

Employer Services Portal Quick Guide

How to add a dependent

1. Click on eligibility on the left navigation menu.
2. Search for the subscriber on the subscriber search tab by name or ID.
3. Select the subscriber from the results table.
4. The subscriber overview page will open.
5. At the bottom of the page, select add dependent. *(Image 1)*
6. The add dependent page opens. *(Image 2)*
7. Enter the require information:
 - a. Address is not required for a dependent.
 - b. Fields with an asterisk (*) These must be completed in order to the save button to be enabled.
8. Special attributes and designated representative information may be added at the time of subscriber enrollment.
9. Once information is entered, select save or save and add another to continue with additional family members.
10. Select return to subscriber overview to confirm list of dependents. *(Image 3), (Image 4)*

