

Managing and Approving Dependents Overview

This Job Aid provides the step-by-step instructions utilized by an Agency Benefits Administrator to generate the Dependent Waiting Approval Benefits Eligibility Audit Report. This report should be generated and reviewed on a regular basis in order to monitor those dependents that are currently in an "Unapproved Dependent" status. Unapproved dependents are not covered under the employee's selected plan coverage and must be updated to a status of "Approved Dependent" once the applicable supporting documentation is provided by the employee. Use this report to review these dependents pending approval and to follow up with the employee to ensure that the supporting documentation is provided timeframe.

This Job Aid also provides the step-by-step instructions utilized by an Agency Benefits Administrator (BA) to re-open and reprocess a Benefit Event after the Benefit Event was validated and finalized. Re-opening a Benefit Event may be required in any of the following circumstances:

- Additional dependents need to be enrolled
- Additional enrollments need to be completed
- Updates or corrections to the enrollments or dependents information are needed
- Dependents need to be updated from "Unapproved Dependent" to "Approved Dependent" when the required supporting documentation is provided by the employee

Benefit Events should only be re-opened within their original enrollment window. Request permission from the Office of Health Benefits (OHB) prior to re-opening a Benefit Event outside of the original enrollment window.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 1; <u>Section</u> <u>2</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Running the Dependent Waiting Approval Benefits Eligibility Audit Report

Step	Action
1.	Navigate to the Benefit Eligibility Audits page using the following navigation path:
	NavBar > Menu > Benefits > Reports > Audits > Benefit Eligibility Audits

The Benefit Eligibility Audits Search page displays.

← Car	rdinal Homepage				Benefit Eligibi	lity Audits	
Benefi	it Eligibility Au	udits					
Find a	an Existing Va	lue				+Add a New Value	
✓ Sear	rch Criteria	and all the Second Leave fields blan	le fer e liet ef ell voluce				
Enter an	Pecent Searches	ave and click Search. Leave fields bran	Saved Searches	Chasses from saved search		>	
	Recent Searches		• •		Choose nom saveu searci		
	Search by:	Run Control ID begins with					
		Search Clea	ır				
A	For more	e information pertain	ing to the Car	dinal HCM S	earch pages, re	efer to the Job Aid	d titled
U	"Overvie Website	w of the Cardinal HC in Job Aids under I	CM Search Pa ₋ earning .	ges". This Jo	ob Aid is locate	ed on the Cardina	I
						·	
A	If this is Control I	not the first time gen D before creating a	erating this re	port, always ers cannot de	search for and lete Run Contr	use an existing F	≀un are
	created a	and saved. The inst	ructions provid	ded in Steps	2-4 assume th	at this is the first	time that
	this repo	rt is being generated	d.				
2.	Click the	Add a New Value	button.				
			1				
	Ð	Add a New value]				
]				



Step	Action
The Ad	d a New Value page displays.
	Cardinal Homepage Benefit Eligibility Audits
	Benefit Eligibility Audits
	Add a New Value Q Find an Existing Value
	Run Control ID
3.	Enter a Run Control ID in the Run Control ID field based on the following guidelines:
	 The Run Control ID must be unique and should be descriptive enough to help locate for future use
	b. Up to 30 characters are allowed
	 No blank spaces can be used. However, and underscore can be used in lieu of spaces
	d. Do not use wildcard symbols (%)
	Run Control ID
	Add
4.	Click the Add button.
	Run Control ID
	Add
The Be	nefits Eligibility Audits page displays.



Step	Action
	< Cardinal Homepage Benefit Eligibility Audits
	Benefit Eligibility Audits
	Run Control ID DEP_APPROVAL_RPT Report Manager Process Monitor Run
	Process Request Parameter(s)
	Company (Leave Blank for All) ABC • Alcoholic Beverage Control
	Dependent Waiting Approval Retired, Tricare and TLC Employees Approaching 65
	Dependent of Retirees/Tricare,TLC employees Approaching 65
	Dependent Child Approaching 26 Disabled Over-Ann Dependent Child
	Save Notify Add Update/Display
5.	Select the applicable Company using the Company Look Up icon.
	Process Request Parameter(s)
	Company (Leave Blank for All) ABC Q Alcoholic Beverage Control
6.	Click the Dependent Waiting Approval checkbox option.
	Process Request Parameter(s)
	Company (Leave Blank for All) ABC Q Alcoholic Beverage Control
	Dependent Waiting Approval
	□ Retired, Tricare and TLC Employees Approaching 65
	Dependent of Retirees/Tricare, TLC employees Approaching 65
	Dependent Child Approaching 26
	□ Disabled Over-Age Dependent Child
7.	Click the Save button.
	Save Notify
8.	Click the Run button.
	Benefit Eligibility Audits
	Run Control ID DEP APPROVAL RPT Report Manager Process Monitor Run



Step	Action
The Pro	cess Scheduler Request page displays.
	Process Scheduler Request ×
	Help
	User ID V_TRN_BN36102 Run Control ID DEP_APPROVAL_RPT
	Server Name V Run Date 04/22/2024
	Recurrence Run Time 10:43:05AM Reset to Current Date/Time
	Select Description Process Name Process Type Type Format Distribution
	Image: Benefit Eligibility Audits V_BN301_RPT Application Engine Image: Web line Image: Distribution
	OK Cancel
9.	The Type field defaults to "Web". Update to "Email", "File", or "Printer" as desired. If "Email" is
	selected, use the Distribution link to identify the email address to send the report to.
	Process List
	Select Description Process Name Process Type Type Format Distribution
	Benefit Eligibility Audits V_BN301_RPT Application Engine Web PDF Distribution
10.	The Format field defaults based on the report being generated. Update as needed if other formate are available for the report being generated.
	Process List Select Description Process Name Process Type 'Type 'Format Distribution
	Benefit Eligibility Audits V_BN301_RPT Application Engine Web V PDF Distribution
	Refer to the HCM Reports Catalogs to identify the formats available for each specific HCM
	Report. The HCM Reports Catalogs are located on the Cardinal Website under Resources.
11.	Click the OK button.
	OK Cancel
The Be	nefit Eligibility Audits page redisplays.



Step	Action	
	< Cardinal Homesage Benefit Eligibility Audits 🏠 🗄 🧭	
	New Window Help Personalize Page	
	Benefit Eligibility Audits	
	Run Control ID DEP_APPROVAL_RPT Report Manager Process Monitor Run	
	Process Request Parameter(s)	
	Company (Leave Blank for All) ABC Q Alcoholic Beverade Control	
	Dependent Walding Approval	
	CRetired, Tricare and TLC Employees Approaching 65	
	Dependent of Retirees/Tricare,TLC employees Approaching 65	
	Dependent Child Approaching 26 Disabled Over-date Dependent Child	
	Sare Notify Add Update/Display	
12.	Click the Process Monitor link. Benefit Eligibility Audits Run Control ID DEP_APPROVAL_RPT Report Manager Process Monitor Run	
The Pro	ocess Monitor page displays.	
	Caestific Globility Audite Process Monitor	
	Process List	
	View Process Request For	
	UserID Q, Type v Last v 1 Days v Refiesh	
	Server Name Q Instance From Instance To Clear	
	Run Status 💙 Distribution Status 💙 🗆 Save On Refresh Roport Managor Rooot	
	▼ Propies List	
	IFF Q I 4 12 at 2 v > I View All	
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details Actions	
	252310 Application Engine V_ER031_R*T V_TRUE INSIGN 04/22/2242 10:33 00AM EDT Processing NA Details * Actions	
	25230309 Application Engine V_BN301_RPT V_TRN_BN38102 04/22/2024 10.43.05AM EDT Success Posted Details ▼Actions	
	Go back to Benefit Eligibility Audits Smm Natify	
13.	Click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted".	ì
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Benefits Job Aid

Ste	р	Actic	n													
		< Benefit	Eligibility Aud	lits				Process Mor	nitor							ଜ : ⊘
		Process	List											New Win	dow Help	Personalize Page -
		View Proc	ess Request F	For												
		User ID		Q Type		Last	•	1 Days	•	Refres	h					
		Server Run Sta	tus	Name	tribution Status	Q Instance	From	Instance To		Clear						
							Save On	Refresh Report Ma	nager							
		▼ Process	List							14	1 1-2 of 3		View Al			
		Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details Actions														
		_ 2	529310	Applicatio	n Engine V_B!	1301_RPT	V_TRN_BN36102	04/22/2024 10:53:00AM E	DT	Processing	N/A	Details	▼Actions			
		2	529309	Applicatio	n Engine V_B≀	1301_RPT	V_TRN_BN36102	04/22/2024 10:43:05AM E	DT	Success	Posted	Details	▼Actions			
		Go back to E	lenefit Eligibility	Audits												
		Save	Notify													-
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14.				CIIONS	aropuov		lion.									
		▼ Proce											14 4	1-2 of 2	→)	View All
		Select	Instance	Seq.	Process Type	Pro	cess Name	User	Run Da	ate/Time		Run Sta	tus Dis	tribution	Details	Actions
			2529310		Application Engine	V_E	3N301_RPT	V_TRN_BN36102	04/22/2	2024 10:53:0	0AM EDT	Processi	ng N/A		Details	▼Actions
			2529309		Application Engine	V_E	3N301_RPT	V_TRN_BN36102	04/22/2	2024 10:43:0	5AM EDT	Success	Pos	sted	Details	✓Actions
Th A	ctio	ns dr	opdov	wn mer	nu displa	ys.										
< Bene	əfit Eligibi	lity Audits						Process Monitor							-	ĥ : Ø
Proce	ess List													New Wir	ndow Help	Personalize Paga
View Pro		quest For	2 типо		▼ Last	~		1 Days		Refresh						
Ser	ver	• •	Name		Q Instan	ce From	Inst	tance To		Clear						
Run	Status		► Dis	stribution Status	;	✓ Si	ave On Refresh	Report Manager		Reset	j					
▼ Proce	ess List									14	 1-1 of 1 	• • •	View A	JI		
Select	Instance	Seq.	Process	Туре	Process Name	User	Run	Date/Time	Run	Status	Distribution	Details	Actions			
	2529317		Applicati	on Engine	V_BN301_RPT	V_TRN_BN	136103 04/22	2/2024 2:36:06PM EDT	Suc	cess F	Posted	Details	▼ Actions	1		
													Update Pro Details	ocess >		
Go back t Save	o Benefit E Notif	Eligibility Auc	lits										Parameter Message L	s og		
													Batch Timi View Log/1	ngs Frace		
15.	(Click	the V	iew Lo	g/Trace	list ite	em.									



Ť	Process List						14	4 1-1 of 1		View		
s	elect Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution	stribution Details			
0	2529317		Application Engine	V_BN301_RPT	V_TRN_BN36103	04/22/2024 2:36:06PM EDT	Success	Posted	Details	▼ Actions		
	Save Notify	gibility Audits	inge displays	s in a new	window					Details Paramete Message Batch Tir View Log		
		 pu										
				v	iew Log/Tr	ace				×		
R	eport Report II Nam Run Statu) 1830 e V_BM s Succ	1988 N301_RPT xess	V Process Proce	Instance 252	9310 Mess Nication Engine	age Log		H	elp 🔺		
R Be D	Report Report II Nam Run Statu mefit Eligibili Distributior Distributiot	0 1830 V_Bh s Succ ty Audits Details on Node	988 N301_RPT cess s s e hrtm	Process Proce	Instance 252 ess Type App xpiration Date	ace 19310 Mess Dication Engine	age Log		Н	elp 🔺		
R Be D	Report Report II Nam Run Statu enefit Eligibil Distributior Distributior	0 1830 • V_Bi s Succ ty Audits • Details • on Node	9988 N301_RPT cess s s e hrtm	Process Proce	Instance 252 ess Type App	9310 Mess Dication Engine	age Log		Н	elp 🔺		
R Be D	Report Report II Nam Run Statu enefit Eligibili Distribution Distribution Distribut) 1830 V_Br s Succ ty Audits Details i Details	9988 N301_RPT ess s e hrtm	Process Proce F	Instance 252 ess Type App xpiration Date	9310 Mess oblication Engine 05/22/2024	age Log		H	elp 🔺		
R Be D Fill Na AE	Report Report II Nam Run Statu enefit Eligibili Distribution Distribution Distribut e List ame E_V_BN301) 1830 V_Br Succ ty Audits Details i Details i n Node	988 N301_RPT ess e hrtm	Process Proce F 3	Instance 252 ess Type App xpiration Date	ace 9310 Mess Dication Engine 05/22/2024	age Log tted 53:58.4262	95AM EDT	H	× elp ▲		
R Be D Fill Na AE	Report Report II Nam Run Statu enefit Eligibil Distribution Distribution Distribut e List ame E_V_BN301) 1830 V_Bi S Succ ty Audits Details on Node	988 N301_RPT ess s a hrtm 529310.log	Process Process Froce F 3 4	Instance 252 ess Type App xpiration Date	ace 9310 Mess olication Engine 05/22/2024) Datetime Creation 04/22/2024 10: 04/22/2024 10:	ted 53:58.42624	95AM EDT	H	elp 🔺		

Name	File Size (bytes)	Datetime Created
AE_V_BN301_RPT_2529310.log	359	04/22/2024 10:53:58.426295AM EDT
AE_V_BN301_RPT_2529310.trc	4,002	04/22/2024 10:53:58.426295AM EDT
DepApprove.pdf	3,205	04/22/2024 10:53:58.426295AM EDT

The Dependent Waiting Approval Benefits Eligibility Audit report displays.



Step	A	ctic	on																										
	Dependent Walting Approval																												
	Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Depend/Be	Dep Last	Dep First	Dep Middle	DEP DOB	RelaticOise	able Bfective Date	e Disabled As of Date	Medicare Date	Address 1	Address 2	City	State	Postal	Email Addre	rss Email Type	Benefit Grou	ip Unit	Dept ID	Audit Reaso	•		
	ASC	0086-0033500	0	Snaps	Sugar		01	Snaps	Ginger		4/1/1999	SP N	\$/1/2024			200 Main Street		Richmond	VA :	23219	noemail@vir	rginia 8 U SN	999001000	99900	190705	Documentati Approval	on		
	ASC	0086-0033500	° .	Snapi	Sugar		02	Snaps	Finger		4/12/2019	SC N	\$/1/2024			200 Main Street		Richmond	VA :	23219	noemail@vir	rginiaBUSN	999001000	999900	190705	Documentati Approval	on		
1	R a e th	levie ppro mple nis re	ew ova oyo ep	this re al whe ee(s) a ort are	epor n the as n e not	t to e a eec : cu	ide ppl led rre	enti ica to ntly	ify a ble : obta / co	iny sup ain ver	de po the ed	per rtin e su on	nden ig do uppo the	its th ocur ortin emp	nat ner g d ploy	are c ntatio ocum /ee's	urre n is nenta sele	ntly rec atio ecte	v "L eive n a d p	Jna ed. s d	ppr Fc lepe	ovo ollo enc	ed" w u dent	an ip v ts c	d a vith disp	nre p the play	bence ed c	ding on	}



How to Approve a Dependent

Once the employee provides the applicable supporting documentation to add the dependent(s) to their plan coverage, the applicable Benefit Event will need to be re-opened and reprocessed in order to update the dependent(s) to a status of "Approved Dependent". This Benefit Event could have been triggered by:

- A Life Event manually created by a Benefits Administrator
- A Life Event initiated by the employee through Employee Self-Service (ESS)
- An Open Enrollment Event including the addition of dependents to coverage

Step	Action
1.	Navigate to the On-Demand-Event Maintenance page using the following navigation path:
	NavBar > Menu > Benefits > Managed Automated Enrollments > Events > On-Demand Event Maintenance

The **On-Demand-Event Maintenance Search** page displays.

Cardinal Homepage	On-Demand Event Maintenance
-Demand Event	Maintenance
nd an Evicting V	
	100
Search Criteria ter any information you h	nave and click Search. Leave fields blank for a list of all values.
Recent Searches	Choose from recent searches V Saved Searches Choose from saved searches V
	Empl ID begins with v
	Empl Record = v
	Name begins with v
	Last Name begins with v
Sec	begins with V
Alternate C	Character Name begins with 👻
	∧ Show fewer options
	Case Sensitive
	Search Clear
For more	e information pertaining to the Cardinal HCM Search pages, refer to the Job Aic
"Overvie	w of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal
Website	in Job Aids under Learning.



Step	Action			
2.	Enter the applicable employee's Employee ID in the Empl ID field.			
	Empl ID begins with ~			
i	Searches can also be performed using the employee's name. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.			
3.	Click the Search button.			
	Clear			
The On-D	emand Event Maintenance page displays for the applicable employee.			
	C Cardinal Konegogia On-Demand Event Maintenance On-Demand Event Maintenance Person ID Ben Record 0 Activity Date Source Einel Record 0 Status Source Einel Record 0 Status Class Event Status Event Status Event Date Status Class Event Status Event Status Event Status Event Status Event Status Eventuated Elaboret Run Date Frequency Debow Prent Validatell'instatze G of Debow Prent Enstatus/Apply Defaults Continuentine Elaboret Run Date Frequency Enstatus/Apply Defaults Validatell'instatze Fros Bow Prent Finalize/Apply Defaults Serve Rutun to Search Normal Processing Normal Processing			
	The Pending Activities field displays a "0" as there are no Benefit Events for this employee that are open for processing.			
•	Activity Date Source Empi Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 0 Event Date Status Class Event Status Update Prepare Options Event Status Event Status Event Status			
4.	Click the Event Status Update button.			
	Activity Date Source Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 0 Event Date Status Class Event Status Update Prepare Options Event Status Event Status Event Status			



Step	Action					
The Upda	ate Event Status pa	age displays in a pop-u	p window.			
		BenAdmin Even	t Status Update	×]	
				Help		
	Updat	e Event Status	Ben Record 0			
	Event	Statue Lindate @		1.d2 w b bl		
	Event	Status opdate ()	_			
		Schedule ID EM00 Event Date 05/01/2024 Event Disconnected	Address Eligibility	Changed Changed		
		Event ID 2	□ Job Eligibility Chan □ Event Out of Seque	ged nce		
		Event Class MAR Marriage Event Priority 420	Finalize/Apply Defa	ults		
		Benefit Program SAL	Print Option Print Confirmation For *Process Normal Processing	ms Only V		
		Action Source Manual Event	*Event Status Closed to Processing	~		
		Sabadula ID 17400	Address Eligibility	Changed		
		Event Date 07/10/2023	MultiJob Indicator	Changed		
		Event ID 1 Event Class HIR Initial Enrollment	Event Out of Seque	nce		
		Event Priority 100	Finalize/Apply Defa	ults		
		Benefit Program SAL Process Status Finalized - Enrolled	*Process Normal Processing	✓		
		Action Source Job Data Change	*Event Status Closed to Processing	~		
	ок	Cancel Apply		Refresh		
				•	J	
1	In this example, it need to re-open th Event Status Update ⑦ Schedule ID Event Date Event ID Event Class Event Priority	EM00 05/01/2024 420	enefit Event. e dependent.	Once the even Q I Address Eligibility Cl MultiJob Indicator Ch Job Eligibility Change Event Out of Sequence Finalize/Apply Defaul	of 2 v b b anged anged ed ts	I, you will
	Benefit Program	841	Print Option	Print Confirmation Form	s Only 🗸	
	Process Status	Finalized - Enrolled	*Process	Normal Processing	~	
			*Evont Status	Closed to Processing		
	Action Source	Manual Event	Event Status	Closed to Frocessing		
5.	Click the Process	dropdown button and	select "Re-En	ter".		
	Event Status Update ⑦			Q	l of 2 ♥ ▶ ▶	
	Schedule ID Event Date Event ID	EM00 05/01/2024 Event Disconnected 2	I	Address Eligibility C MultiJob Indicator C Job Eligibility Chang Event Out of Sequer	hanged hanged jed ice	
	Event Class	MAR Marriage		Finalize/Apply Defau	lts	
	Event Priority	420	Print Option	Print Confirmation For	ns Only	
	Benefit Program	SAL		De Ceter		
	Process Status	Finalized - Enrolled	^Process	Re-Enter	~	
	Action Source	Manual Event	*Event Status	Closed to Processing	~	



Step	Action	
6.	Click the Event Status dropdown button and select	t "Open for Processing".
	Event Status Update ⑦	Q 4 4 1 of 2 v b b
	Schedule ID EM00 Event Date 05/01/2024 Event ID 2 Event Class MAR Marriage Event Priority 420 Benefit Program SAL Process Status Finalized - Enrolled Action Source Manual Event	□ Address Eligibility Changed □ MultiJob Indicator Changed □ Job Eligibility Changed □ Event Out of Sequence □ Finalize/Apply Defaults Option Print Confirmation Forms Only ▼ Status Open for Processing
7.	Click the OK button at the bottom of the page.	
	OK Cancel Apply	
The On-D	Demand Event Maintenance page redisplays.	
Cardinal Homepage	ent Maintenance Source Person ID Source Source	New Window Help Personaliza Papa



Step	Action
	The Status field still displays "Finalized – Enrolled". The Event Status field now displays as "Open for Processing". The Process Indicator field displays an "R" for Re-Enter. Notice that the Election Entry button is disabled.
	On-Demand Event Maintenance
	Person ID Ben Record 0
	Activity Date Source Empl Record 0
	Schedule/Prepare Activity Pending Activities 0 Show Activities Action
i	Event ID 2 Event Date 05/01/2024 Status Finalized - Enrolled Class MAR Event Status Update
	Enrollment Statement Run Date
	Constant Sets Frequency Sets Constant Constant Sets Constant Constant Sets Constant Set
	Election Entry Entered 1 of 1 Show Plans
	Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults
	Confirmation Statement Run Date
	Reprocess Process Indicator R Q Re-Enter
	Save Return to Search Notify
8.	Click the Reprocess button.
	Reprocess Process Indicator R Q
	Save Return to Search Notify
11.	A Confirmation message displays in a pop-up window once the automated program completes.
	Click the OK button to close the message.
	OK Cancel



Step	Action
The On-D	emand Event Maintenance page redisplays.
< Car	Inal Homepage On-Demand Event Maintenance
On-De	Ben Record 0
Act	vity Date Source Empl Record 0
Ever	11D 2 Event Date 05/01/2024 Status Re-Enter Class MAR Event Status Update
	Prepare Options Event Status Open for Processing Errofment Statement Run Date Frequency
	Deduction Frequency Annual Frequency
	Ellection Entry Entered of Show Plans Validate/Finalize Errors 0 Show Errors Inalize/Apply Defaults
	Confirmation Statement Run Date
Save	Neprocess Process Indicator N C Return to Search Notify Normal Processing
i	The Status field now displays "Re-Enter". The Event Status field still displays as "Open for Processing". The Process Indicator field now displays an "N" for Normal Processing. Notice that the Election Entry button is enabled.
	Confirmation Statement Run Date Reprocess Process Indicator Normal Processing
12.	Click the Election Entry button.
	Election Entry Entered 1 of 1 Show Plans
	Validate/Finalize Errors 0 Show Errors Pinalize/Apply Defaults
	Commission Calculater Kun Date



Step	Action				
The BenA	dmin Data Entry pa	ge displays with	the Option Elec	tion tab displayed by	/ default.
		Be	nAdmin Data Entry		×
	Event / Participant Selection Option	Election Dependents / Benefi	ciaries		Help ^
	Sched ID EM00 Empl i Event Data 05/01/2024 Marriage	D	Ben Record Excess Credit Rollover To	0 Event ID 2 Forfeit Excess Credits	
	▼ Available Plans and Options ⑦			Q 1 of 1 ~	1
	Plan Type 10 : Medical				
	Option Code 28 Q	COVA Care + Prev Dental (ACC0) (Fa	imily)	0	
	Health Provider ID		Previously Seen Specia	al Requirements	
	Dependents/Beneficiaries				
	Enroll All				
	"ID Name	Relationship to Health Pro Employee ID	vider Previously Covered Seen Person Type	, Age Limit Flag	
	01 Q Ginger Snaps	Spouse	Spouse	• •	
	02 Q, Finger Snaps	Stepchild	Child	•	
	+ .				-
The Depe	Event / Participant Selecti	on Option Election	on Dependents / Be	eneficiaries	
		Ben	Admin Data Entry		×
	Event / Participant Selection Opt	ion Election Dependents / I	Beneficiaries		Help 🛆
	Schedule ID Event ID 2 Benefit Record 0	Excess Cre	Employee ID Event Data 05/01/2024 dit Rollover To Forfeit Excess Cre	Marriage edits	
	Dependent/Beneficiaries Currently	on Record			
	Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth	
	Snaps,Ginger	Spouse	Unapproved Dependent	04/01/1999	
	Snaps,Finger	Stepchild	Unapproved Dependent	04/12/2019	
	Chanoe/Add Dependent Data				
	Elections Requiring Supplemental 10 Medical	Information	Enroll Depende	nts	
	CK Cancel Apply Event / Participant Selection 1 Option El	ection Dependents / Beneficiar	ies		Refresh 🗸



Step	Action						
	Review the dependents in the Dependent/Beneficiaries Currently on Record table. Note that the dependents currently have a status of "Unapproved Dependent".						
	Dependent/Beneficiaries C	urrently on Record					
i	Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth			
	Snaps, Ginger	Spouse	Unapproved Dependent	04/01/1999			
	Snaps, Finger	Stepchild	Unapproved Dependent	04/12/2019			
	Change/Add Dependent Data						
14.	Click the Change/	Add Dependent Data lir	ık.				
	Dependent/Beneficiaries C	urrently on Record					
	Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth			
	Snaps, Ginger	Spouse	Unapproved Dependent	04/01/1999			
	Snaps, Finger	Stepchild	Unapproved Dependent	04/12/2019			
	Change/Add Dependent Data						
The Depe	ndent/Beneficiary	bage displays.					
		Dependent/Ber	neficiary	×			
	Name Address Personal Profile						
	Person ID						
	Dependent/Beneficiaries Q I d d 1 of 2 v P P View All						
	*Dependent/Beneficiar	y ID 01		+-			
	Name History		Q 4 4 1 of 1 ~	I View All			
	*Effective D	ate 05/01/2024 📰		+ -			
	*Format T	ype English 🗸					
	Display Na	me Ginger Snaps	Edit Name				
	OK Cancel Ann	hr l					
	Name Address Personal Profile						
15.	Click the Personal	Profile tab.					
	Name Addr	ess Personal Profile	٦				



Step	Action
The Per	sonal Profile tab displays.
	Dependent/Beneficiary ×
	Name Address Personal Profile
	Sugar Snaps Person ID
	Personal Profile Q I d d I of 2 v V H I View All
	Dependent/Beneficiary ID 01 Ginger Snaps
	*Date of Birth 04/01/1999
	Birth Country Q Birth State Q Date of Death Riders/Orders exist
	Medicare Entitled Date Riders/Orders
	Personal History Q I d d I of 1 v b b View All
	*Effective Date 05/01/2024 🛗
	*Relationship to Employee Spouse ~
	*Dependent Beneficiary Type Unapproved Dependent
	*Gender Female ~
	*Marital Status Married As of 04/13/2024
j	Ensure that you are viewing the applicable dependent.
16.	Click the Dependent Beneficiary Type dropdown button and select "Approved Dependent"
	Name Address Personal Profile
	Sugar Snaps Person ID
	Personal Profile Q I d d I of 2 v View All
	Dependent/Beneficiary ID 01 Ginger Snaps
	*Date of Birth 04/01/1999
	Birth Country Q Birth State Q
	Medicare Entitled Date Riders/Orders
	Personal History Q I I I of 1 v > > > I View All
	*Effective Date 05/01/2024
	*Relationship to Employee Spouse *Dependent Beneficiary Type Approved Decendent
	*Gender Female ~
	*Marital Status Married As of 04/13/2024



Step	Action	
17.	Scroll down to the bottom of the page.	
The botto	m of the Dependent/Beneficiary page displays.	
	Udee or num vector response primit used constructions Birth Construction Birth States "Electronable is Employee's Sponse Image: A as of Construction "States Birth States "Marrial States Minited States As of Construction Occupation States Image: Address Personal Profile Image: Address Personal Profile Values Address Personal Profile Image: Address Personal Profile	
18.	Repeat these steps to update the status to "Approved Dependent" for any additional dependents as needed and then click the OK button at the bottom of the page	
	OK Cancel Apply Name Address Personal Profile	
The Depe	endents / Beneficiaries tab redisplays	
	BenAdmin Data Entry ×	
	Event / Participant Selection Option Election Dependents / Beneficiaries Schedule ID EM00 Employee ID Sugar Snaps Event ID 2 Event Data 05/01/2024 Marriage Benefit Record 0 Excess Credit Rollover To Forfeit Excess Credits	
	Name Relationship to Employee Dependent Beneficiary Type Date of Birth	
	Snaps,Ginger Spouse Approved Dependent 04/01/1999	
	Snaps, Finger Stepchild Approved Dependent 04/12/2019 Charges/Add Dependent Data Charges/Add Dependent Charges/Add Dependent Charges/Add Dependent	
	Elections Requiring Supplemental Information	
	10 Medical Enroll Dependents	
	OK Cancel Apply Event / Participant Selection Option Election Dependents / Beneficiaries	



Step	Action				
19.	Once all dependents have been changed from "Unapproved Dependent" to "Approved Dependent", click the Option Election tab.				
	Event / Participant Selection Option Election Dependents / Beneficiaries				
he Opti	i on Election tab displays.				
	BenAdmin Data Entry ×				
	Event / Participant Selection Dependents / Beneficiarles Halp				
	Sched ID Empl ID Ben Record 0 Event ID 2 Event Data 05/01/2024 Mariage Excess Credit Rollover To Forliat Excess Credits				
	✓ Available Plans and Options ⑦				
	Plan Type 10 : Medical				
	Option Code 28 Q COVA Care + Prev Dental (ACC0) (Family)				
	Health Provider ID Previously Seen Special Requirements				
	Dependents/Beneficiaries				
	Enrol Al				
	10 Name Relationship to Health Provider Previously Covered Age Limit Flag				
	01 Q, Ginger Snaps Spouse				
	Image: Staps Stepchild Image: Staps Stepchild Image: Staps Stepchild				
	•				
	CK Cancel Apply Refresh				
	Event / Participant Selection (Option Election (Dependents / Beneficiaries				
20.	Review the Dependents/Beneficiaries table and ensure that are applicable dependents a				
	enrolled. Click the Enroll All button as needed.				
	Plan Type 10 - Medical				
	Option Code 28 Q. COVA Care + Prev Dental (ACC0) (Family)				
	Health Provider ID				
	Special Requirements				
	Dependents/Beneficiaries				
	Dependents/Beneficiaries				
	Dependents/Beneficiaries Enroll All Dependents/Beneficiaries				

Spouse

Child

21.

01

02

+...

Q Ginger Snaps

Q Finger Snaps

Cancel

Spouse

Stepchild

Click the **OK** button at the bottom of the page.

Apply Event / Participant Selection | Option Election | Dependents / Beneficiaries -

-



Step	Action	
The On-Demand Maintenance page displays.		
< Cardinal Hom	eeeee On-Demand Event Maintenance က် :	
On-Demand Sugar Snaps	Event Maintenance Person ID Ben Record 0	
Activity Date	Source Empl Record 0	
Schedule	Prepare Activity Pending Activities 0 Show Activities Action	
Event ID	2 Event Date 05/01/2024 Status Entered Class MAR Event Status Update	
Enroltr	ere Options Event Status Open for Processing	
	Deduction Frequency Onnual Frequency	
Elo	ction Entry Entered , of , Show Plans	
Valid	Isto Finalize O Finalize/Apply Defaults	
Confirm	ation Statement Run Date	
R	eprocess Process Indicator N Q Normal Processing	
Savo Ret	turn to Search Notify	
22. 23.	Confirm that the Status field now displays as "Entered" and the Event Status field is still "Open for Processing".	
24.	Once the process completes, a Confirmation message displays in a pop up window. Click the OK button.	
	OK	



Step	Action	
The On-Demand Event Maintenance page redisplays.		
Çard On-C Suga	New Window On-Demand Event Maintenance emand Event Maintenance New Window Sagge Person ID Ben Record 0	
Art Even	Note Source Explane 0 SchuldwährPreuer Achive Pending Achive 0 Shure Achive Value Status Shure Achive 0 Preuer Opding Status Status Event Status Preuer Opding Status Status Status Exercision Entry Exercision Frequency Annal Frequency Valdade Faultice Frequency Shure Status Status Exercision Entry Shure Status Repreuer Preuer Opding Shure Status	
i	Confirm that the Status field now displays as "Finalized-Enrolled" and the Event Status field is now "Closed to Processing". The number of elections entered will reset back to "0 of 0".	
25.	Click the Save button. Save Return to Search Notify	