'Previous' and 'Finish' buttons.

Tip: if you click on the title of each notice, it will collapse each section, reducing the need to scroll down to complete the page.

- 12 Your new employee has been enrolled. Select “Continue” to return to the “My Employees” page.



- 13 The employee will now show enrolled on the “My Employees” page.

A screenshot of an employee details form. At the top, there is a header bar with "Employee 5" and "Larry Dallas" in a dropdown menu, and "0 dependents" to the right. A red box highlights a "✓ Enrolled" status indicator with a dropdown arrow. Below the header, the "Details" section contains several input fields: "First Name\*" (Larry), "Last Name\*" (Dallas), "Relationship" (Employee), "Birthdate\*" (1/1/1984), and "Gender\*" (Male). There is also a checkbox for "Is this employee outside of the service area?" (unchecked), a "Zipcode\*" field (57103), and a "Select County\*" dropdown (Minnehaha). At the bottom left, there is a blue "Add dependent" button.