

Benefit Manager Toolkit® Quick Guide

How to add a dependent

1. Once your subscriber is enrolled, scroll down to **Family Enrollment** and click **Add Dependent**.

1 Family Enrollment

Coverage Type: Subscriber and Spouse

Member ID	Name	DOB	Member Type	Status	Eligibility Effective Date	Special Attribute	Married
(click)	Teddy Sulch	01/12/1975	Subscriber	ACTIVE	12/10/2021	-	-
-	Spouse Sulch	12/12/1967	Spouse	ACTIVE	12/10/2021	-	-

2. Fill in required information:

- Dependent first and last name.
- Date of birth.
- Member type and eligibility effective date.

2 Member Details

Personal Info

Prefix:

Last Name:

First Name:

Single Name Indicator:

Middle Name:

Suffix:

Gender:

Date of Birth:

Member ID Numbers

Member ID:

Eligibility

Member Type:

Relationship Type:

Eligibility Status:

Eligibility Status Reason:

Eligibility Effective Date:

Received Date:

3. Once all required information is entered, click **Save Changes**.