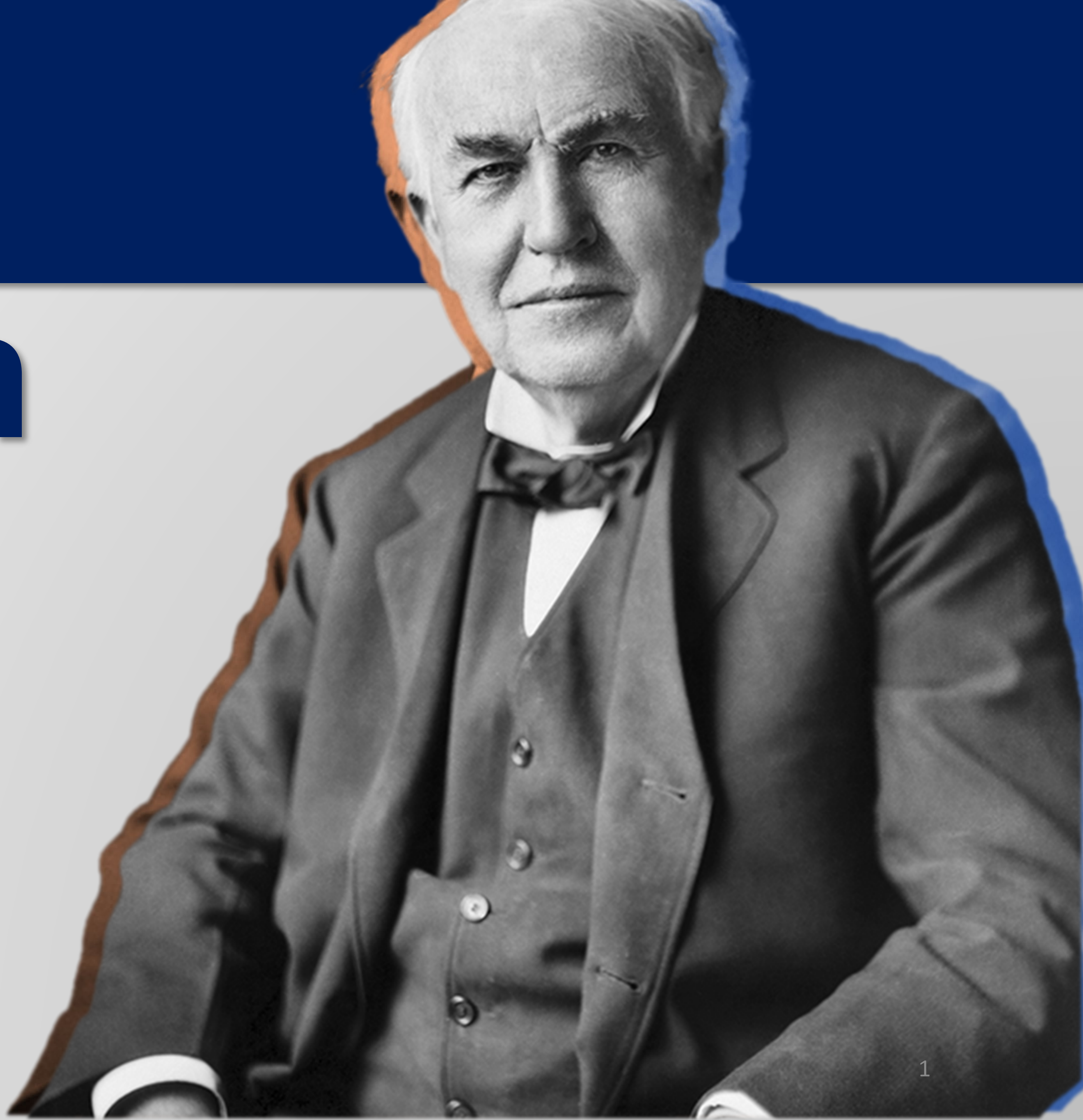
‘How to’ in Edison



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‘How to’

enroll an employee (without dependents)

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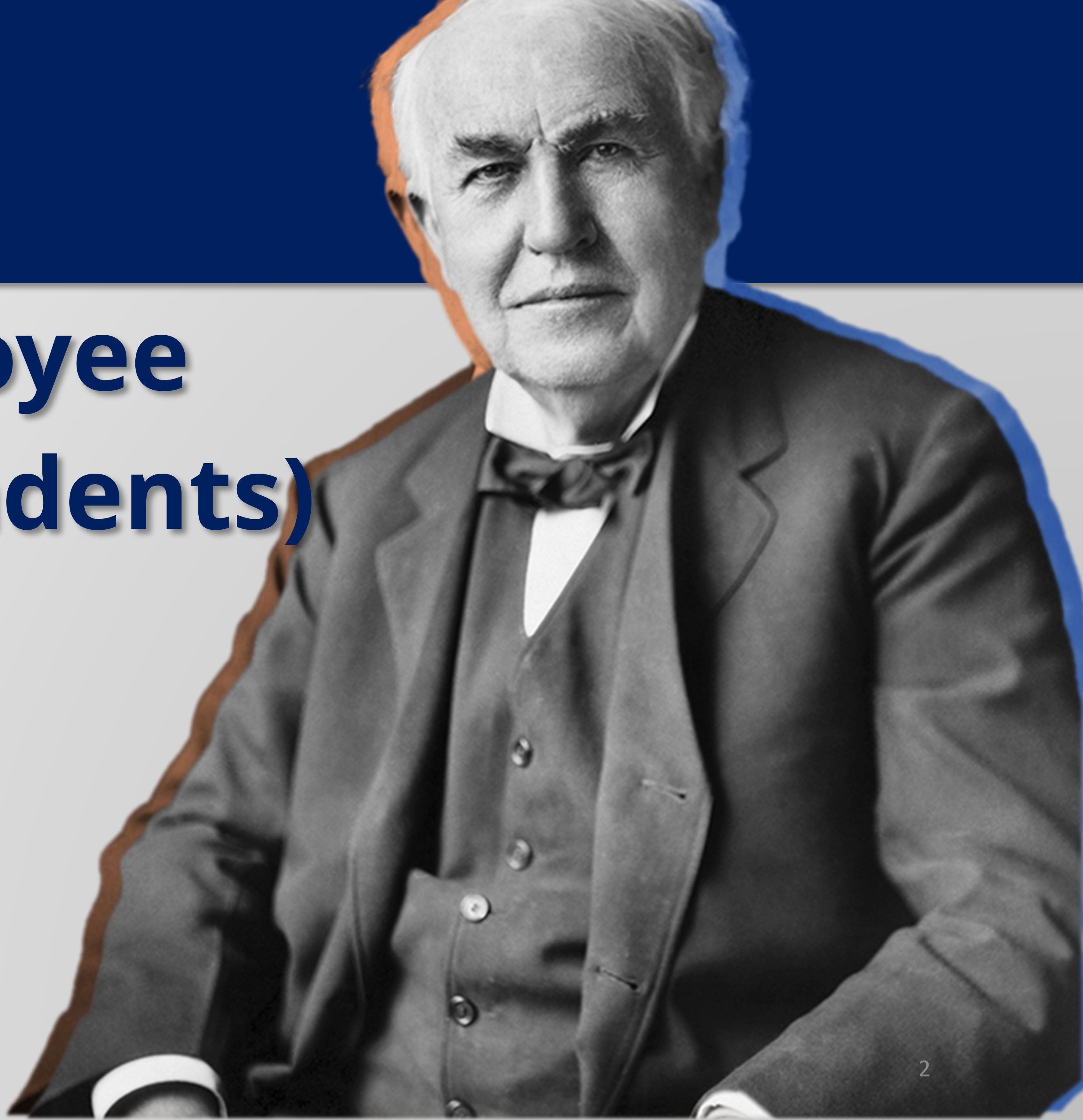
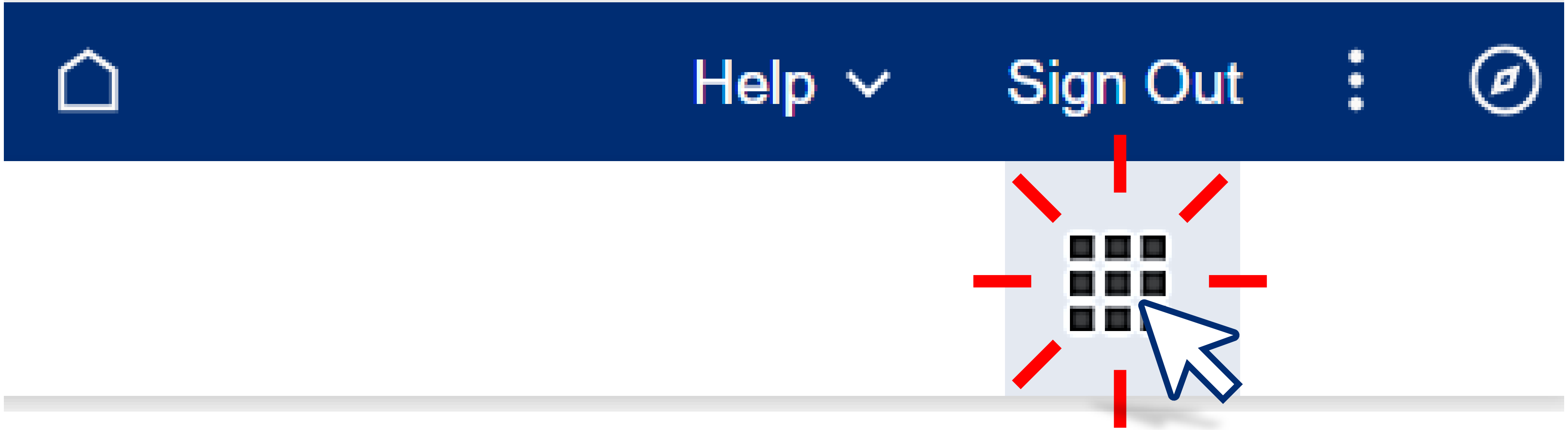
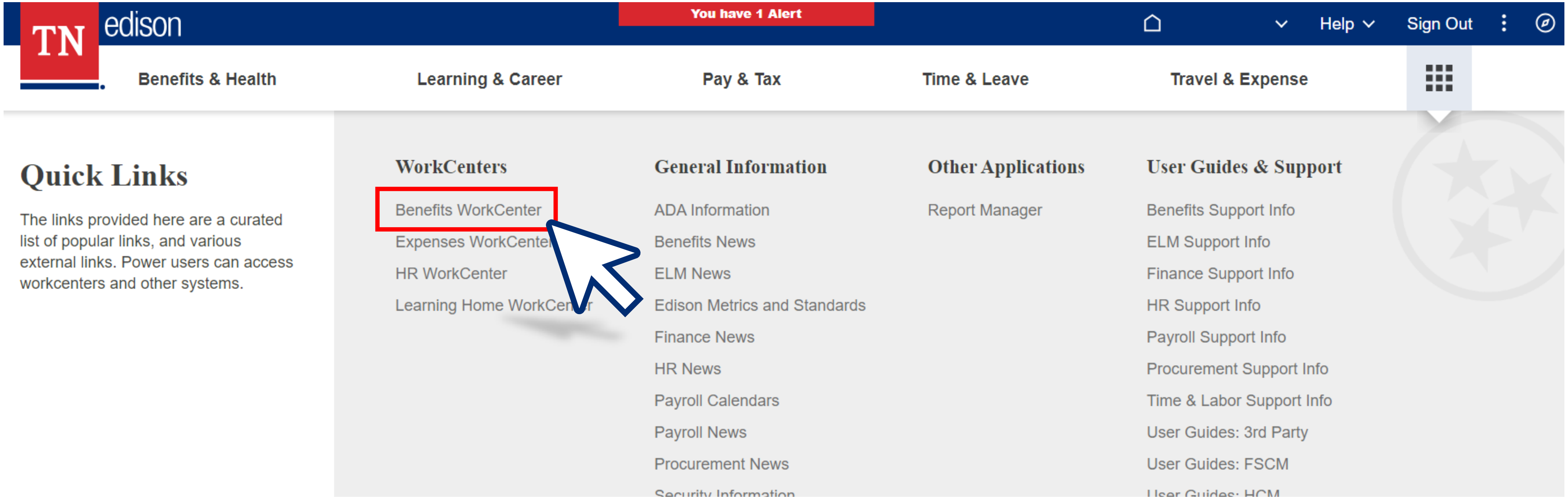


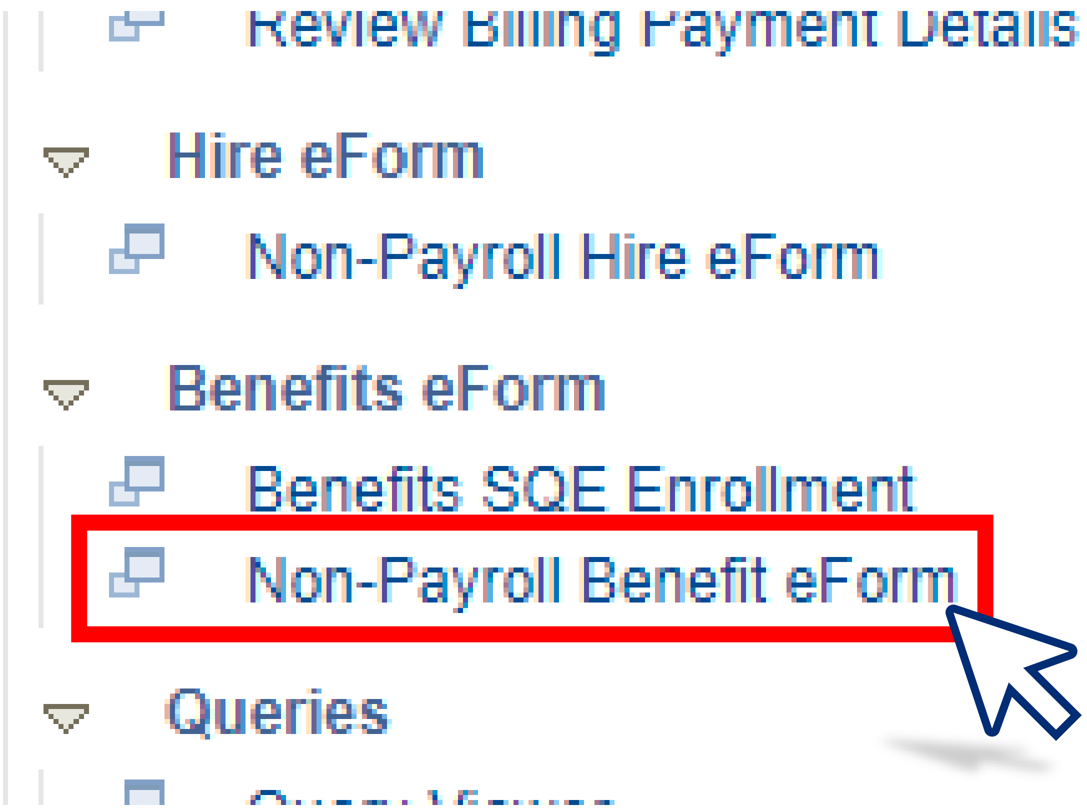
From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



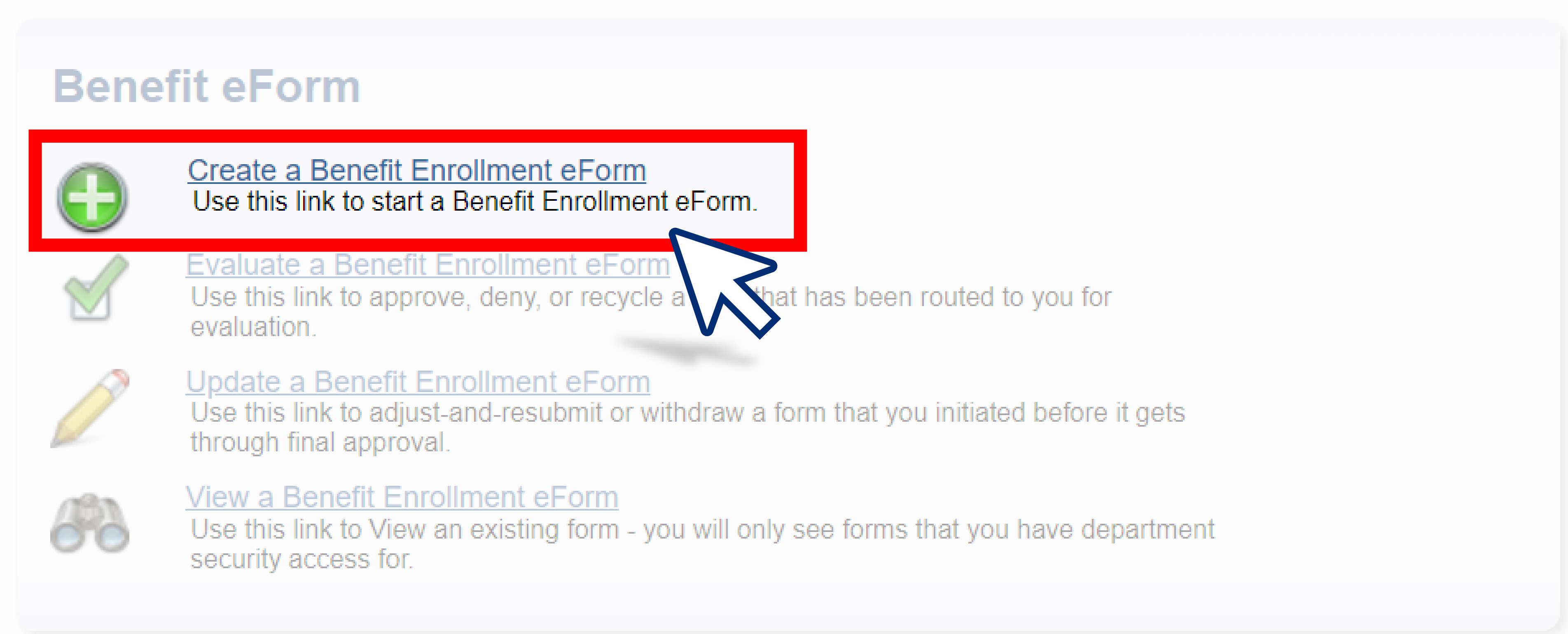
Select “Benefits WorkCenter” located under the WorkCenters header.



Select “Non-Payroll Benefit eForm.”



Select “Create a Benefit Enrollment Form.”



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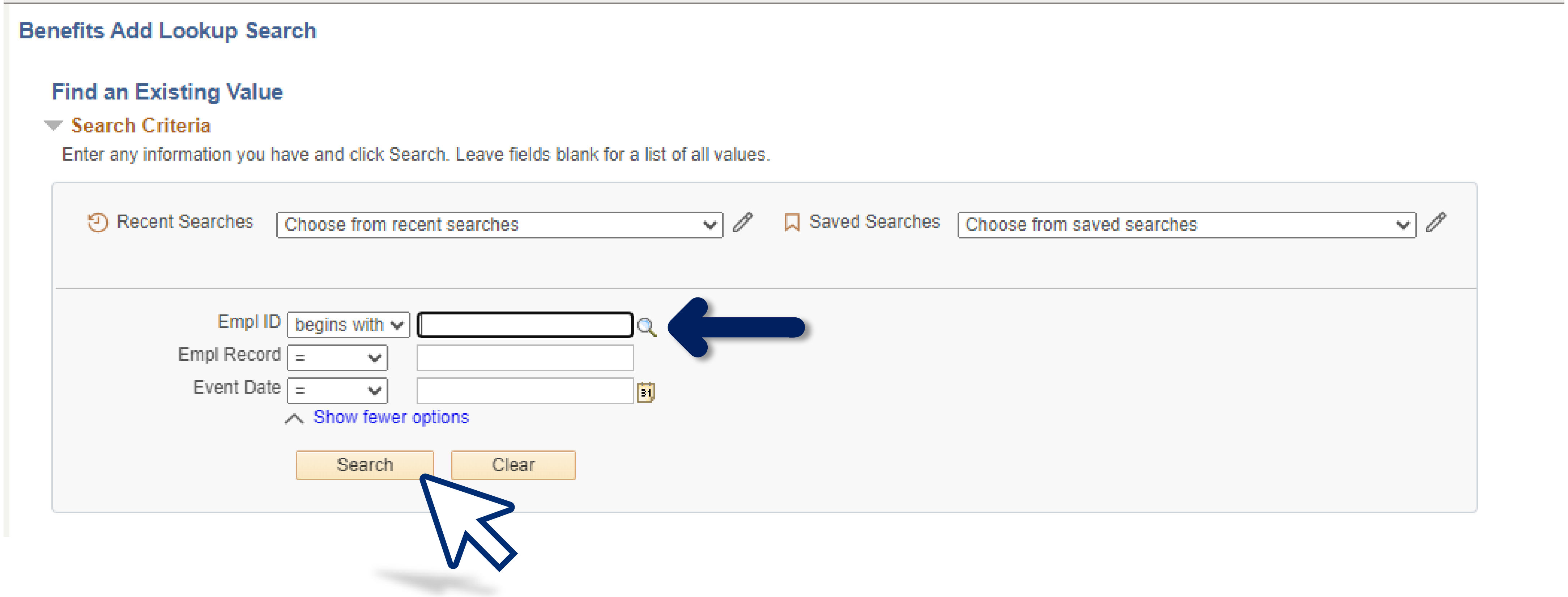
Enter the employee ID, then click "Search."



If the employee's information is correct, select "Next."

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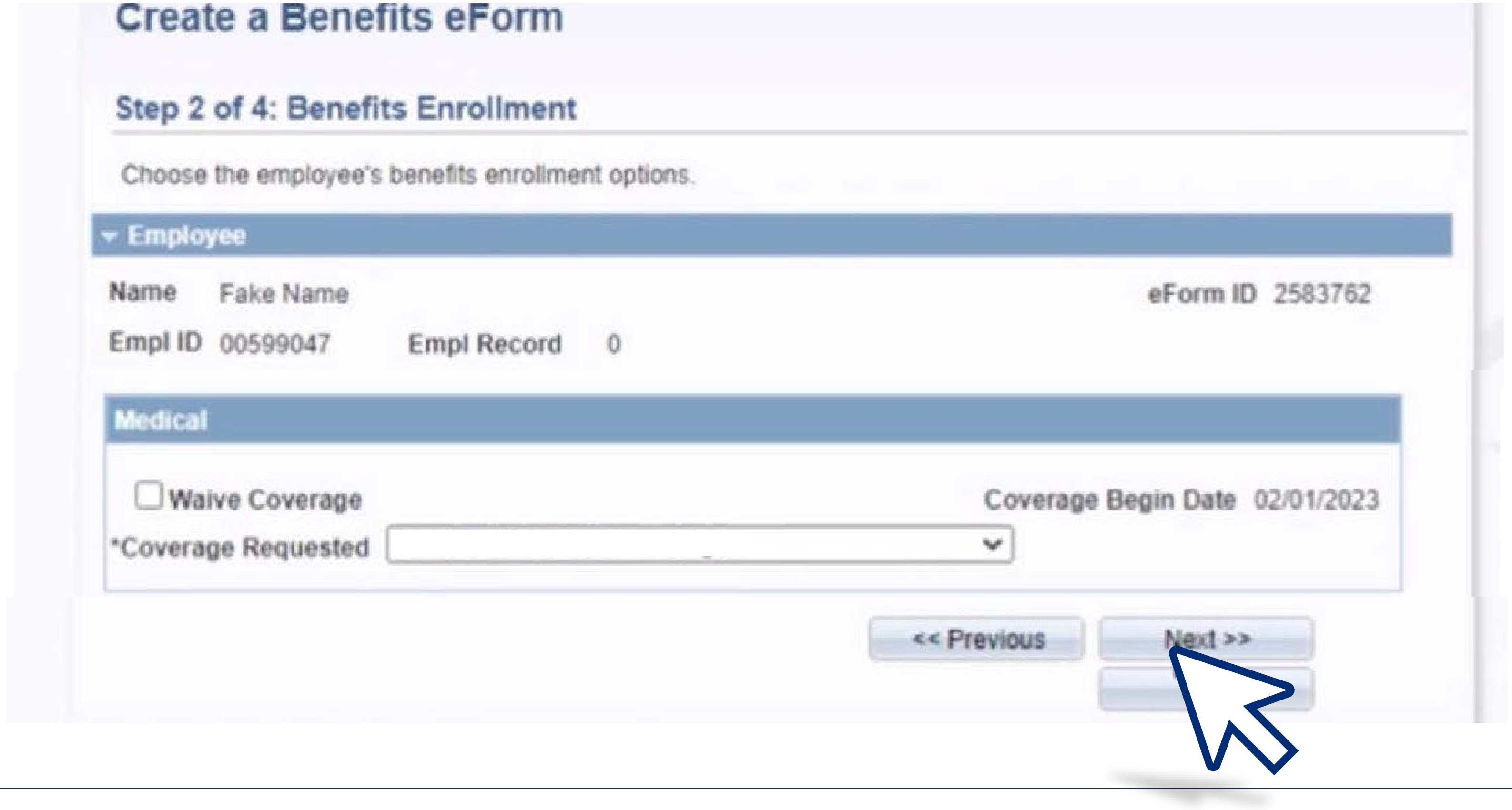
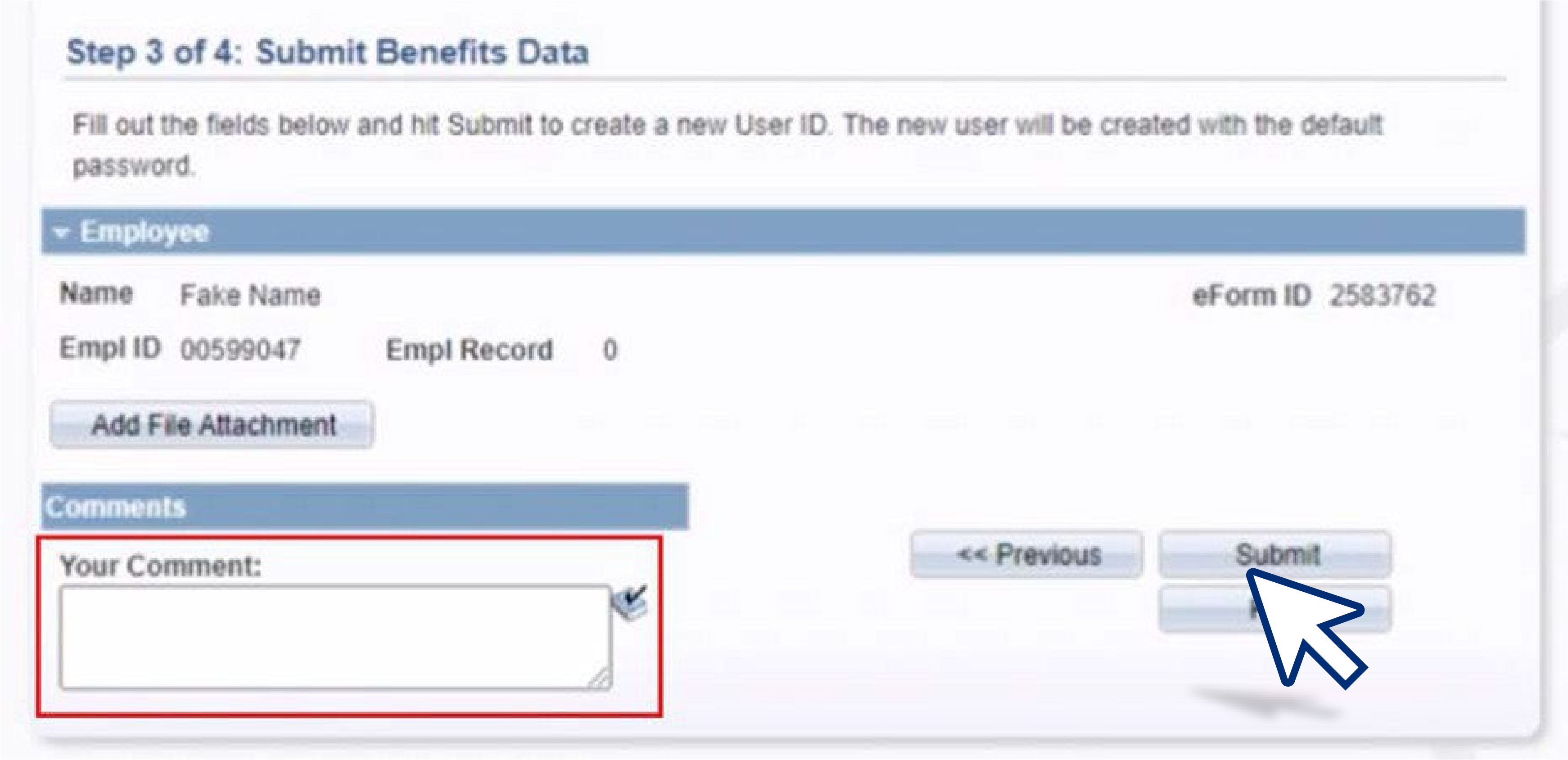
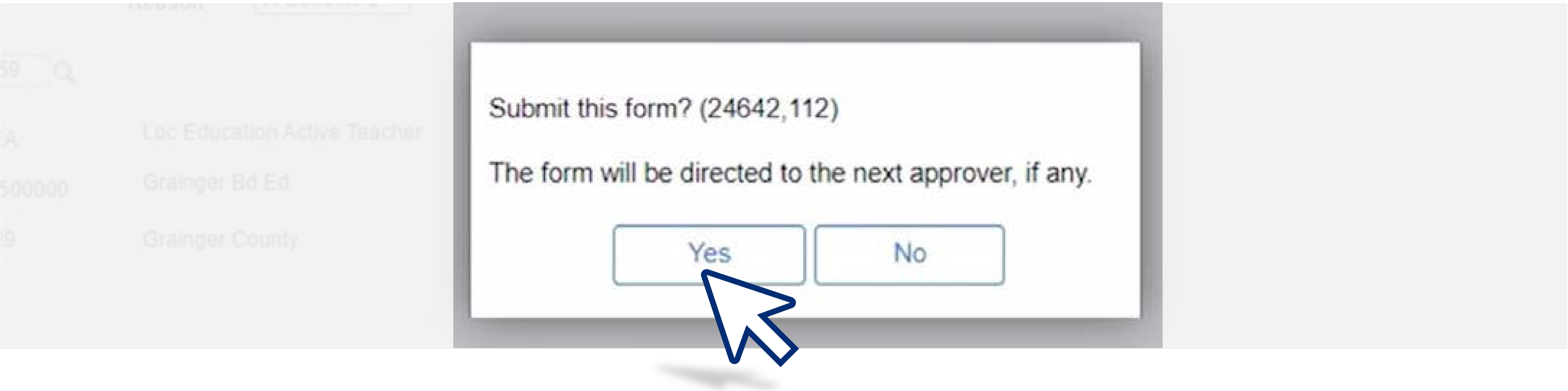
Using the drop-down box in each section containing an asterisk, select the employee's coverage requested. If the employee has chosen to waive coverage, select "Waive Coverage" for each that apply. Then select "Next."



Add any additional comments, then click “Submit.”



A message box will appear asking to "Submit this form?" Click "Yes"



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This screen will show “Form Finalized” with a congratulations message.

Please note: Any changes that need to be made after a form is approved should be submitted via Zendesk. Edison will send an email with the status of the Benefit eForm after it has been submitted and processed.

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