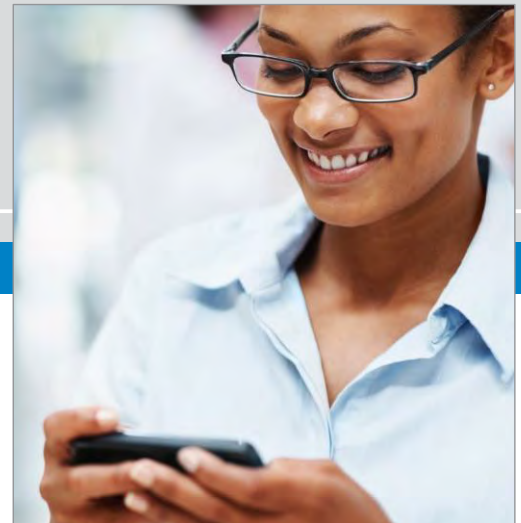


# Welcome to BluesEnroll<sup>SM</sup>

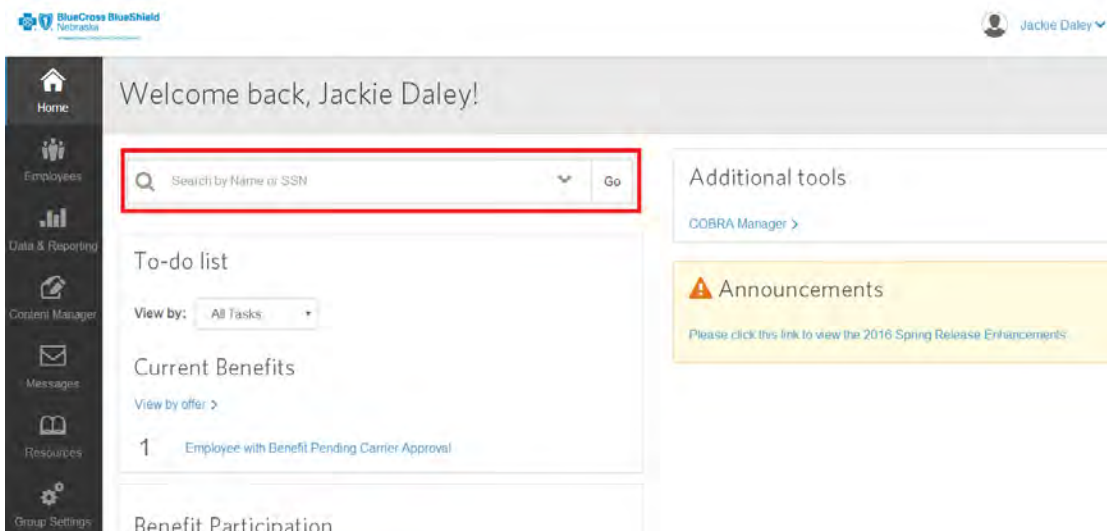


## EHA Open Enrollment 2017

Here are some helpful hints and general steps for your BluesEnroll Open Enrollment experience.

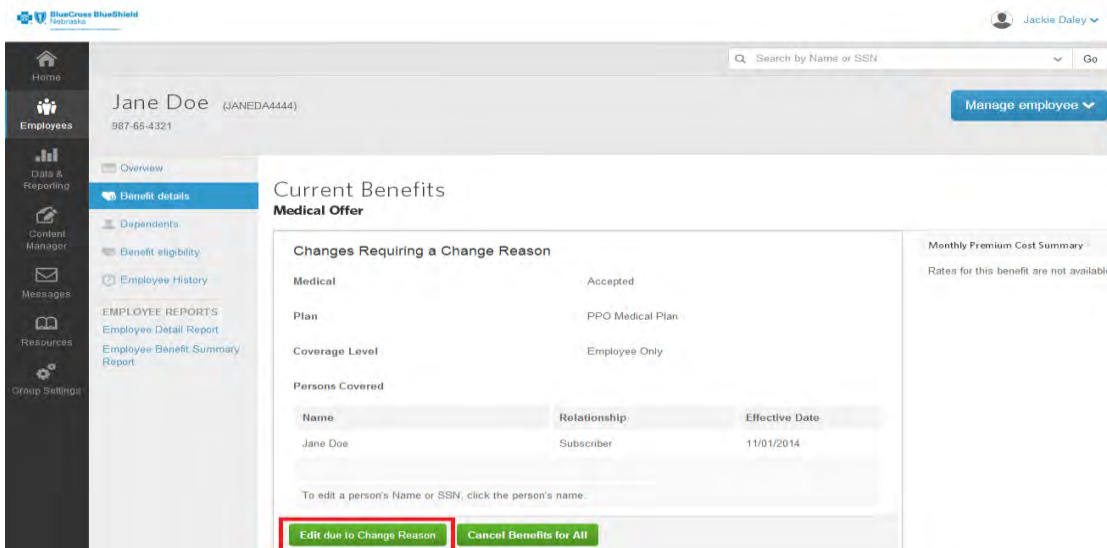
### Opening an Employee's Account in BluesEnroll

1. Type the employee's SSN or last name in the **Search** field located on the home page of your BluesEnroll screen. (Figure 1)
2. Click on the **Benefit** offer in the Benefit snapshot.
3. Click on the **Edit** button.



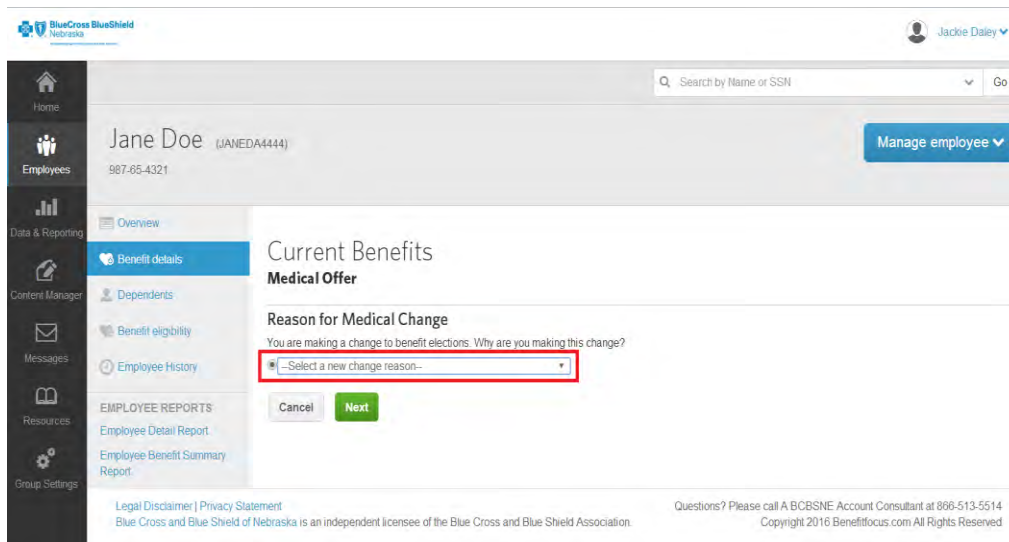
(Figure 1)

4. Click **Edit** due to Change Reason. (Figure 2)



(Figure 2)

- To make a change for Open Enrollment, select **Open Enrollment**. To make a change due to a Life Event, select the valid **Life Event** From the drop down. (Figure 3)
  - If the Coverage (tier) Level is changing, click **Edit** to the right of **Coverage Level**. If the **Coverage Level** is not changing, click the **Edit** button to the right of Persons Covered to add or remove a dependent.
  - You can add new dependents by clicking **Add Dependent** and entering dependent information. After adding a dependent, click **Next** until you are able to save.
  - To take current dependents off of coverage, just click **Cancel Coverage** to the right of their name.



(Figure3)

- To complete the enrollment you must click Save. If an **Approval Task** is created on the employee's **Overview tab**, please note all tasks must be approved before the final processing of the Open Enrollment period or the elections will not be sent.
- Changes prior to 9/1/2017 will need to be entered in the **Current tab** and changes for 9/1/2017 and after will need to be entered under the **Open Enrollment tab**.

## KEY TERMINOLOGY

### Your Tasks:

Highlights any members that require further attention.

### Current Tab:

Enter changes that need to be effective prior to 9/1/2017. Current Tab changes to Previous Tab on the renewal date.

### Open Enrollment Tab:

Enter changes with a 9/1/2017 effective date. Open Enrollment Tab changes to Current Tab on the renewal date.

### Summary Tab:

Terminate, Rehire or order new ID cards.

### Work Tab:

Change Category such as location or class.

### Benefits Tab:

Make changes to Plans, Coverage Levels or Benefit Cancellations. Add or remove dependents from coverage, enter information for Additional or Prior insurance coverage. DOB can only be changed in the Benefits Tab when editing benefits.