

Employee Enrollment

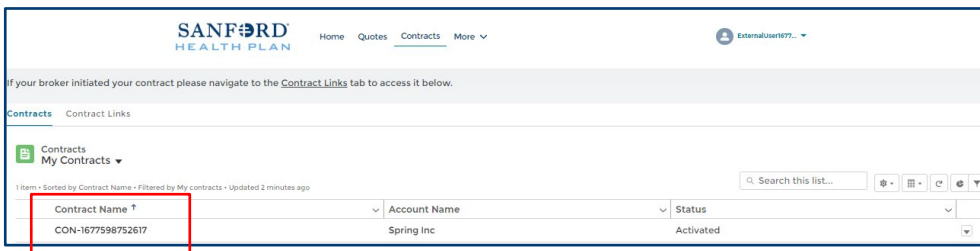
Employee Changes

Description: This job aid provides steps to update an existing employee's information including marriage, birth, retirement, spouse employment status, other.

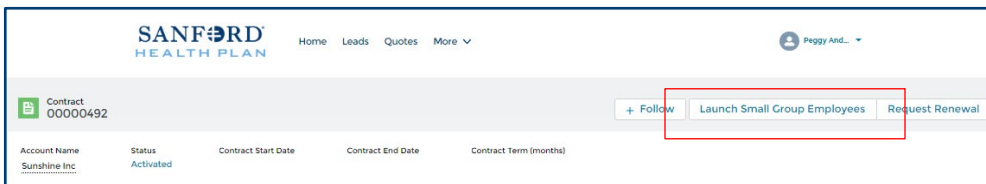
1 From the "Home" screen, click the "Contracts" button.



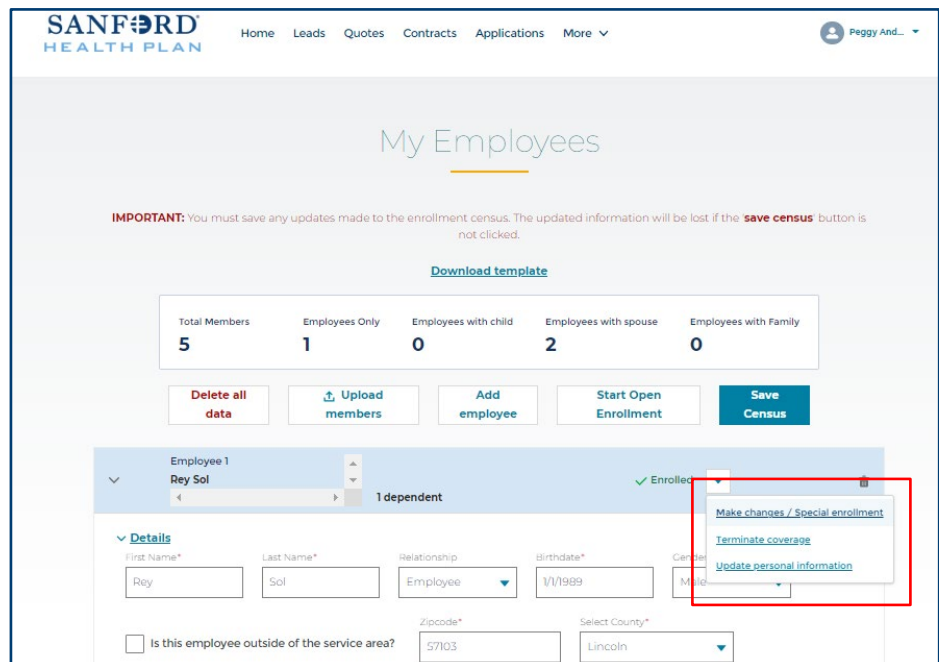
2 Locate the Employer Contract under "My Contracts" where the member is employed and click the contract name.



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



4 Locate the employee that needs updating. From the Enrolled button drop down, select "Make Changes / Special Enrollment".



5

You will now see the “Change Request” page. Choose a qualifying life event including the date of the event.

The screenshot shows the 'Change Request' page on the Sanford Health Plan website. At the top, there is a navigation bar with 'Home', 'Leads', 'Quotes', 'Contracts', 'Applications', and 'More'. A user profile for 'Peggy And...' is visible in the top right. A progress indicator at the top center shows 'Change Request' as the first step. The main heading is 'Change Request'. Below it, a note states: 'To make changes, you must have a **qualifying life event** and all changes must be requested **within 31 days** of the date of event.' The form section is titled 'Choose a qualifying life event *' and contains five radio button options: 'Birth, adoption, or placement of foster child', 'Marriage', 'Retirement: employee is eligible for retirement benefits and is to remain on the policy as a retiree', 'Change in spouse's employment status', and 'Other change'. Below these is a 'Date of event*' field with a calendar icon. A 'Next' button is located in the bottom right corner.

6

You should now see the “Employee Information” page. Verify the employee information and select “Continue”.

The screenshot shows the 'Employee Information' page on the Sanford Health Plan website. The navigation bar and user profile are consistent with the previous page. The progress indicator shows 'Employee Information' as the current step. The main heading is 'Employee Information'. The form is divided into several sections: 'Name' (First: Daisy, Middle Initial, Last: Green), 'Birth Date' (Month: 8, Day: 8, Year: 1990), 'Gender' (Male, Female - selected), 'Social Security Number (SSN) or citizen ID*' (333222333), 'Marital status*' (Single), 'Do you use tobacco?' (Yes, No - selected), 'Primary spoken language' (English), 'Would you like to change your current affiliate?' (Yes, No), and 'Current Affiliate Account' (Sunshine Inc). The 'Home Address' section includes 'Street Address*' (788 8th), 'City*' (Sioux Falls), 'Zipcode*' (57110), and 'Select County*' (Lincoln). There are also fields for 'Home Phone', 'Work Phone', and 'E-mail Address'. A disclaimer at the bottom states: 'By providing your email, you agree to be contacted by Sanford Health Plan or its representatives.' 'Previous' and 'Continue' buttons are at the bottom.

7

You should now see the “Add New Spouse or Dependents” page if you need to add a baby (birth, adoption, or permanent foster) or spouse.

Enter the new dependents information.

Select the “Add Button” in the upper right corner to add an additional new dependent or select “Next” to continue.

The screenshot shows the 'Add New Spouse or Dependents' page. At the top, there is a progress bar with four steps, and the second step is highlighted. Below the progress bar, the title 'Add New Spouse or Dependents' is displayed. A question asks, 'Do you have a spouse or dependent to add to your coverage?' with 'Yes' and 'No' radio buttons. Below this is a form for adding a new member. The form includes fields for Name (First, Middle Initial, Last), Birth Date (Month, Day, Year), Gender (Male, Female), Social Security Number (SSN) or citizen ID, and Relationship to primary applicant. There are also three yes/no questions: 'Does this person live with the primary applicant?', 'Does this person use tobacco?', and 'Is this person eligible for Medicare Disability?'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

8

You should now see the “Plan Selection” page. If there are no changes, select “Next” to continue.

The screenshot shows the 'Plan Selection' page. At the top, there is a progress bar with four steps, and the third step is highlighted. Below the progress bar, the title 'Plan Selection' is displayed. Under the heading '* Plans', there are two radio button options: 'Sanford SIMPLICITY \$500' and 'Sanford TRUE \$500'. At the bottom of the page, there are 'Previous' and 'Next' buttons.

9

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.

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Other Insurance

Other Insurance

Have you or any members of your household ever been enrolled with Sanford Health Plan? *

Yes No

Will you or any of your family members be covered by another health policy after the effective date of enrollment with Sanford Health Plan? *

Yes No

Previous Next

10

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.

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Legal

Legal

- > Special Enrollment Notice
- > Genetic Information Nondiscrimination Act of 2008 (GINA)
- > Michelle's Law
- > Conditions of Enrollment
- > HIPPA Authorization for Pre-Enrollment Uses and Disclosures of Member Information

I attest that I, Peggy Anderson, have provided the above legal notices to Jack Spring.

Previous Finish

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.

11

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

