How to term a member in Enrollment Center

For non-834 groups

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid secure Employer Website account

- Name of the member to be terminated

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, select the Terminate tab.

4. Select the Find Member button.

5. Enter either the Member ID or the member's last name (required) and the first name (optional).

6. Select the Submit button.

7. When the search results are displayed, select the desired member.

8. Check the member(s) to be terminated.

9. Enter a Date Coverage Ends.

10. Select a reason for termination.

11. Select Submit.

Notes
- If you terminate coverage for a subscriber, coverage for all dependents associated with that subscriber will also be terminated.