

Benefit Manager Toolkit® Quick Guide

How to reinstate a member

1. Click on **Manage Eligibility**, search the subscriber requiring reinstatement.
2. Select subscriber.
3. On the selected member's profile page, scroll down to the **Member Details** section. **Click Reinstatement.**
4. Once you click **Reinstatement**, a pop-up will appear.
5. Select the members being reinstated.
6. Click **Continue.**
7. Click **Next.**
8. Enter the effective date of reinstatement, and click **Reinstatement.**

1

3
Member Details
▼

ID CARD | VIEW HISTORY | REINSTATE | TRANSFER | COPY | EDIT

4
Reinstate Member(s)
✕

1. Selection > 2. Attributes > 3. Status

Select member(s) to reinstate

Member Type	Name
<input checked="" type="checkbox"/> Subscriber	Test Last Name
<input type="checkbox"/> Dependent	Test Last Name 2

CANCEL
CONTINUE

7
Reinstate Member(s)
✕

1. Selection > 2. Attributes > 3. Status

Name	Member Type
Test Last Name	Subscriber

BACK
NEXT

8
Reinstate Member(s)
✕

1. Selection > 2. Attributes > 3. Status

Adjust fields to reflect criteria for reinstate

Eligibility Status <input type="text" value="Active"/>	Eligibility Status Reason <input type="text" value="Reinstatement"/>
Eligibility Effective Date <input type="text" value="12/11/2021"/>	Received Date <input type="text" value="12/12/2021"/>

BACK
REINSTATE