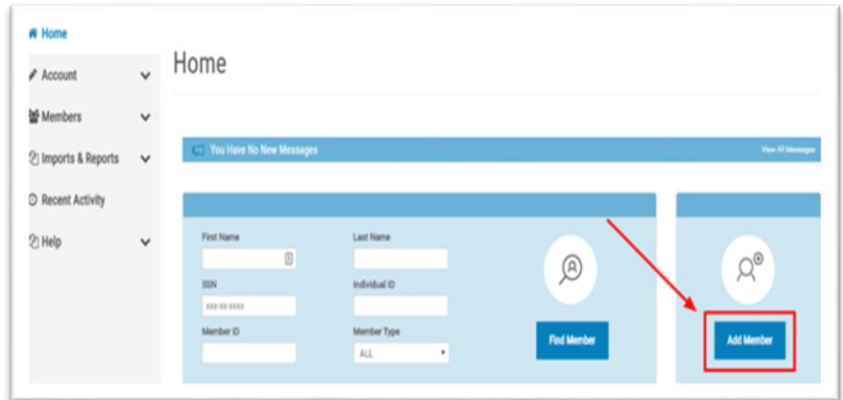
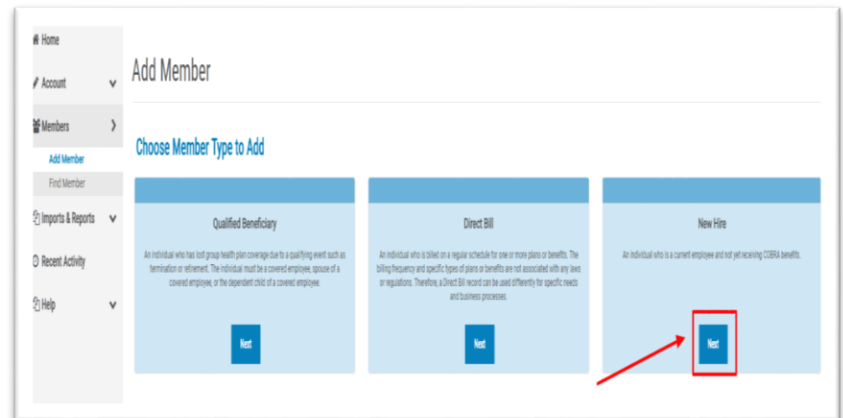


A new hire is defined as a New Plan Member (NPM).

Step 1: From the **HOME PAGE** of your employer portal, click **ADD MEMBER**.



Step 2: Since we are adding a New Plan Member, click **NEXT** under **NEW HIRE**.



Step 3: Enter the NPM's information. Make sure that "Has waived all coverage" is NOT checked and that "Send General Rights letter when finished" IS checked. This will trigger the Initial (or General) Rights Notice letter to be mailed to the new plan member. If the member has covered dependents, check the box next to "Use '& Family' Addressing for mailings". Leave the box next to "Do you want to enter HIPAA Certification information" blank. When finished, click the **ADD MEMBER** button to complete the process.

