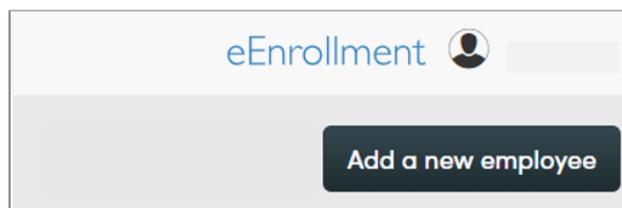


eEnrollment

Quick Tips

How do I add new employees?

Add new employees by clicking the **add a new employee button** on the Home screen.



Required fields are identified with an asterisk (*) and include:

- › First and Last Name
- › Gender
- › Date of Birth
- › Social Security Number
- › Hire Date
- › Address

How do I cancel benefits without changing the employee's active status?

When you cancel benefits for employees, they remain Active Employees.

- › Search for an employee
- › Select the **Benefit Details** tab for the employee
- › **Edit** the benefit election
- › Select the **Cancel Benefits for All** button
- › Select reason for cancellation and select **Next**
- › A warning message will ask you to confirm that you want to cancel benefits. Select **OK**
- › Enter date of request and date you were notified and select **Next**
- › Enter the date to cancel benefits and select **Next**
- › Review and save the changes
- › Cancellation of coverage is by product. If your group offers more than one product (ex. Medical and Dental) follow the previous steps for each product.



How do I terminate employment? What's the difference between terminating employment and canceling benefits?

When you cancel benefits for employees, the employee remains in active status.

Terminating employment changes the employee's status from Active to Terminated and also cancels all benefits for the employee and any dependents.

- › Search for an employee
- › Select **Terminate Employment** from the **Manage Employee** drop-down box
- › Enter the employment termination date for the employee
- › Review the benefit cancellation date for each benefit available
 - This date is pre-populated based on the employee's termination date and the benefit termination rule
- › Save the changes

How do I rehire employees?

Once employment is terminated, employees can be rehired and their benefits reinstated. eEnrollment allows for rehiring only if the rehire date is within a certain number of days past the termination date as defined in the Rehire Rules.

To rehire an employee:

- › Search for an employee
- › Select **Rehire Employee** from the **Manage Employee** drop-down box
- › Enter the employee's rehire date
- › Follow workflow and Save your changes

The screenshot shows a web form titled "Rehire Employee" with "Step 1" below it. The section is "Rehire Date and Login Information". There is a "Rehire Date*" field with a light pink background and a calendar icon on the right. At the bottom, there are two buttons: "Cancel" and "Save".

How do I cancel COBRA or State Continuation coverage?

The end dates for COBRA and State Continuation policies are automatically calculated. However, you can cancel benefits earlier.

To cancel COBRA or State Continuation coverage:

- › Search for the employee.
- › Select **Manage COBRA** or **State Continuation** from the **Manage Employee** drop-down box
- › Click **Edit** next to the benefit you want to cancel
- › Select **Cancel Benefits for All**
- › Enter requested information as prompted
- › Click **Save** to finalize transaction

How do I manage my daily tasks?

Your Tasks list shows employee tasks that need attention. Keeping up with the tasks in your tasks list ensures that data is sent to Louisiana Blue quickly and your employee transactions are processed in a timely manner.

Reminder: ANY open task on an employee will stop transactions entered from going to Louisiana Blue.

Your Tasks

View by: All Tasks

Benefits not started

Enrollment period: 2 selected | Benefit offer: 4 selected | Go

1 Employees with 6 or more days left to enroll

What reports can I get?

You can create many group reports, including Benefit Detail, Employee Census and Dependent Census reports.

From the Data & Reporting tab, you can:

- › Generate reports in multiple file formats, including PDF and CSV (Excel) files
- › Sort reports by employee name or SSN
- › Mask SSN under Formatting Options whenever possible to protect employee information.
- › Group and/or filter reports

You can also create employee-specific reports from the Employee Reports section of the employee's record.

Need additional technical or navigation support? Call **1-855-236-2885**.