

# Benefit Manager Toolkit® Quick Guide

## How to term a member

1. Click on **Manage Eligibility**, search the subscriber that requires termination.
2. Select subscriber.
3. On the selected member's profile page, scroll down to the **Member Details** section and click **Terminate**.
4. Once you click **Terminate**, a pop-up will appear.
5. Select the members you would like to terminate.
6. Press **Continue** (termining a subscriber, terms the family).
7. On the next pop-up, select first day without coverage and press **Terminate**.
8. After clicking **Terminate**, a confirmation notice will appear indicating the termination was successfully completed. If the termination was not successful, details about the error will appear.
9. As a result of a successful termination, the terminated member's eligibility status will appear as future inactive.

