

How to add a subscriber in Enrollment Center

For non-834 groups

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid secure Employer Website account
- Necessary information about the subscriber and any family members who will be added:
 - Name – first and last
 - Benefit start date
 - Subgroup and class for the benefits
 - Subscriber hire date
 - Date of birth
 - Gender
 - Address (street, city, state, ZIP code)

Steps

1. Log in to the secure Employer Website (see: How to Log In).
2. From the Dashboard main menu, select **Enrollment Center**.
3. When the Enrollment Center appears, enter the new subscriber name and select Save.
4. Select Add Spouse/Domestic Partner, Add Dependent, or Next.
5. Follow the onscreen instructions. Required fields are marked with a red asterisk.

Notes

- When prompted to select a language, enter the preferred language of the subscriber, regardless of whether an interpreter is needed.
- When prompted to select benefit, be careful. Once checked, you cannot uncheck a benefit.