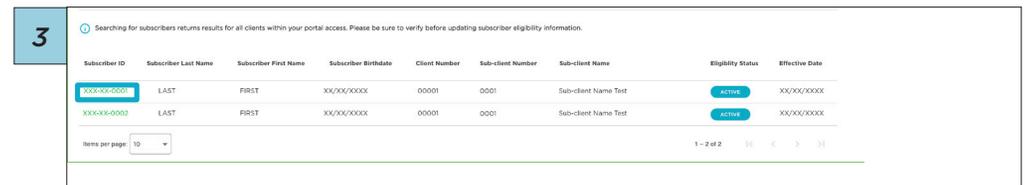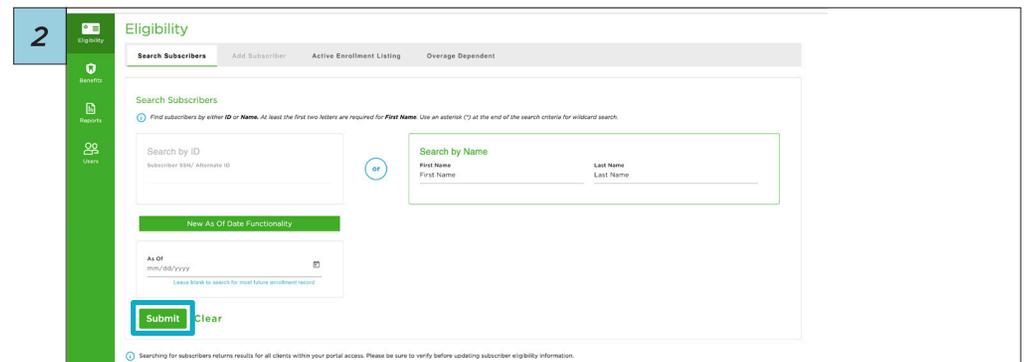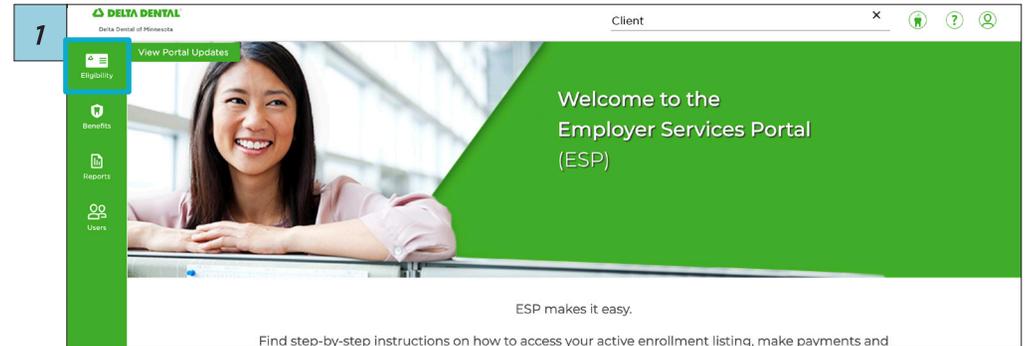# Employer Services Portal (ESP) Quick Guide

How to terminate dependents

1. On the left navigation menu, click **Eligibility.**
   Image 1

2. Search for the intended subscriber on the search subscriber tab by name or ID. Click **Submit.**
   Image 2

3. Click the **Active Subscriber ID.**
   Image 3

Employer Services Portal (ESP) Quick Guide

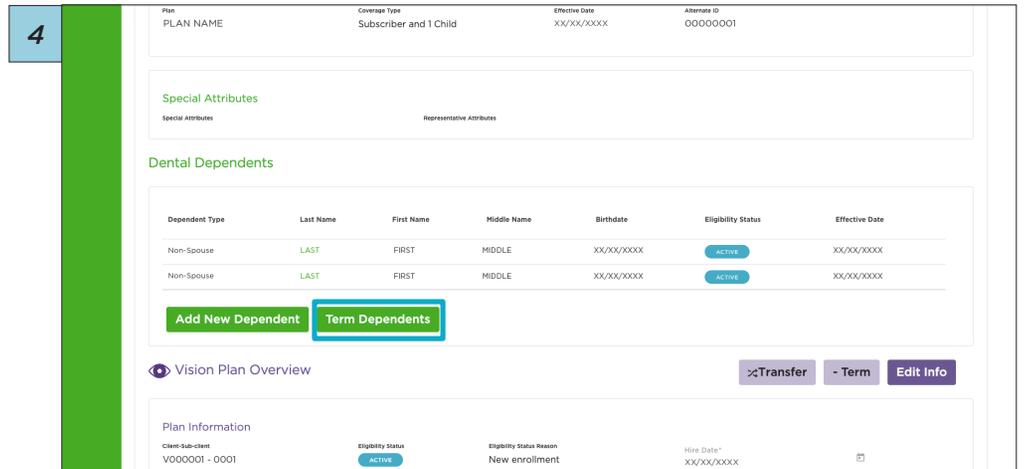## How to terminate dependents

4. Click **Term Dependents** below the dependent information.
    Image 4

5. Fill out fields for:
    - Coverage term date (first day without coverage)
    - Coverage term reason
    - The dependent(s) to be termed

    Click **Submit.**

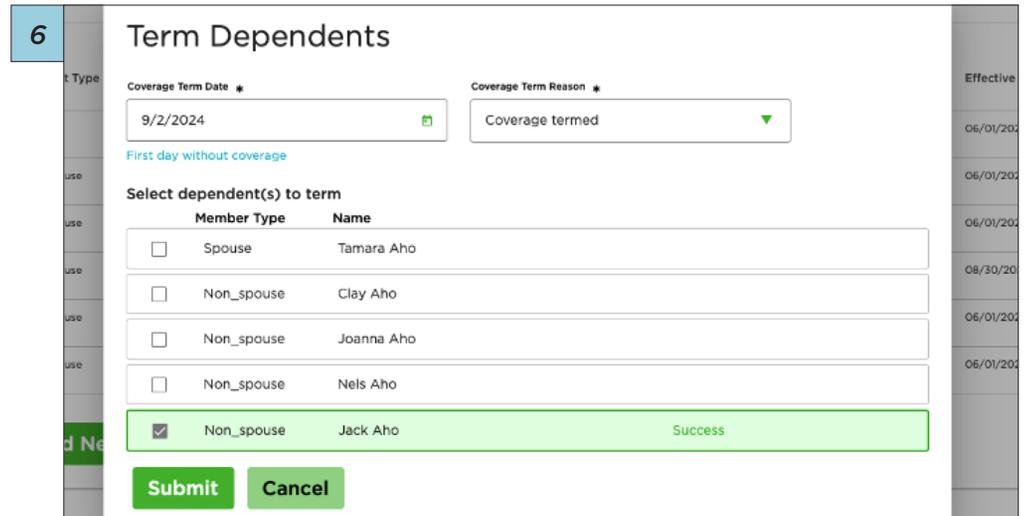   **Coverage term date is the first day without coverage rather than the last day with coverage.*

Employer Services Portal (ESP) Quick Guide

How to terminate dependents

6. The screen will show a green highlight over the dependent's name and Success.
   Image 6