

EPK Benefit's Employer Portal User Guide How to Add Dependents

Adding Dependents To An Existing Employee

If you wish to add a dependent to an existing employee, select Add or Change Employee Information

Main Menu | You are logged in as WEB30000; Click here to logout.

What Do You Want To Do?

- Bills
- Add or Change Employee Information
- Cancel Employee/Dependent Coverage
- View Submitted On-line Requests
- View Current Active Roster
- View Current COBRA Roster
- Set Banking Information
- O Change Password
- Important Documents
- Help Section

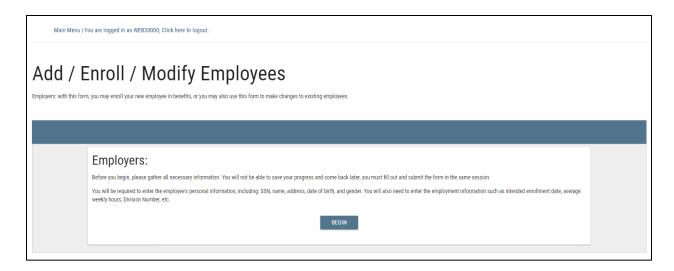
Next select Enroll New Employee/Modify Existing Employee Information

Main Menu | You are logged in as WEB30000; Click here to logout.

What Do You Want To Do?

- Bills
- Add or Change Employee Information
- Enroll New Employee / Modify Existing Employee Information
- O Change an Existing Employee's Address
- Cancel Employee/Dependent Coverage
- View Submitted On-line Requests
- View Current Active Roster
- View Current COBRA Roster
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The following screen will appear, select begin



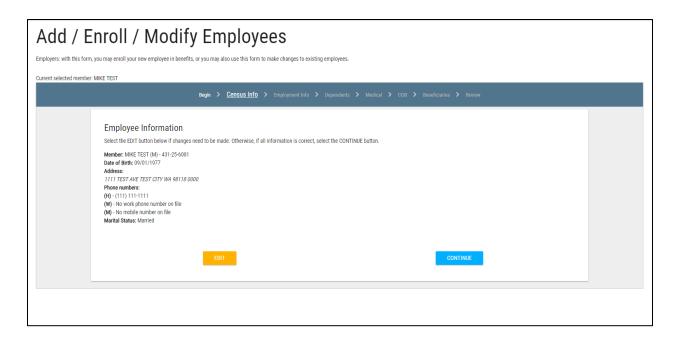
Enter the social security number or the last name of the existing employee and select go. The following screen will appear with the employee information.



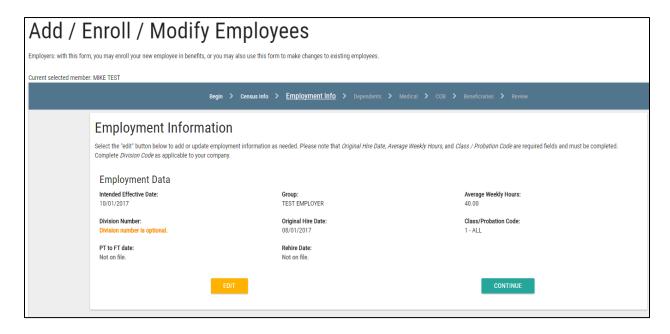
Select Edit. Then select the reason for the change from the drop down and tab over to enter the effective date.

Select Continue

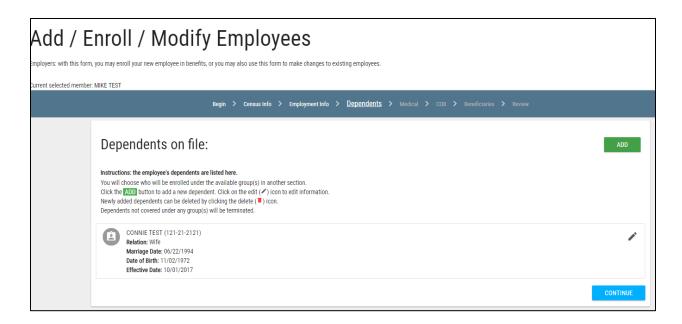
The following validation screen will appear:



Edit any information using the edit button as needed. Select continue. The following Employment Information Screen will appear:



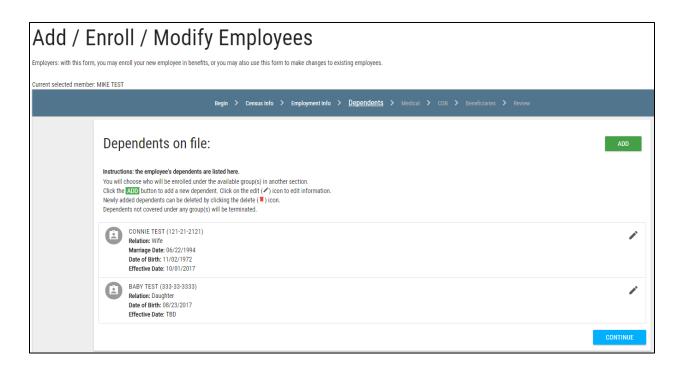
Select continue. The Dependent Screen will now appear- Select Add



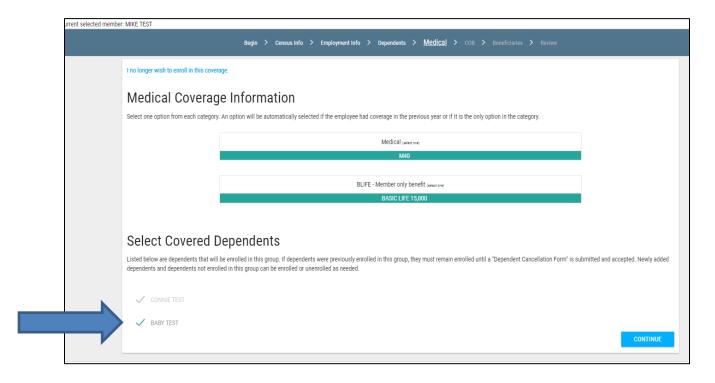
The following screen will appear:



Complete the information and select continue. The following confirmation page will appear displaying all dependents for the employee:



Edit any information as needed using the pencil icon, then select continue. Next you will select the coverages the employee wishes to enroll the dependent in. From the coverage screen, check the box for any dependents to be covered(if the box is already checked the dependent is already enrolled). Then select continue.

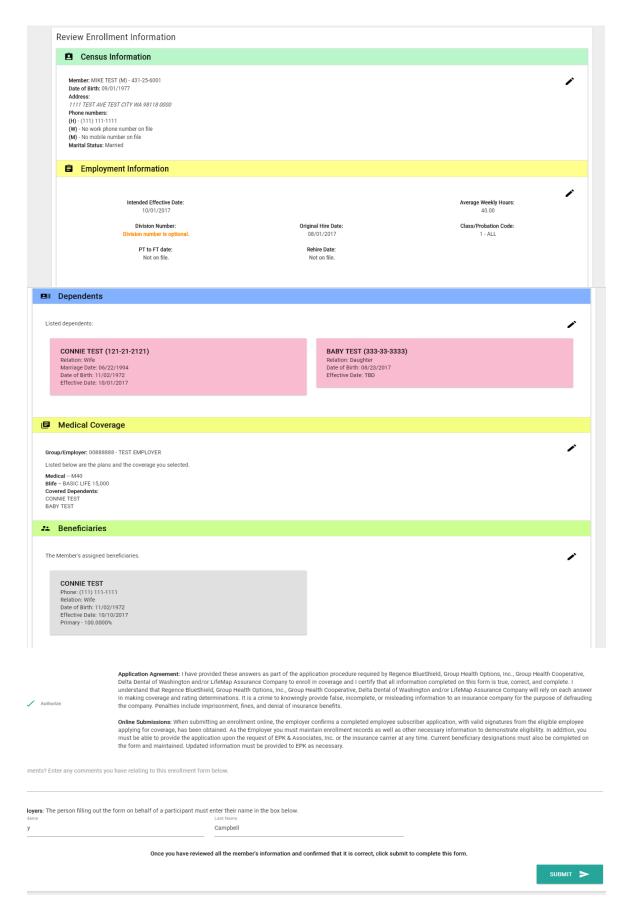


Please note that if more than one type of coverage is offered-separate screens will appear and you will need to enroll the dependent in each type of coverage seperately as appropriate.

Once the enrollment selection is made- the previous coverage screen will appear. Answer the question as appropriate and complete the information.

The beneficary screen will then appear- select continue.

Next the confirmation page will appear- validate all the information is correct, then authorize the submission and enter your name in the submitted by section and select submit.



You will then receive a confirmation message that the submission is complete.