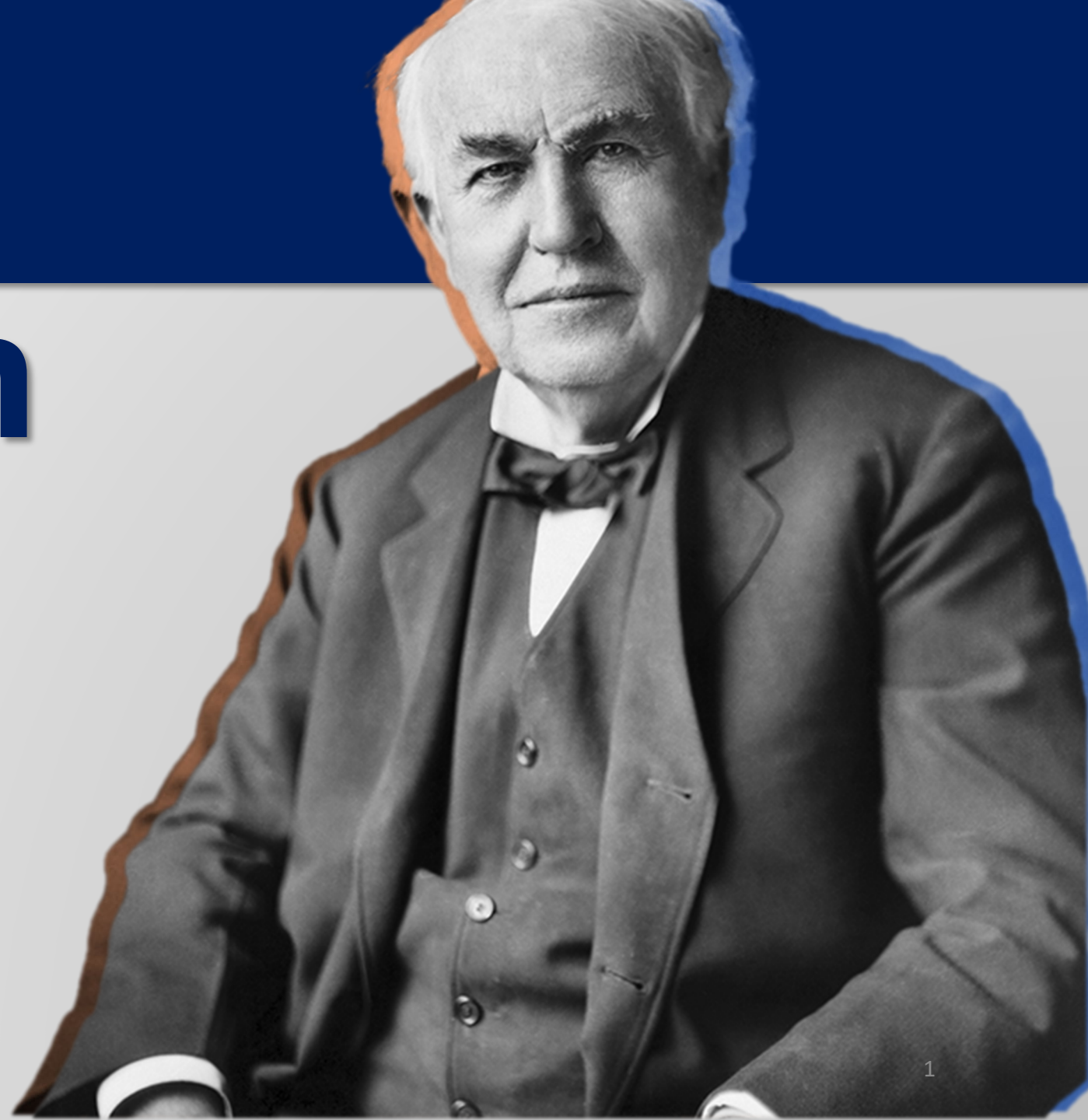


'How to' in Edison

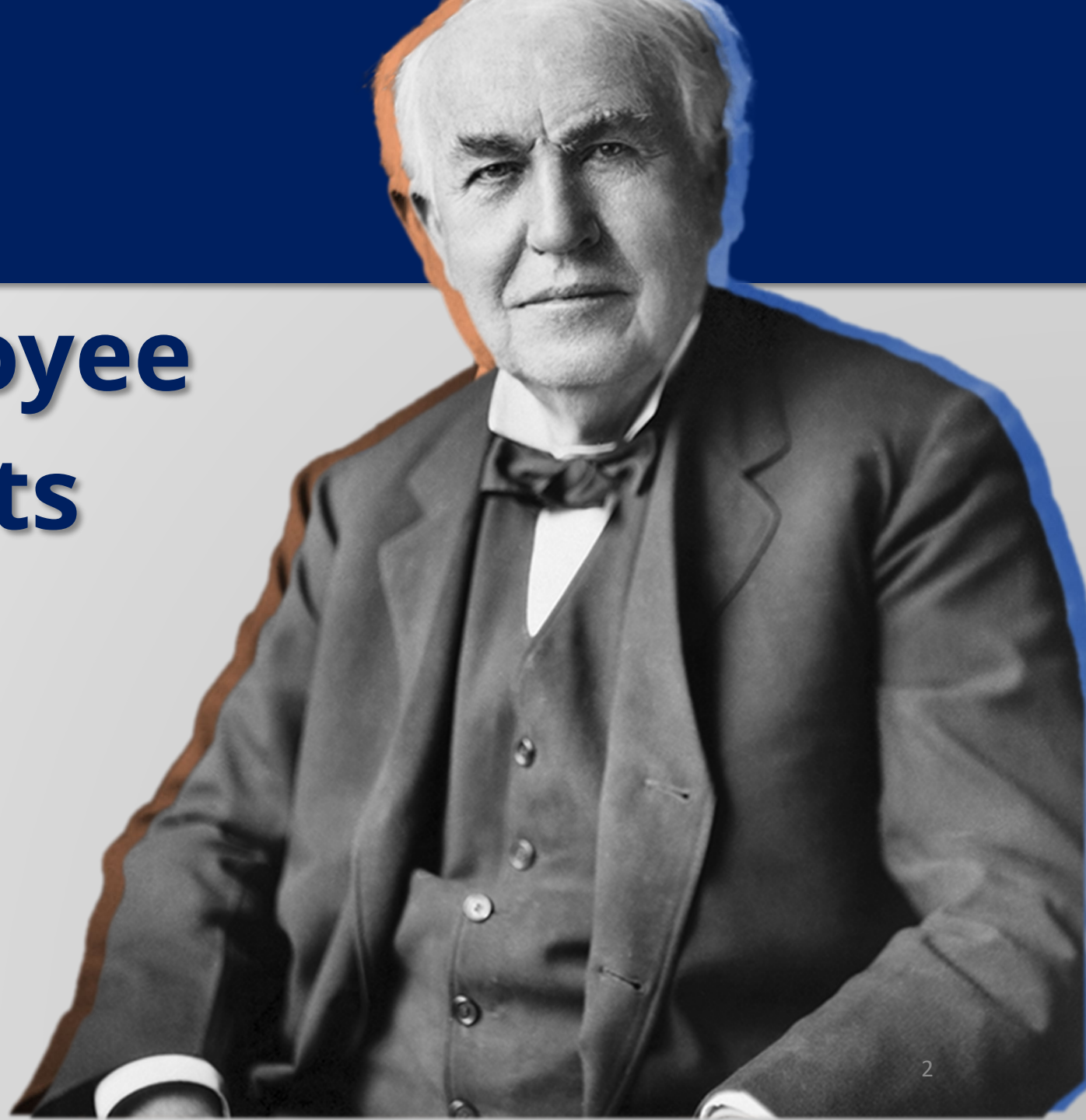
PARTNERS
FOR HEALTH



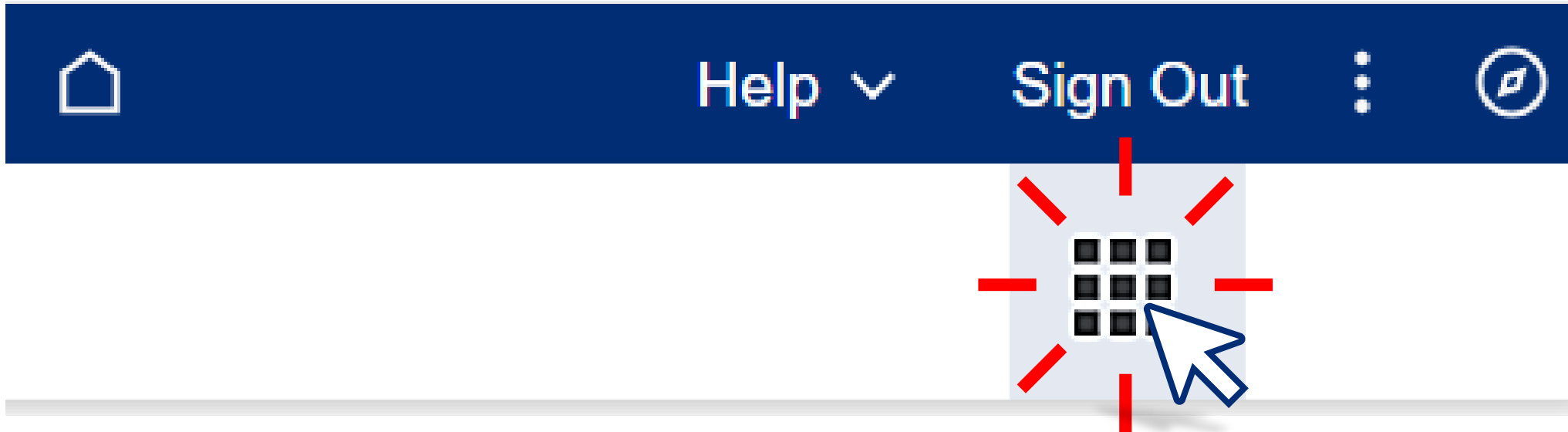
'How to'

enroll an employee with dependents

PARTNERS
FOR HEALTH



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.

The screenshot shows the TN Edison user interface. At the top, there is a dark blue header with the TN Edison logo on the left, a red alert bar in the center that says "You have 1 Alert", and navigation links for Home, Help, and Sign Out on the right. Below the header is a horizontal menu with five main categories: Benefits & Health, Learning & Career, Pay & Tax, Time & Leave, and Travel & Expense. A grid icon is visible on the far right of this menu. Below the menu, the page content is organized into five columns: Quick Links, WorkCenters, General Information, Other Applications, and User Guides & Support. The "Benefits WorkCenter" link under the "WorkCenters" header is highlighted with a red rectangular box, and a blue mouse cursor is pointing at it. The "Quick Links" section contains a paragraph: "The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems." The "General Information" column lists items like ADA Information, Benefits News, ELM News, Edison Metrics and Standards, Finance News, HR News, Payroll Calendars, Payroll News, Procurement News, and Security Information. The "Other Applications" column lists "Report Manager". The "User Guides & Support" column lists various support information links such as "Benefits Support Info", "ELM Support Info", "Finance Support Info", "HR Support Info", "Payroll Support Info", "Procurement Support Info", "Time & Labor Support Info", "User Guides: 3rd Party", "User Guides: FSCM", and "User Guides: HCM".





Select "Non-Payroll Benefit eForm."

- Review Billing Payment Details
- ▼ Hire eForm
 - Non-Payroll Hire eForm
- ▼ Benefits eForm
 - Benefits SQE Enrollment
 - Non-Payroll Benefit eForm**
- ▼ Queries
 - Query Menu



Select "Create a Benefit Enrollment Form."

Benefit eForm

-  [Create a Benefit Enrollment eForm](#)
Use this link to start a Benefit Enrollment eForm.
-  [Evaluate a Benefit Enrollment eForm](#)
Use this link to approve, deny, or recycle a form that has been routed to you for evaluation.
-  [Update a Benefit Enrollment eForm](#)
Use this link to adjust-and-resubmit or withdraw a form that you initiated before it gets through final approval.
-  [View a Benefit Enrollment eForm](#)
Use this link to View an existing form - you will only see forms that you have department security access for.

Enter the employee ID, then click "Search."




Benefits Add Lookup Search

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches   Saved Searches 

Empl ID  
Empl Record
Event Date 

[^ Show fewer options](#)



If the correct information is displayed and the employee has dependents to add, click "Add Dependent."

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name	Fake Name	eForm ID	2583762
Empl ID	00599047	Empl Record	0

Employee has no entered dependents

[Add Dependent](#)



**PLEASE VERIFY WITH THE EMPLOYEE THE DEPENDENT(S)
DO NOT ALREADY HAVE COVERAGE:** Dependent(s) enrolled
on another members' plan will cause dual coverage issues.

Check the box beside each dependent's name. Then, select the requested coverage – Choose “Waive Coverage” where applicable. Review the coverages and the Coverage Begin Date and select “Next.”

The screenshot shows a web form with three main sections: Medical, Dental, and Vision. At the top, there is a checkbox for "Waive Coverage" and a "Coverage Begin Date" field set to "02/01/2023". Below this is a "Clear All" button. The Medical section contains a table with the following data:

Enroll	Name	Relationship
1	Fake Name	Natural Child

Below the table is a dropdown menu for "*Coverage Requested" with the selected option "Premier BCBS P :: Employee + Child(ren)". The Dental section has a checked checkbox for "Waive Coverage". The Vision section also has a checked checkbox for "Waive Coverage". At the bottom of the form are three buttons: "<< Previous", "Next >>", and "Hold".

Note: If information is not available to complete this (or any) part of the process, you have the option to select “Hold” to come back later and complete the enrollment. The ABC using this option is the only individual able to remove the hold and complete the form.

Select "Add File Attachment" to upload each dependent verification document.

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

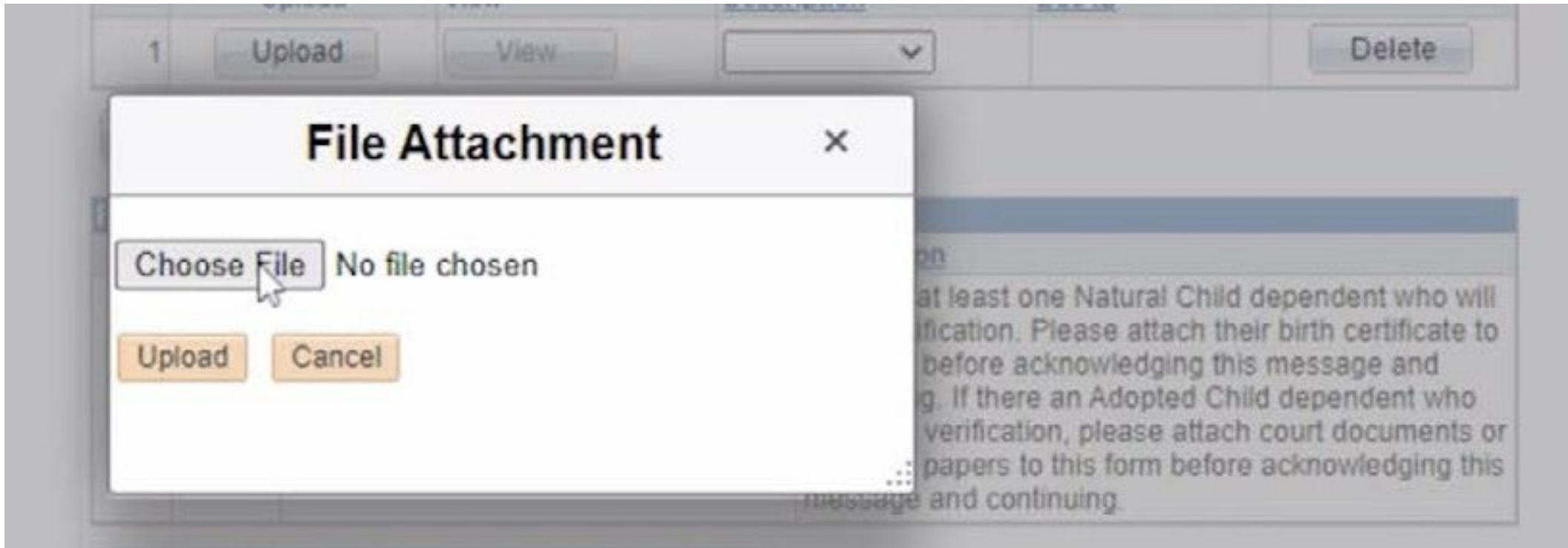
Employee

Name	Fake Name	eForm ID	2583746
Empl ID	00599047	Empl Record	0

Add File Attachment

Form Messages

Only one document can be uploaded at a time.



For each attachment, select the document type in the Description dropdown box.



The screenshot shows an employee record interface. At the top, there is a blue header bar with a dropdown arrow and the text "Employee". Below this, the employee's name is listed as "Fake Name" and the eForm ID is "2583746". The employee ID is "00599047" and the number of employment records is "0".

The main section is titled "File Attachments" and contains a table with the following columns: "Upload", "View", "Description", and "Delete". There is one row in the table with the index "1". The "Description" cell in this row contains a dropdown menu with the text "Birth Certific" and a downward arrow. A large blue arrow points to this dropdown menu. Below the table is a button labeled "Add File Attachment".

At the bottom of the screenshot, there is a section titled "Form Messages" with a table that is partially visible.

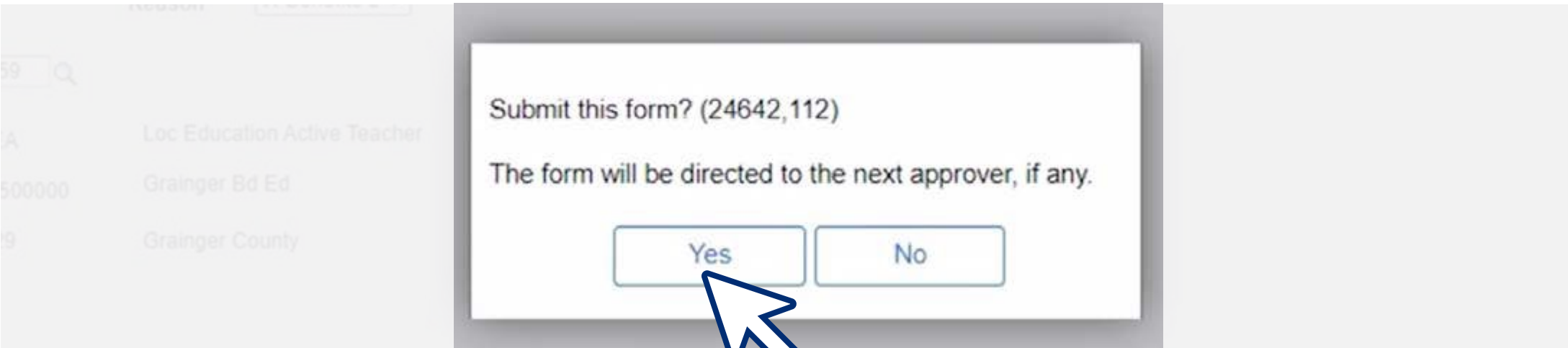
Review the Form Messages box(es). If all attachments have been added, check the box beside each message.

The screenshot displays a web form interface. At the top, there is a section titled "Form Messages" which contains a table with two columns: "Message Text" and "Description". The table has one row with a checked checkbox in the first column, a warning icon in the second column, and the text "Attachments for Natural/Adopted Child Relationship Type" in the third column. The "Description" column contains a paragraph of text: "There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing." Below the table is a section titled "Comments" with a text input field labeled "Your Comment:". To the right of the "Form Messages" table are three buttons: "<< Previous", "Submit", and "Hold". A mouse cursor is pointing at the "Submit" button. A large blue arrow points to the checked checkbox in the "Form Messages" table. A callout bubble points to the "Comments" text area.

There is a **Comments** box to add additional information if needed.

After reviewing, click "Submit."

A message box will appear asking to “Submit this form?” Click “Yes.”



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

Benefit eForms with dependents and/or attachments will show a Pending status in the Form Status section of the page, and the form will be directed to Benefits Administration for approval.

The screenshot displays the 'Create a Benefits eForm' interface. At the top, it says 'Step 4 of 4: Form Finalized'. Below this, a blue box contains the text 'Congratulations, you've done it!'. The interface is divided into sections: 'Employee' and 'Form Status'. Under 'Employee', there are fields for 'Name' (Fake Name), 'Empl ID' (00599047), 'Empl Record' (0), and 'eForm ID' (2583762). The 'Form Status' section shows the message 'You have just AUTHORIZED this form.'

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.