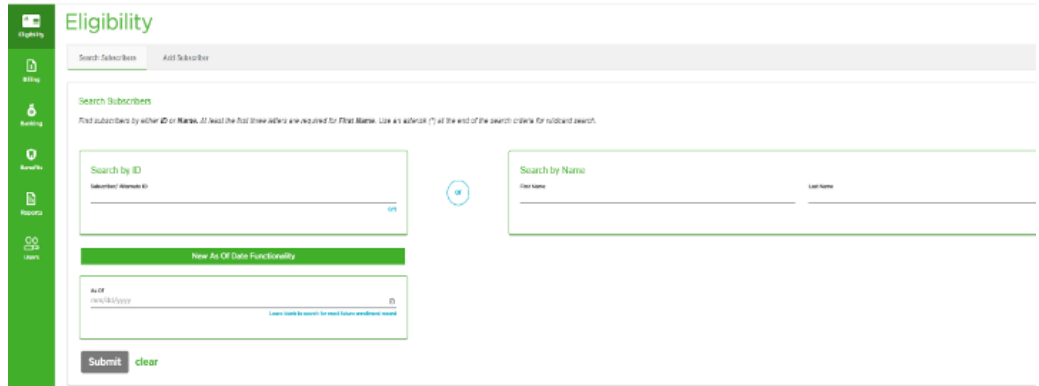


# Employer Services Portal Quick Guide

## As of Date field functionality

When a future enrollment exists for a member, using the new **As of Date** field, it allows you to locate, verify and edit enrollment records for various effective dates.



### Let's look at an example of a subscriber adding or removing dependents:

Leave the **As of Date** field blank for your search results to show the future state of the enrollment records.

#### For example:

Jane Doe, the employee, has added dependents as of 1/1/2022. This is the future **As of Date**.

- Leave the **As of Date** field blank.

As Of

mm/dd/yyyy

Leave blank to search for most future enrollment record

- View the following results.

Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Client Number	Sub-Client Number	Sub-Client Name	Eligibility Status	Effective Date
xxx-xx-xxxx	Doe	Jane	xx/xx/xxxx	000000	0001	Plan 1	ACTIVE	01/01/2022

- Or enter today's date.

As Of

12/1/2021

Leave blank to search for most future enrollment record

Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Client Number	Sub-Client Number	Sub-Client Name	Eligibility Status	Effective Date
xxx-xx-xxxx	Doe	John	xx/xx/xxxx	000000	0001	Test	ACTIVE	06/01/2017

- Notice the difference between the coverage lines is the effective dates, choose the subscribers record to view the Subscriber Details page.
- Once on the Subscriber Details page, utilize the **Set As of Date** field to navigate between coverages.

Subscriber Information    Transaction History    Replacement ID Card

## Subscriber Details

Set As Of Date
Edit Info


## Let's look at an example of an employee changing plans or sub-group locations:

Leave the **As of Date** field blank for your search results to show the future state of the enrollment records.

### For example:

Today's date is 12/1/2021. Jane Doe, the employee, has moved from plan 1 to plan 2 as of 1/1/2022. 2022 is the future date.

- Leave the **As of Date** field blank.

As Of  
mm/dd/yyyy 


[Leave blank to search for most future enrollment record](#)

- View the following results.

Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Client Number	Sub-Client Number	Sub-Client Name	Eligibility Status	Effective Date
xxx-xx-xxxx	Doe	Jane	xx/xx/xxxx	000000	0001	Plan 1	<span>inactive</span>	01/01/2022
xxx-xx-xxxx	Doe	Jane	xx/xx/xxxx	00000	0002	Plan 2	<span>active</span>	01/01/2022

If you enter today's date and Jane Doe has a future enrollment, here is what her enrollment looks like. On 12/1/2021 you will not see a status or date because as of this date there is no change to Jane Doe's coverage.

- Enter today's date.

As Of  
12/1/2021 

[Leave blank to search for most future enrollment record](#)

- View the following results.

Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Client Number	Sub-Client Number	Sub-Client Name	Eligibility Status	Effective Date
xxx-xx-xxxx	Doe	Jane	xx/xx/xxxx	000000	0001	Plan 1	<span>active</span>	01/01/2022
xxx-xx-xxxx	Doe	Jane	xx/xx/xxxx	00000	0002	Plan 2		

### Current records with a future state:

If Jane Doe needs to update her current coverage after the future enrollment date is changed (for example a change of address), enter today's date so you can access her records.

In order to update current subscriber/dependent enrollment records that have a future enrollment state, you must enter today's date. If your subscriber record does not have a future update/change, then you can leave the **As of Date** field blank.