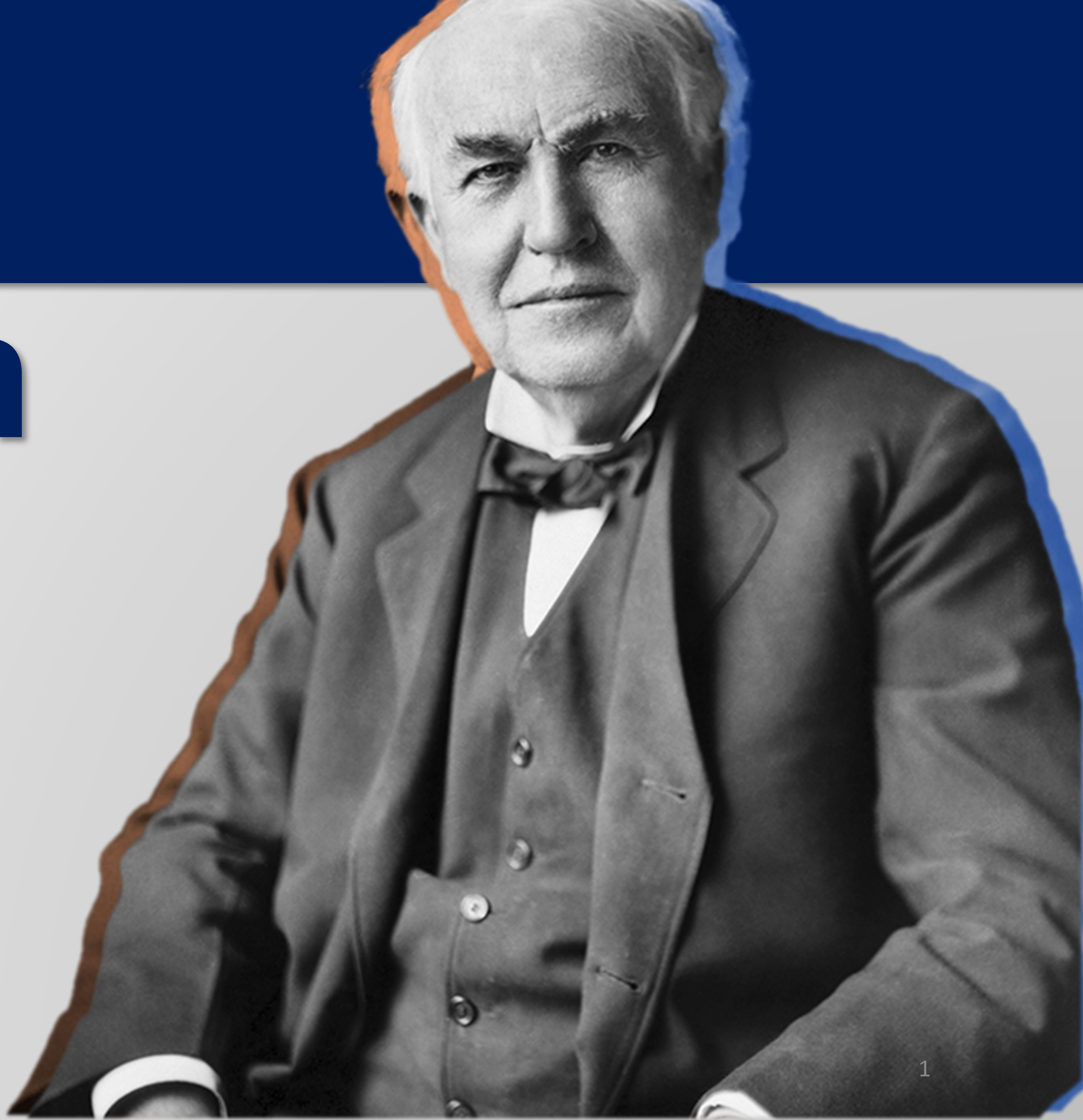
‘How to’ in Edison

PARTNERS FOR HEALTH



‘How to’

enroll an employee with dependents

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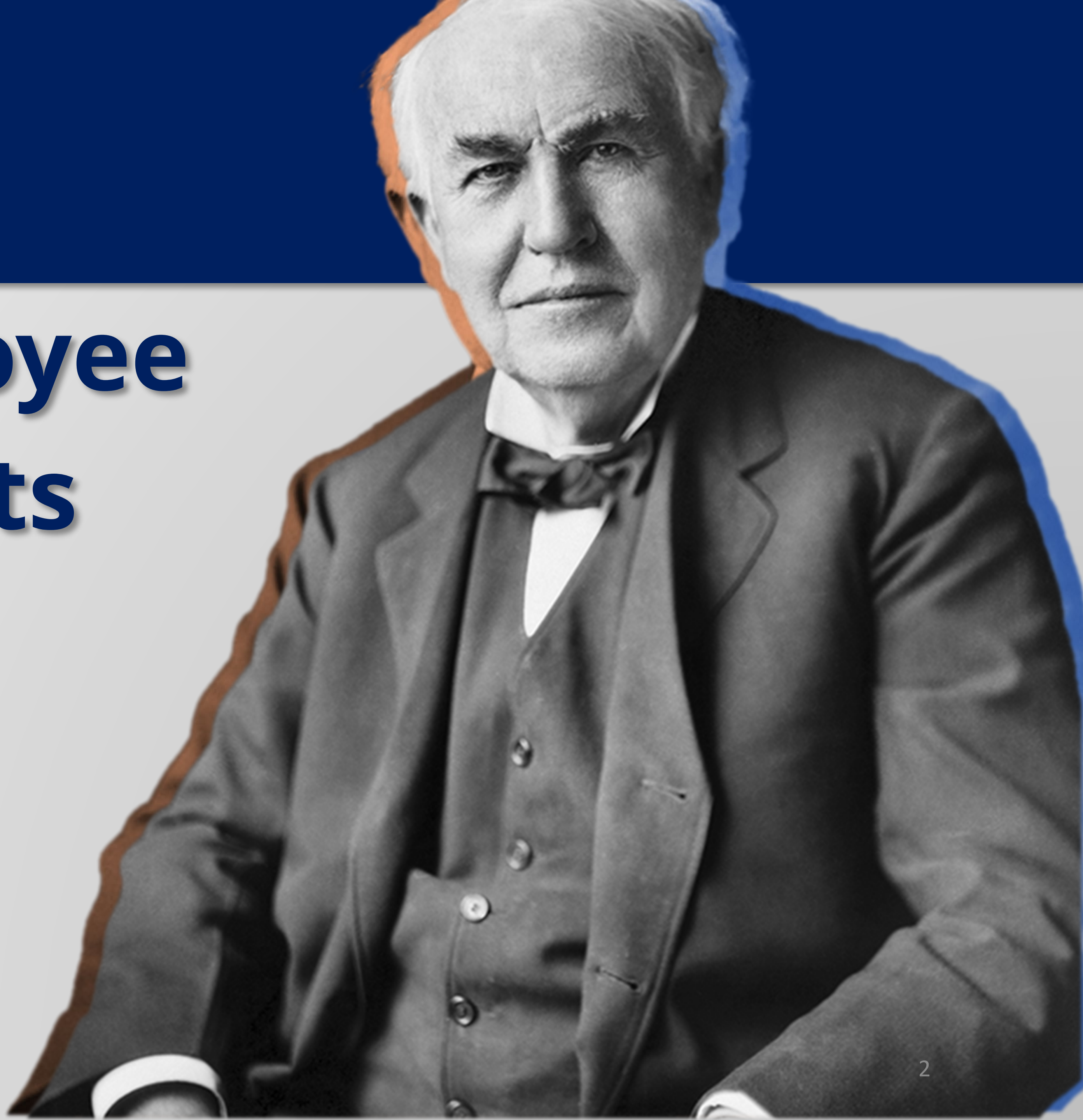
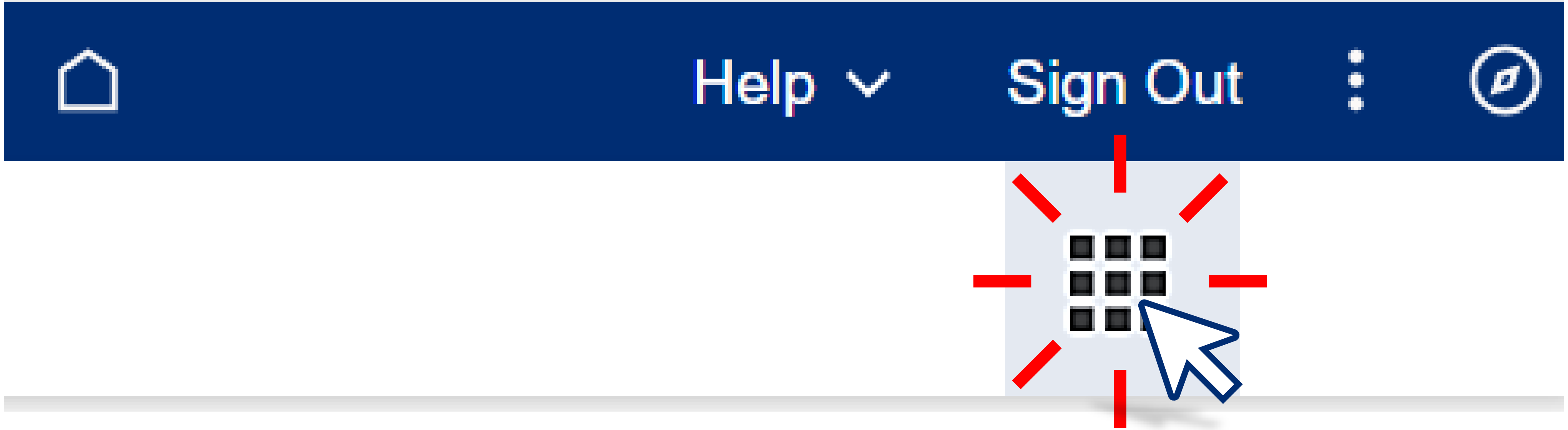


From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



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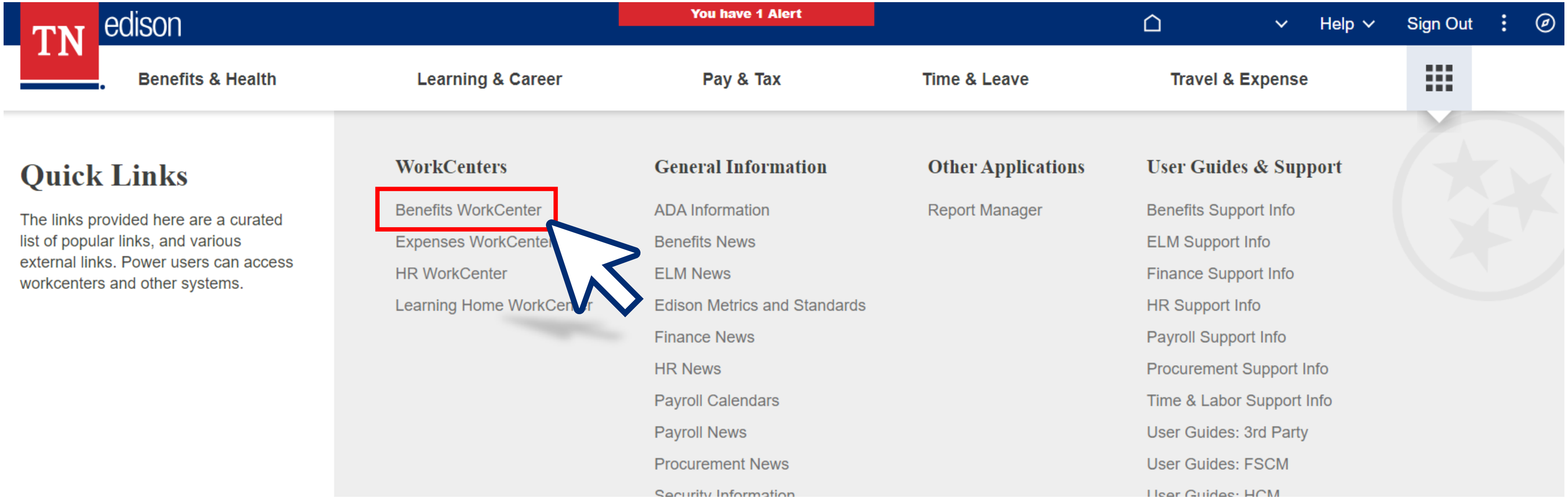
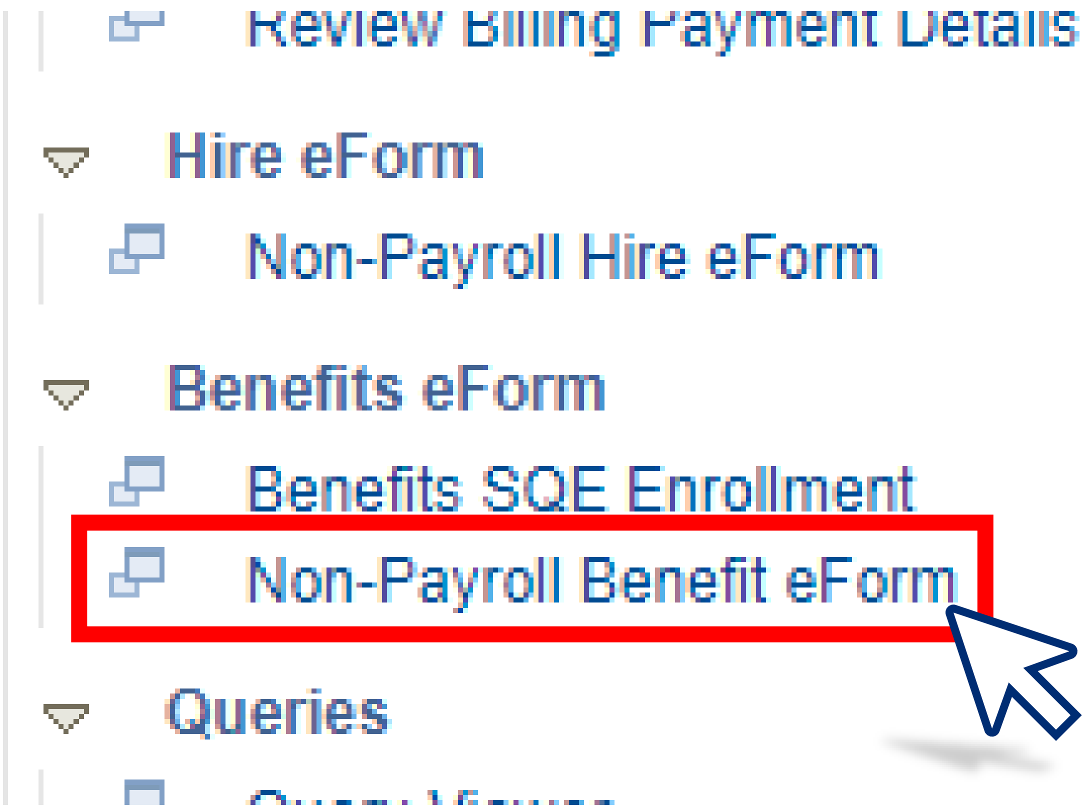
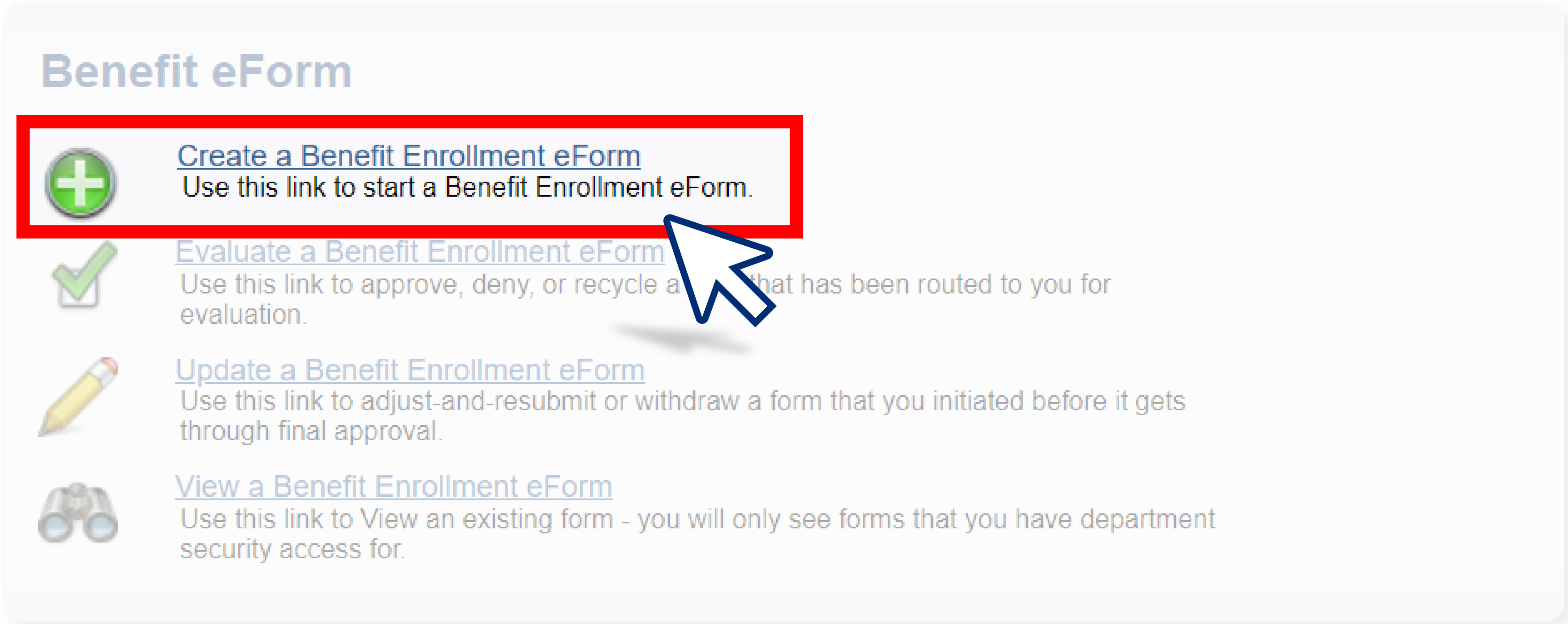
Select “Benefits WorkCenter” located under the WorkCenters header.



Select “Non-Payroll Benefit eForm.”



Select “Create a Benefit Enrollment Form.”



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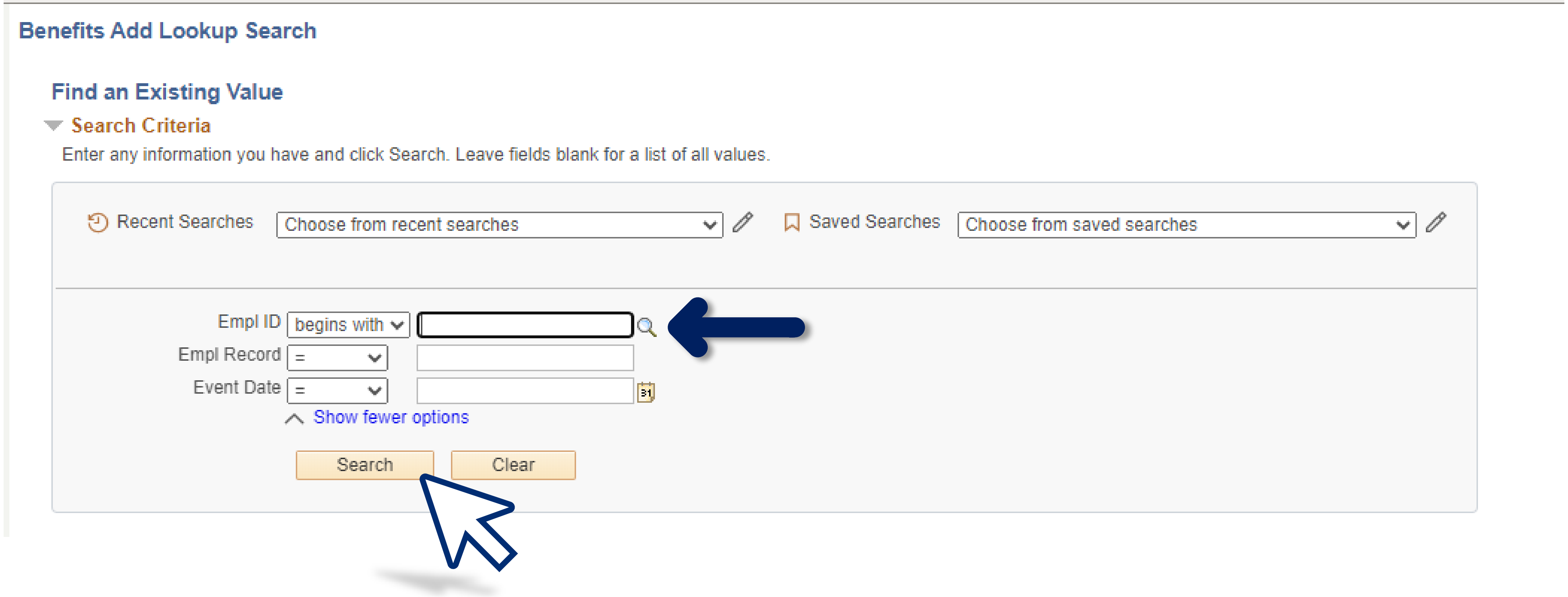
Enter the employee ID, then click “Search.”



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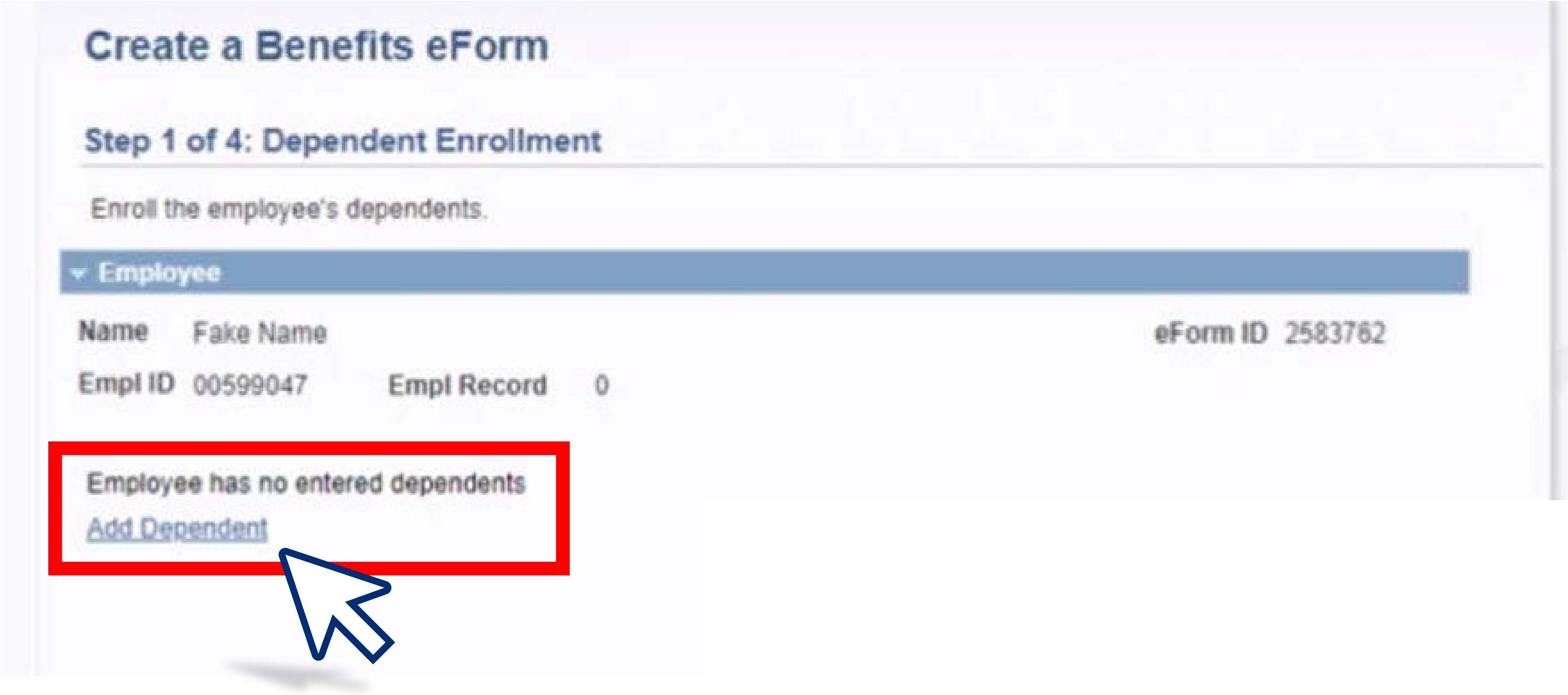
If the correct information is displayed and the employee has dependents to add, click "Add Dependent."



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.

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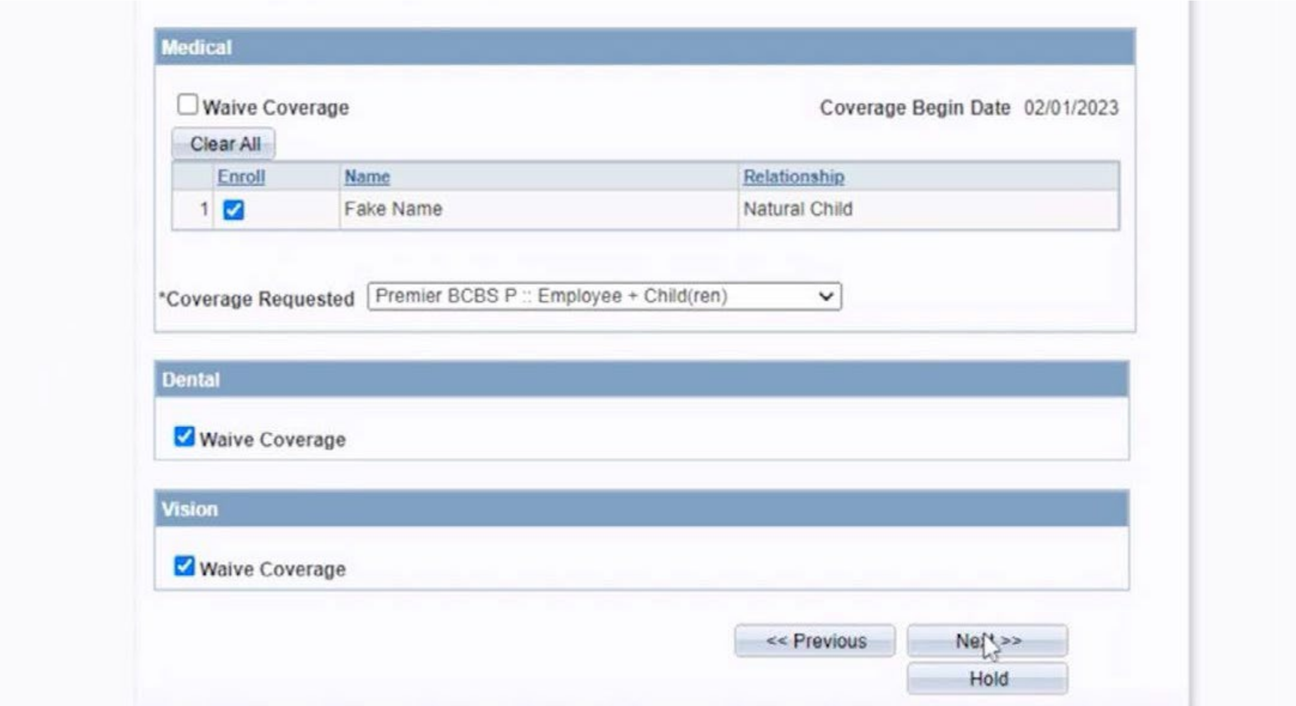
Check the box beside each dependent's name. Then, select the requested coverage – Choose "Waive Coverage" where applicable. Review the coverages and the Coverage Begin Date and select "Next."



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.

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Select “Add File Attachment” to upload each dependent verification document.

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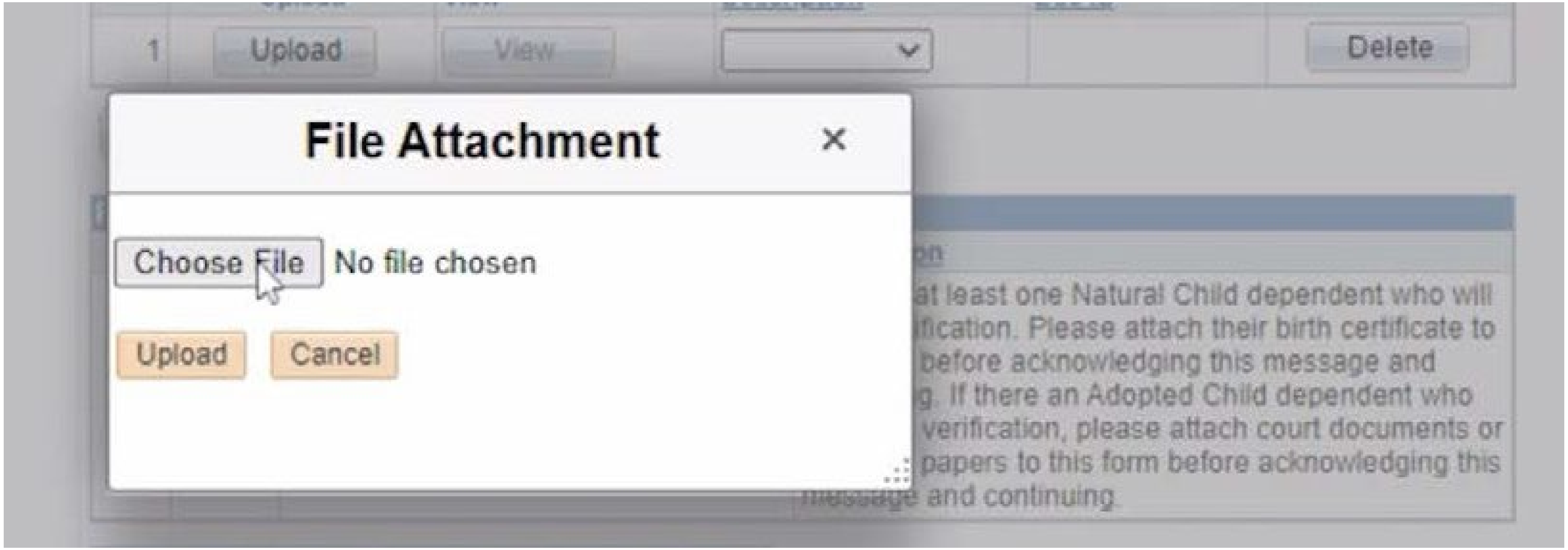
Only one document can be uploaded at a time.



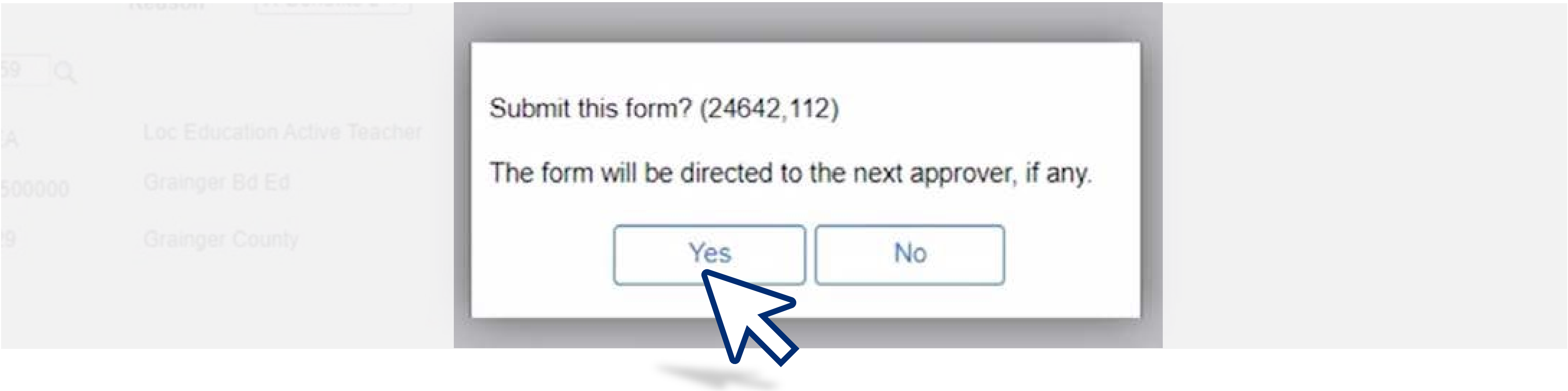
For each attachment, select the document type in the Description dropdown box.

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

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.

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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