

### **Managing and Approving Dependents Overview**

This Job Aid provides the step-by-step instructions utilized by an Agency Benefits Administrator to generate the Dependent Waiting Approval Benefits Eligibility Audit Report. This report should be generated and reviewed on a regular basis in order to monitor those dependents that are currently in an “Unapproved Dependent” status. Unapproved dependents are not covered under the employee’s selected plan coverage and must be updated to a status of “Approved Dependent” once the applicable supporting documentation is provided by the employee. Use this report to review these dependents pending approval and to follow up with the employee to ensure that the supporting documentation is provided within the established timeframe.

This Job Aid also provides the step-by-step instructions utilized by an Agency Benefits Administrator (BA) to re-open and reprocess a Benefit Event after the Benefit Event was validated and finalized. Re-opening a Benefit Event may be required in any of the following circumstances:

- Additional dependents need to be enrolled
- Additional enrollments need to be completed
- Updates or corrections to the enrollments or dependents information are needed
- Dependents need to be updated from “Unapproved Dependent” to “Approved Dependent” when the required supporting documentation is provided by the employee

Benefit Events should only be re-opened within their original enrollment window. Request permission from the Office of Health Benefits (OHB) prior to re-opening a Benefit Event outside of the original enrollment window.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



**Table of Contents**

Revision History .....	3
Running the Dependent Waiting Approval Benefits Eligibility Audit Report .....	4
How to Approve a Dependent .....	11



#### Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.




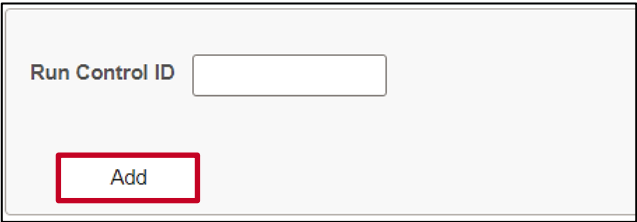
### Running the Dependent Waiting Approval Benefits Eligibility Audit Report

Step	Action
1.	Navigate to the (page or report) using the following path: <b>NavBar &gt; Menu &gt; Benefits &gt; Reports &gt; Audits &gt; Benefit Eligibility Audits</b>

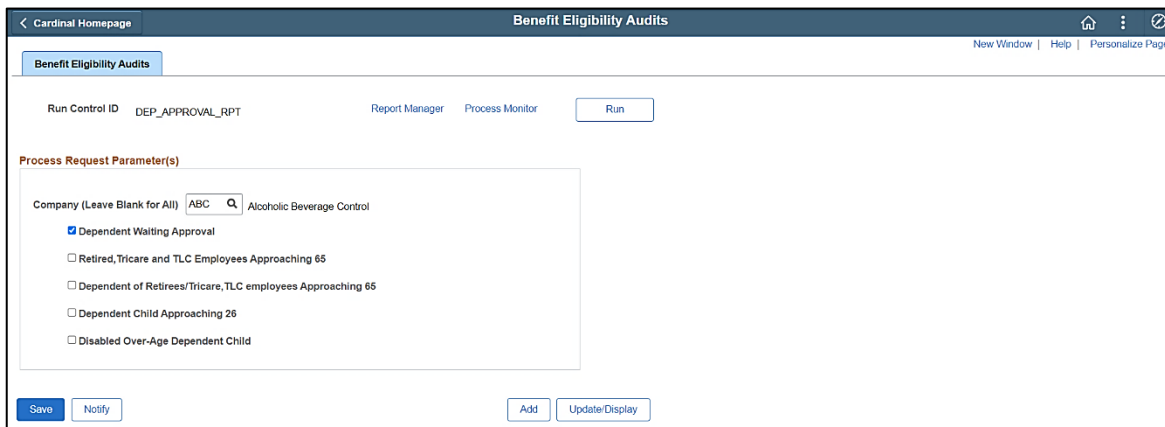
The **Benefit Eligibility Audits Search** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
	If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 2-4 assume that this is the first time that this report is being generated.
2.	Click the <b>Add a New Value</b> button. 

The **Add a New Value** page displays.

Step	Action
3.	<p>Enter a Run Control ID in the <b>Run Control ID</b> field based on the following guidelines:</p> <ul style="list-style-type: none"> <li>a. The Run Control ID must be unique and should be descriptive enough to help locate for future use</li> <li>b. Up to 30 characters are allowed</li> <li>c. No blank spaces can be used; however, an underscore can be used in lieu of spaces</li> <li>d. Do not use wildcard symbols (%)</li> </ul> 
4.	<p>Click the <b>Add</b> button.</p> 

The **Benefits Eligibility Audits** page displays.



5.	<p>Select the applicable Company using the <b>Company Look Up</b> icon.</p> 
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Step	Action
6.	<p>Click the <b>Dependent Waiting Approval</b> checkbox option.</p> <div><p><b>Process Request Parameter(s)</b></p><p>Company (Leave Blank for All) <input type="text" value="ABC"/> <input type="button" value="Q"/> Alcoholic Beverage Control</p><p><input checked="" type="checkbox"/> <b>Dependent Waiting Approval</b></p><p><input type="checkbox"/> Retired, Tricare and TLC Employees Approaching 65</p><p><input type="checkbox"/> Dependent of Retirees/Tricare, TLC employees Approaching 65</p><p><input type="checkbox"/> Dependent Child Approaching 26</p><p><input type="checkbox"/> Disabled Over-Age Dependent Child</p></div>
7.	<p>Click the <b>Save</b> button.</p> <div><input type="button" value="Save"/> <input type="button" value="Notify"/></div>
8.	<p>Click the <b>Run</b> button.</p> <div><div>Benefit Eligibility Audits</div><div>Run Control ID DEP_APPROVAL_RPT <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></div></div>

The **Process Scheduler Request** page displays.

Process Scheduler Request

User ID V\_TRN\_BN36102 Run Control ID DEP\_APPROVAL\_RPT

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Benefit Eligibility Audits	V_BN301_RPT	Application Engine	Web	PDF	<a href="#">Distribution</a>

9.


The **Type** field defaults to “Web”. Update to “Email”, “File”, or “Printer” as desired. If “Email” is selected, use the **Distribution** link to identify the email address to send the report.

Process List

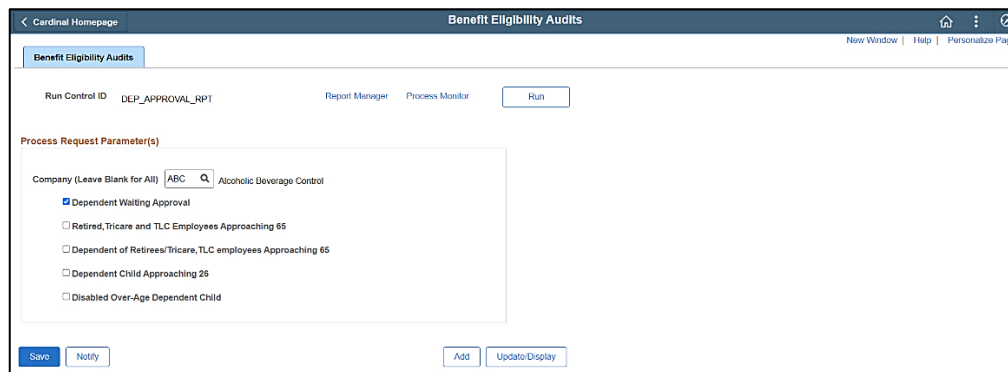
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Benefit Eligibility Audits	V_BN301_RPT	Application Engine	Web	PDF	<a href="#">Distribution</a>



## BN361 Managing and Approving Dependents

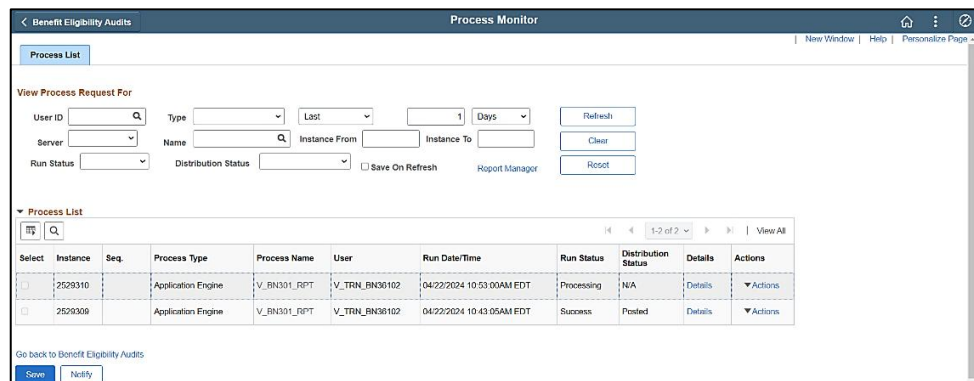
Step	Action														
10.	<p>The <b>Format</b> field defaults based on the report being generated. Update as needed if other formats are available for the report being generated.</p> <div><p>Process List</p><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Benefit Eligibility Audits</td><td>V_BN301_RPT</td><td>Application Engine</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></table></div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Benefit Eligibility Audits	V_BN301_RPT	Application Engine	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Benefit Eligibility Audits	V_BN301_RPT	Application Engine	Web	PDF	Distribution									
	Refer to the HCM Reports Catalogs to identify the formats available for each specific HCM Report. The HCM Reports Catalogs are located on the Cardinal website under <b>Resources</b> .														
11.	<p>Click the <b>OK</b> button.</p> <div><div>OK</div><div>Cancel</div></div>														

The **Benefit Eligibility Audits** page redisplays.



12.	<p>Click the <b>Process Monitor</b> link.</p> <div><p><b>Benefit Eligibility Audits</b></p><p>Run Control ID DEP_APPROVAL_RPT      Report Manager      <b>Process Monitor</b>      Run</p></div>
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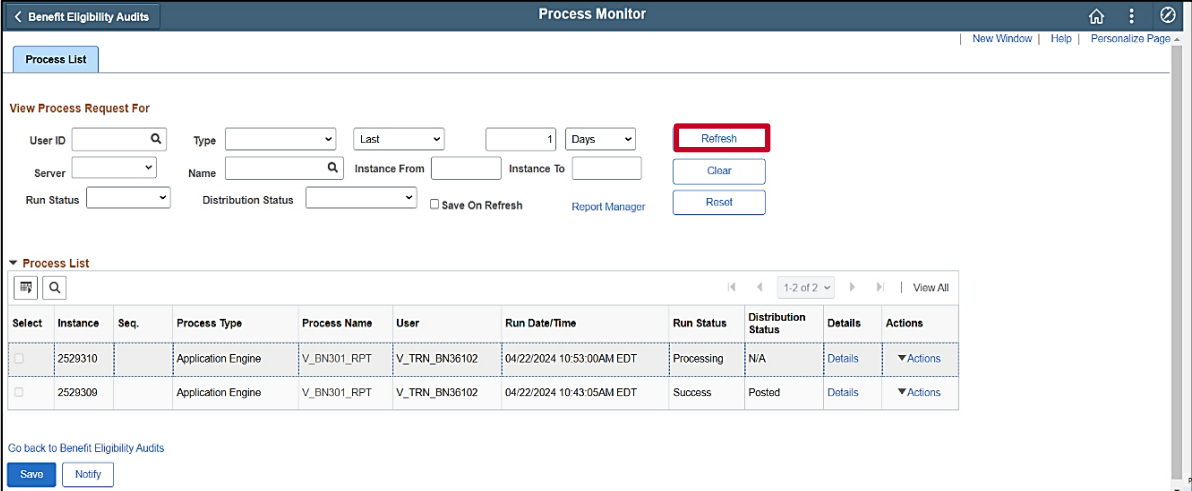
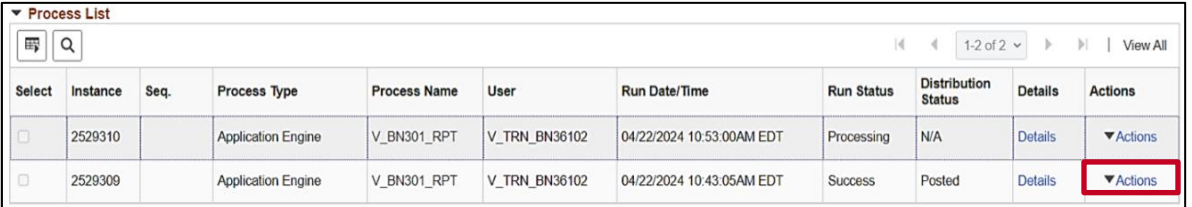
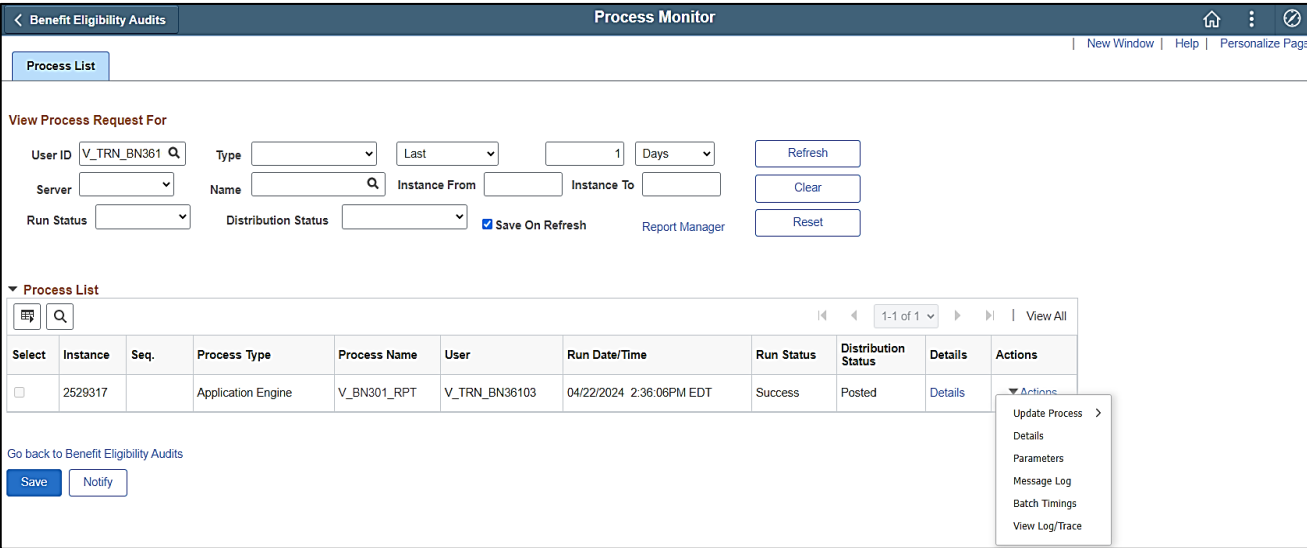
The **Process Monitor** page displays.






# Benefits Job Aid

## BN361 Managing and Approving Dependents

Step	Action
13.	<p>Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is “Success” and the <b>Distribution Status</b> is “Posted”.</p>  <p>The screenshot shows the 'Process Monitor' window with the 'Process List' tab selected. The 'View Process Request For' section has search filters for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. The 'Refresh' button is highlighted with a red box. Below the search filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains two rows of data. The first row has Run Status 'Processing' and Distribution Status 'N/A'. The second row has Run Status 'Success' and Distribution Status 'Posted'.</p>
14.	<p>Click the <b>Actions</b> dropdown button.</p>  <p>The screenshot shows the 'Process List' table from the previous step. The 'Actions' dropdown button for the second row is highlighted with a red box. The dropdown menu is not yet open.</p>
<p>The <b>Actions</b> dropdown menu displays.</p>  <p>The screenshot shows the 'Process Monitor' window with the 'Process List' tab selected. The 'View Process Request For' section has search filters for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. The 'Refresh' button is highlighted with a red box. Below the search filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains one row of data. The 'Actions' dropdown button for the first row is highlighted with a red box. The dropdown menu is open, showing options: Update Process, Details, Parameters, Message Log, Batch Timings, and View Log/Trace.</p>	





Step	Action																																																																																																		
The <b>Dependent Waiting Approval Benefits Eligibility Audit</b> report displays.																																																																																																			
<table><tr><th colspan="20">Dependent Waiting Approval</th></tr><tr><th>Company</th><th>Employee ID</th><th>Ben Reason</th><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Dependent ID</th><th>Dep Last</th><th>Dep First</th><th>Dep Middle</th><th>DOB DOB</th><th>Acute/Disable</th><th>Effective Date</th><th>Disabled As of Date</th><th>Medicare Date</th><th>Address 1</th><th>Address 2</th><th>City</th><th>State</th><th>Postal</th><th>Email Address</th><th>Email Type</th><th>Benefit Group</th><th>Unit</th><th>Dept ID</th><th>Audit Reason</th></tr><tr><td>ABC</td><td>0000000000</td><td>D</td><td>Jaysa</td><td>Jager</td><td></td><td>01</td><td>Jaysa</td><td>Jager</td><td></td><td>01/01/1999</td><td>02</td><td>N</td><td>01/01/2004</td><td></td><td>200 Main Street</td><td></td><td>Richmond</td><td>VA</td><td>23218</td><td>jeemail@virginia1506</td><td>000001000</td><td>00000</td><td>100700</td><td></td><td>Documentation Approval</td></tr><tr><td>ABC</td><td>0000000000</td><td>D</td><td>Jaysa</td><td>Jager</td><td></td><td>02</td><td>Jaysa</td><td>Jager</td><td></td><td>01/02/2008</td><td>02</td><td>N</td><td>01/01/2004</td><td></td><td>200 Main Street</td><td></td><td>Richmond</td><td>VA</td><td>23218</td><td>jeemail@virginia1506</td><td>000001000</td><td>00000</td><td>100700</td><td></td><td>Documentation Approval</td></tr></table>		Dependent Waiting Approval																				Company	Employee ID	Ben Reason	Last Name	First Name	Middle Name	Dependent ID	Dep Last	Dep First	Dep Middle	DOB DOB	Acute/Disable	Effective Date	Disabled As of Date	Medicare Date	Address 1	Address 2	City	State	Postal	Email Address	Email Type	Benefit Group	Unit	Dept ID	Audit Reason	ABC	0000000000	D	Jaysa	Jager		01	Jaysa	Jager		01/01/1999	02	N	01/01/2004		200 Main Street		Richmond	VA	23218	jeemail@virginia1506	000001000	00000	100700		Documentation Approval	ABC	0000000000	D	Jaysa	Jager		02	Jaysa	Jager		01/02/2008	02	N	01/01/2004		200 Main Street		Richmond	VA	23218	jeemail@virginia1506	000001000	00000	100700		Documentation Approval
Dependent Waiting Approval																																																																																																			
Company	Employee ID	Ben Reason	Last Name	First Name	Middle Name	Dependent ID	Dep Last	Dep First	Dep Middle	DOB DOB	Acute/Disable	Effective Date	Disabled As of Date	Medicare Date	Address 1	Address 2	City	State	Postal	Email Address	Email Type	Benefit Group	Unit	Dept ID	Audit Reason																																																																										
ABC	0000000000	D	Jaysa	Jager		01	Jaysa	Jager		01/01/1999	02	N	01/01/2004		200 Main Street		Richmond	VA	23218	jeemail@virginia1506	000001000	00000	100700		Documentation Approval																																																																										
ABC	0000000000	D	Jaysa	Jager		02	Jaysa	Jager		01/02/2008	02	N	01/01/2004		200 Main Street		Richmond	VA	23218	jeemail@virginia1506	000001000	00000	100700		Documentation Approval																																																																										
	Review this report to identify any dependents that are currently “Unapproved” and are pending approval when the applicable supporting documentation is received. Follow up with the employee(s) as needed to obtain the supporting documentation as dependents displayed on this report are not currently covered on the employee’s selected plan.																																																																																																		

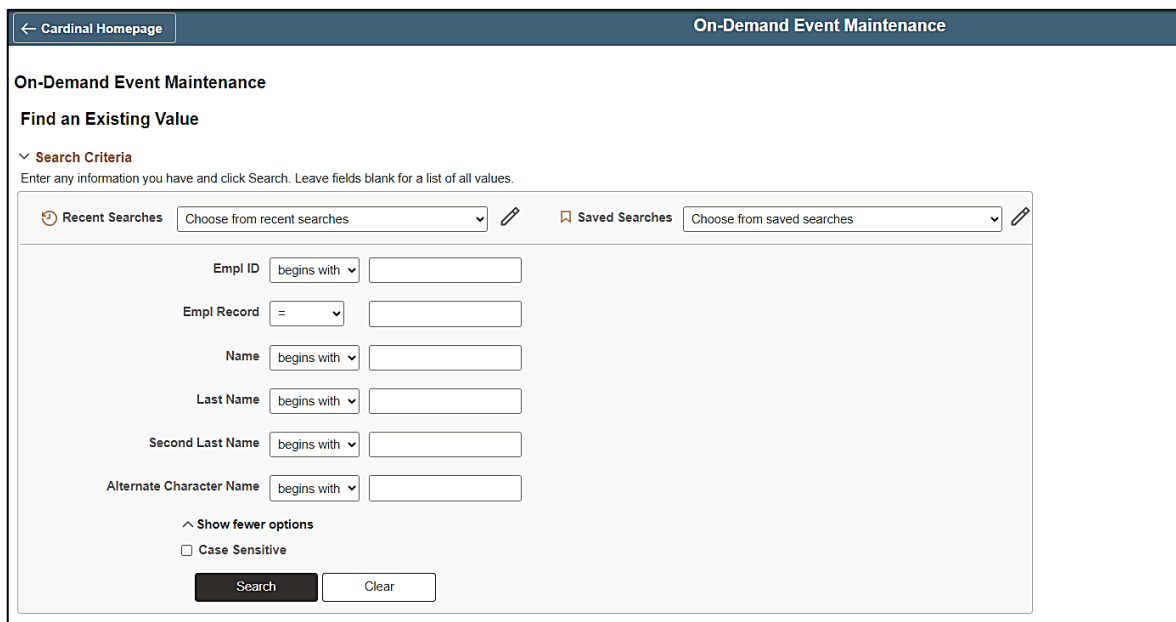
## How to Approve a Dependent


Once the employee provides the applicable supporting documentation to add the dependent(s) to their plan coverage, the applicable Benefit Event will need to be re-opened and reprocessed in order to update the dependent(s) to a status of “Approved Dependent”. This Benefit Event could have been triggered by:


- A Life Event manually created by a Benefits Administrator
- A Life Event initiated by the employee through Employee Self-Service (ESS)
- An Open Enrollment Event including the addition of dependents to coverage

Step	Action
1.	Navigate to the <b>On-Demand-Event Maintenance</b> page using the following navigation path: <b>NavBar &gt; Menu &gt; Benefits &gt; Managed Automated Enrollments &gt; Events &gt; On-Demand Event Maintenance</b>

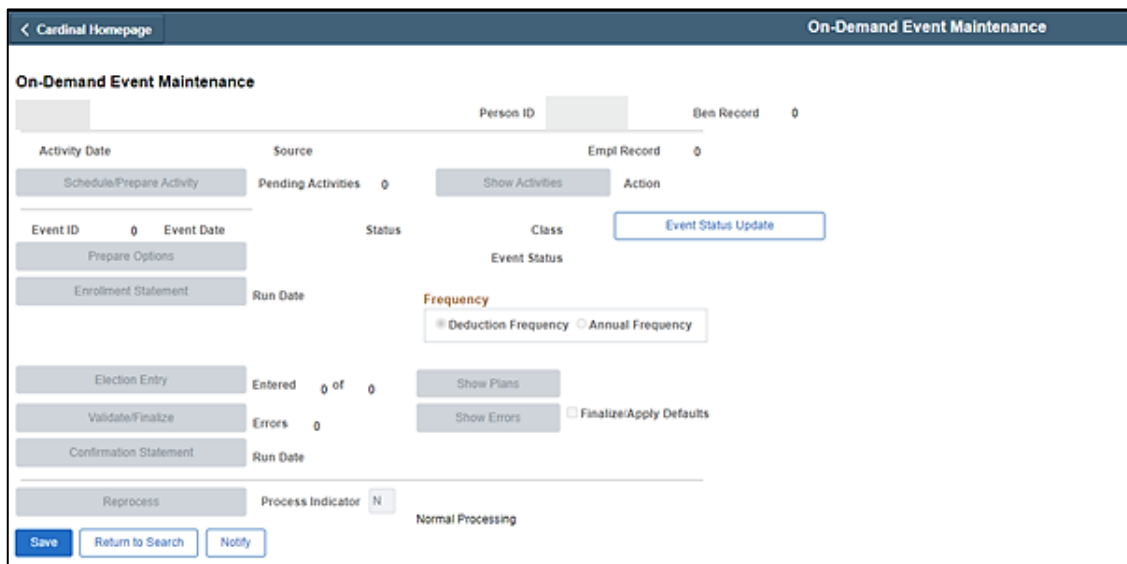
The **On-Demand-Event Maintenance Search** page displays.




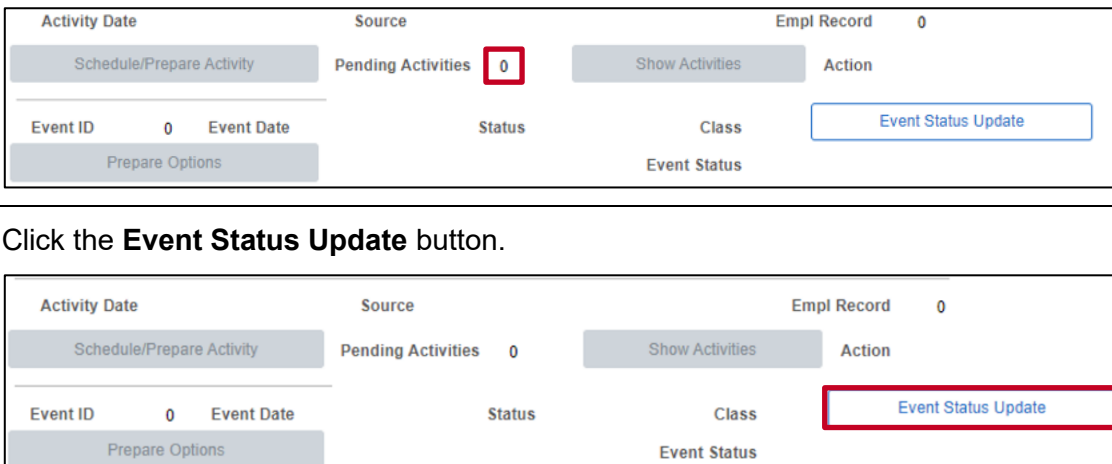
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter the applicable employee’s Employee ID in the <b>Empl ID</b> field. <div> Empl ID beginning with <input type="text"/> </div>

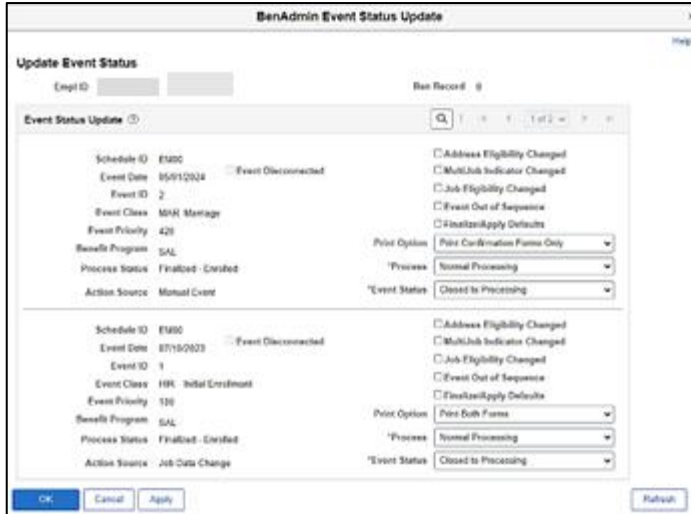
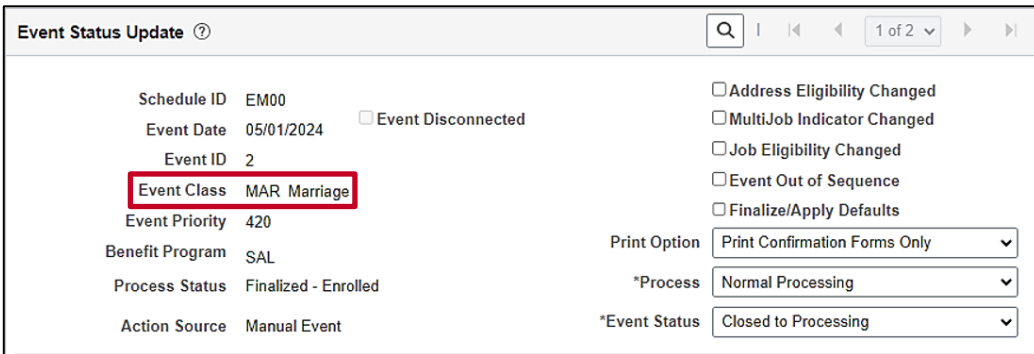
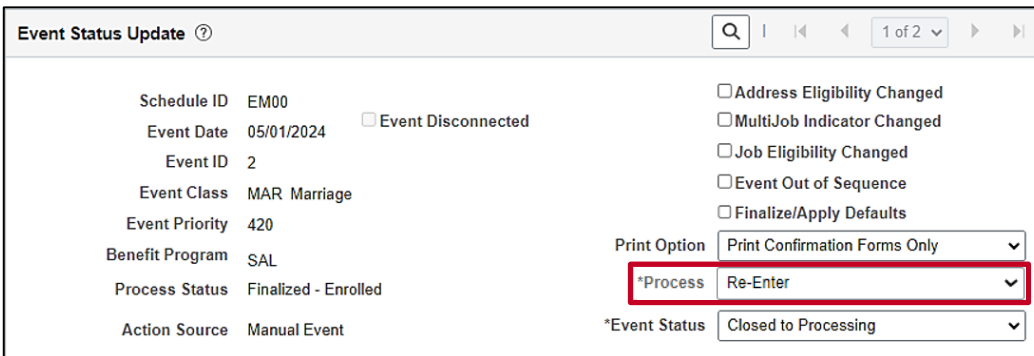
Step	Action
	Searches can also be performed using the employee's name. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.
3.	Click the <b>Search</b> button.

The **On-Demand Event Maintenance** page displays for the applicable employee.



	<p>The <b>Pending Activities</b> field displays a “0” as there are no Benefit Events for this employee that are open for processing.</p>
4.	Click the <b>Event Status Update</b> button.




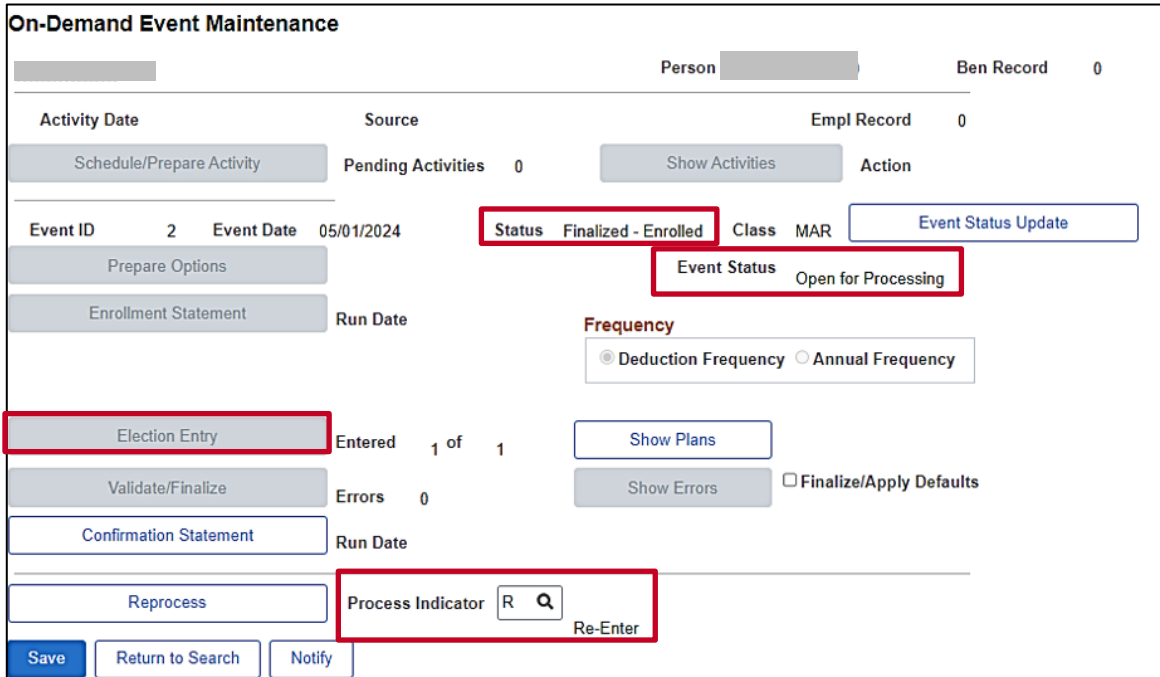
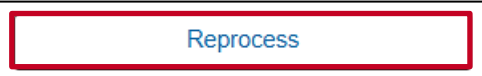
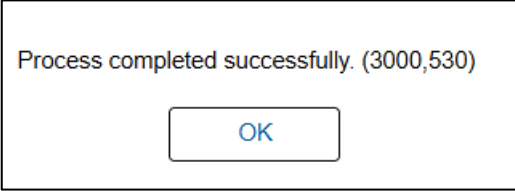

Step	Action
	<p>The <b>Update Event Status</b> page displays in a pop-up window.</p> 
5.	<p>Review the events listed and identify the event used to enroll the dependents.</p> <p><b>Note:</b> Most of the time, this process involves searching for a New Hire, recent life event, or Open Enrollment event. In this example, it is a MAR (Marriage) Benefit Event. Once the event is identified, it will need to be re-opened to approve the dependent.</p> 
6.	<p>Click the <b>Process</b> dropdown button and select “Re-Enter”.</p> 



## Benefits Job Aid

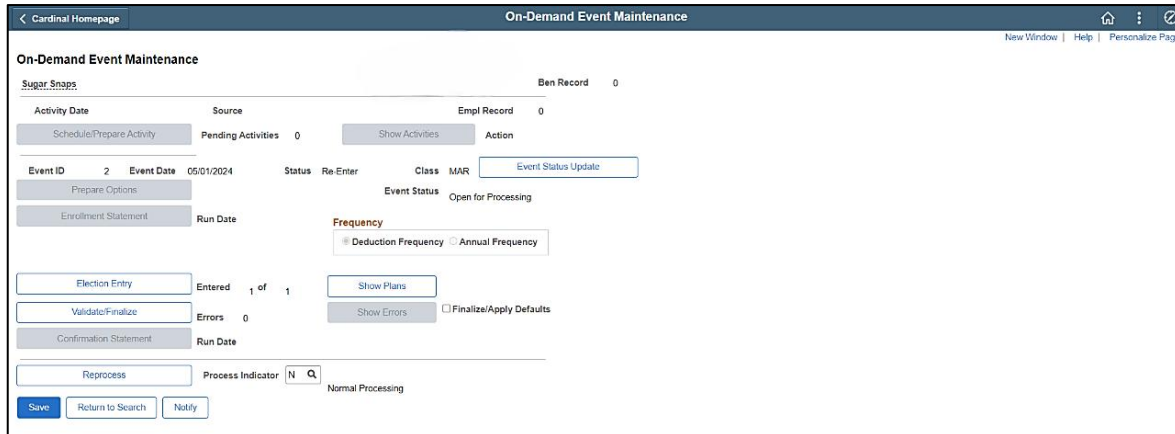
### BN361 Managing and Approving Dependents

Step	Action
7.	<p>Click the <b>Event Status</b> dropdown button and select “Open for Processing”.</p> <div><div>Event Status Update ?</div><div><div>Schedule ID EM00</div><div>Event Date 05/01/2024</div><div>Event ID 2</div><div>Event Class MAR Marriage</div><div>Event Priority 420</div><div>Benefit Program SAL</div><div>Process Status Finalized - Enrolled</div><div>Action Source Manual Event</div><div><input type="checkbox"/> Event Disconnected</div><div><input type="checkbox"/> Address Eligibility Changed</div><div><input type="checkbox"/> MultiJob Indicator Changed</div><div><input type="checkbox"/> Job Eligibility Changed</div><div><input type="checkbox"/> Event Out of Sequence</div><div><input type="checkbox"/> Finalize/Apply Defaults</div><div>Print Option Print Confirmation Forms Only</div><div>*Process Re-Enter</div><div>*Event Status Open for Processing</div></div></div>

Step	Action
	<p>The <b>Status</b> field still displays “Finalized – Enrolled”. The <b>Event Status</b> field now displays as “Open for Processing”. The <b>Process Indicator</b> field displays an “R” for Re-Enter. Notice that the <b>Election Entry</b> button is disabled.</p> 
9.	<p>Click the <b>Reprocess</b> button.</p> 
	<p>A <b>Confirmation</b> messages displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.</p> 
10.	<p>Click the <b>OK</b> button to close the message.</p> 

Step	Action
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The **On-Demand Event Maintenance** page redisplay.



**On-Demand Event Maintenance**

Sugar Snaps Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2024 Status Re-Enter Class MAR Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 1 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

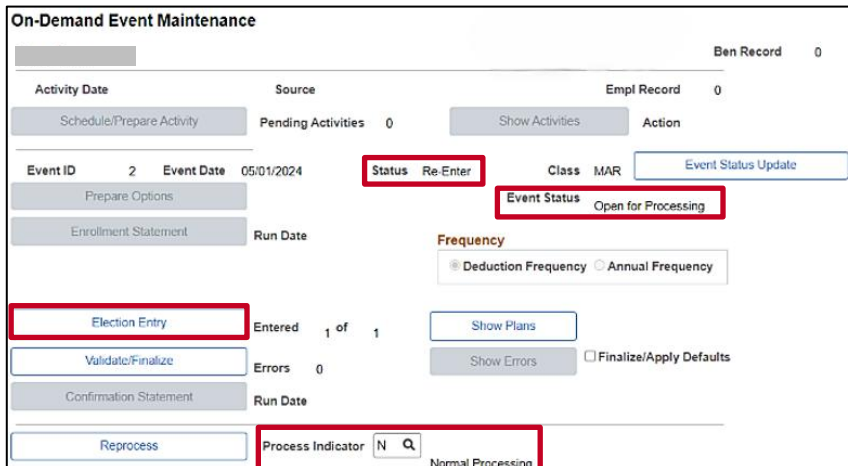
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify



The **Status** field now displays “Re-Enter”. The **Event Status** field still displays as “Open for Processing”. The **Process Indicator** field now displays an “N” for Normal Processing. Notice that the **Election Entry** button is enabled.



**On-Demand Event Maintenance**

Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2024 Status Re-Enter Class MAR Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 1 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

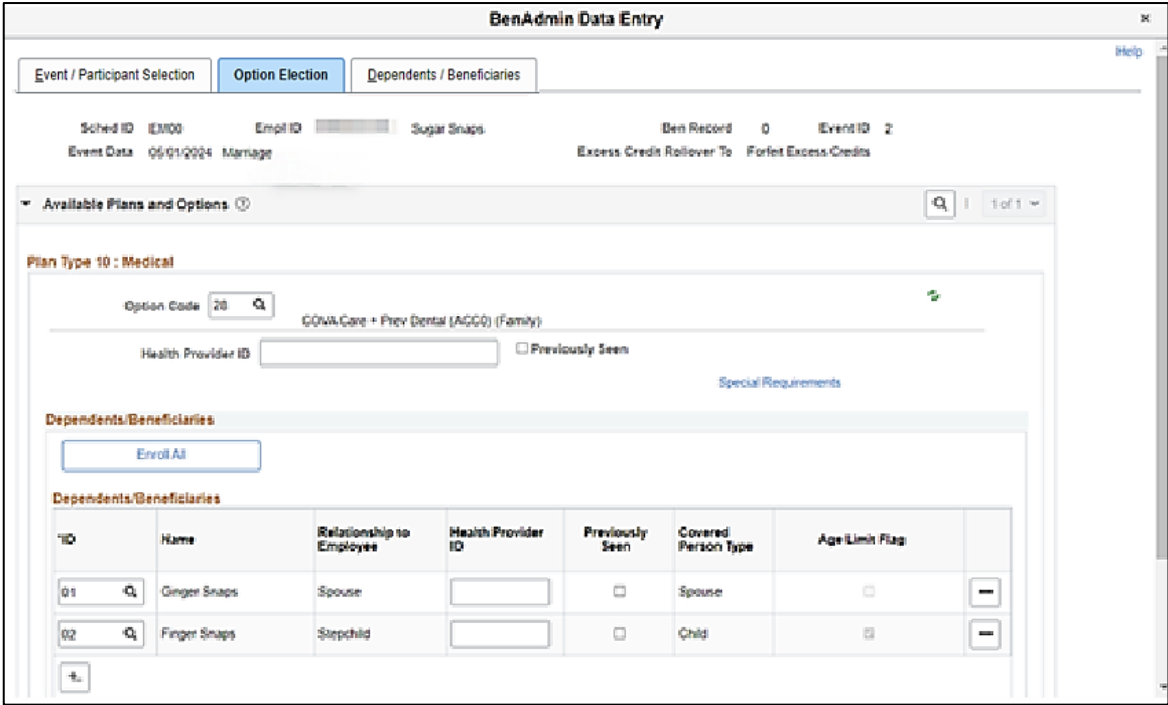
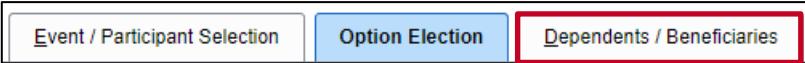
11. Click the **Election Entry** button.



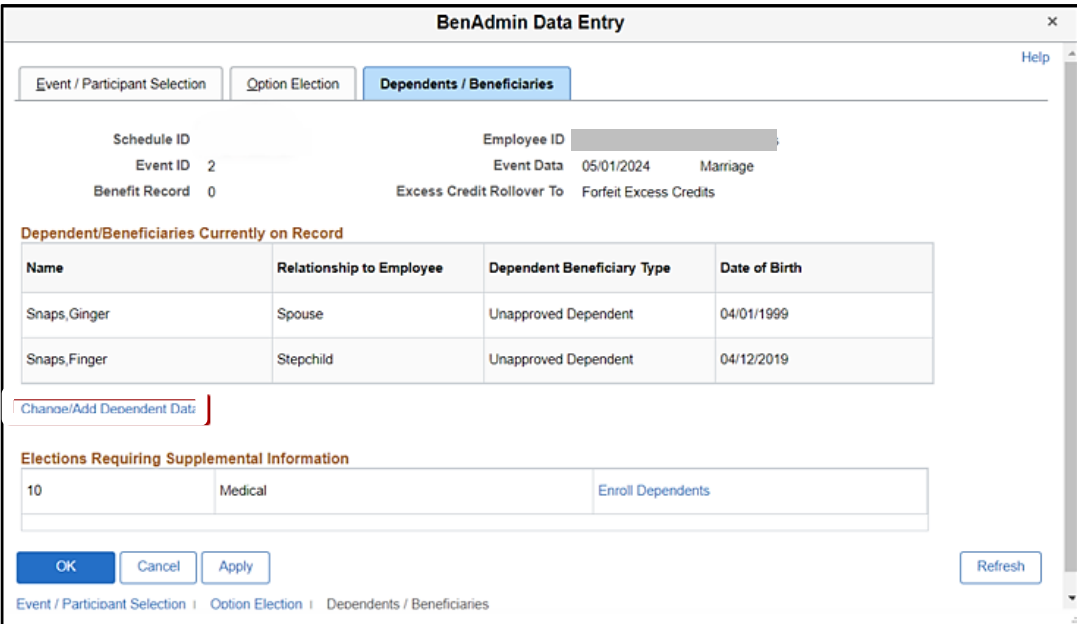

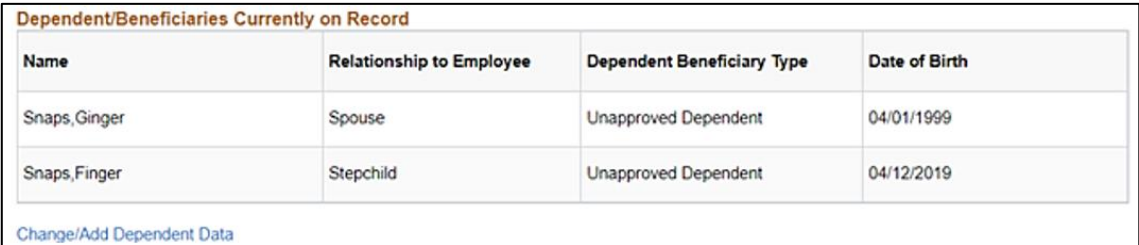

Election Entry Entered 1 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

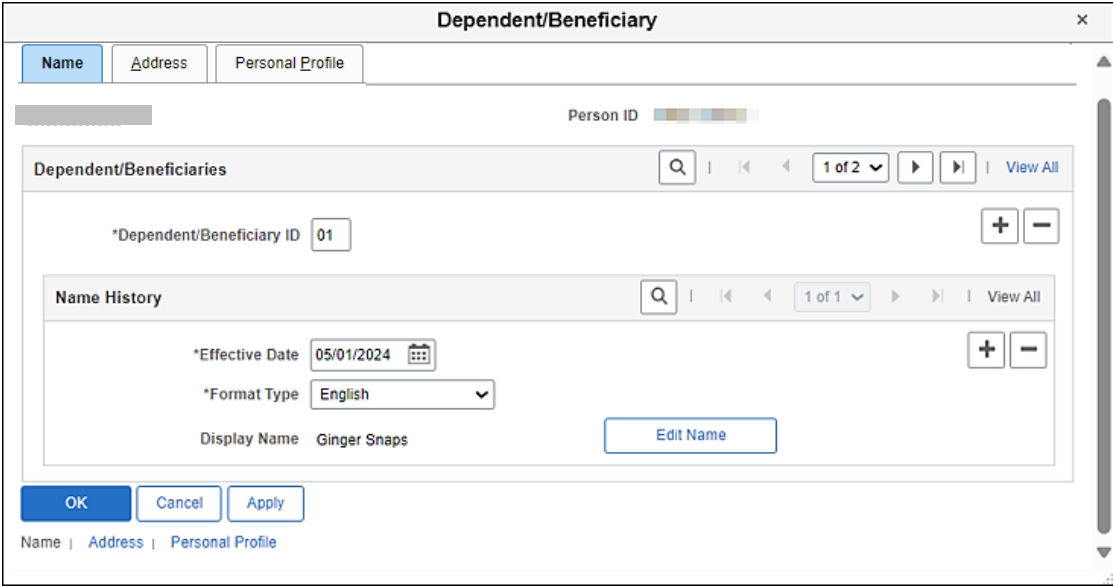

Confirmation Statement Run Date

Step	Action
	<p>The <b>BenAdmin Data Entry</b> page displays with the <b>Option Election</b> tab displayed by default.</p> 
12.	<p>Click the <b>Dependents / Beneficiaries</b> tab.</p> 

**BN361 Managing and Approving Dependents**

Step	Action
	<p>The <b>Dependents/Beneficiaries</b> tab displays.</p> 
	<p>Review the dependents in the <b>Dependent/Beneficiaries Currently on Record</b> table. Note that the dependents currently have a status of “Unapproved Dependent”.</p> 
13.	<p>Click the <b>Change/Add Dependent Data</b> link.</p> 



Step	Action
	<p>The <b>Dependent/Beneficiary</b> page displays.</p> 
14.	<p>Click the <b>Personal Profile</b> tab.</p> 



Step	Action
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The **Personal Profile** tab displays.

**Dependent/Beneficiary**

Name Address **Personal Profile**

Sugar Snaps Person ID [Redacted]

**Personal Profile** [Search] [1 of 2] [View All]

Dependent/Beneficiary ID 01 Ginger Snaps

\*Date of Birth 04/01/1999 Birth Location [Redacted]  
Birth Country [Redacted] Birth State [Redacted]  
Date of Death [Redacted] ☐ Riders/Orders exist  
Medicare Entitled Date [Redacted] Riders/Orders

**Personal History** [Search] [1 of 1] [View All]

\*Effective Date 05/01/2024  
\*Relationship to Employee Spouse  
\*Dependent Beneficiary Type Unapproved Dependent  
\*Gender Female  
\*Marital Status Married As of 04/13/2024



Ensure that you are viewing the applicable dependent.

15.

Click the **Dependent Beneficiary Type** dropdown button and select “Approved Dependent”

**Dependent/Beneficiary**

Name Address **Personal Profile**

Sugar Snaps Person ID [Redacted]

**Personal Profile** [Search] [1 of 2] [View All]

Dependent/Beneficiary ID 01 Ginger Snaps

\*Date of Birth 04/01/1999 Birth Location [Redacted]  
Birth Country [Redacted] Birth State [Redacted]  
Date of Death [Redacted] ☐ Riders/Orders exist  
Medicare Entitled Date [Redacted] Riders/Orders

**Personal History** [Search] [1 of 1] [View All]

\*Effective Date 05/01/2024  
\*Relationship to Employee Spouse  
\*Dependent Beneficiary Type **Approved Dependent**  
\*Gender Female  
\*Marital Status Married As of 04/13/2024



## BN361 Managing and Approving Dependents

Step	Action
16.	Scroll down to the bottom of the page.

The bottom of the **Dependent/Beneficiary** page displays.

The screenshot shows the bottom portion of the 'Dependent/Beneficiary' form. It includes a 'Personal History' section with fields for Effective Date (05/01/2024), Relationship to Employee (Spouse), Dependent Beneficiary Type (Approved Dependent), Gender (Female), and Marital Status (Married). Below this is a 'National ID' section with a table showing one entry: USA, PR, Social Security Number, 002-96-8293. The form has OK, Cancel, and Apply buttons at the bottom.

17.	Repeat these steps to update the status to “Approved Dependent” for any additional dependents as needed and then click the <b>OK</b> button at the bottom of the page.
-----	--

OK

Cancel

Apply

Name | Address | Personal Profile

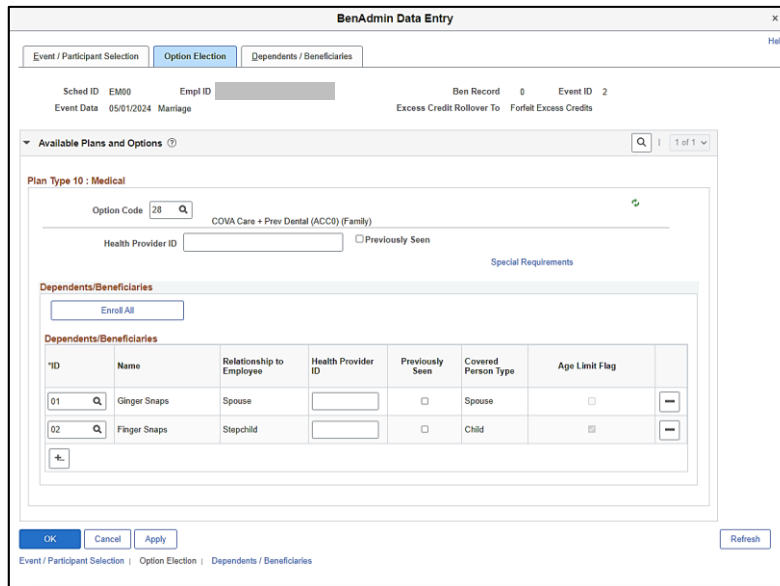
The **Dependents / Beneficiaries** tab redispays

The screenshot shows the 'BenAdmin Data Entry' form with the 'Dependents / Beneficiaries' tab selected. It displays a table of 'Dependent/Beneficiaries Currently on Record' with columns for Name, Relationship to Employee, Dependent Beneficiary Type, and Date of Birth. The table lists two dependents: Snaps, Ginger (Spouse, Approved Dependent, 04/01/1999) and Snaps, Finger (Stepchild, Approved Dependent, 04/12/2019). Below the table are buttons for 'Change/Add Dependent Data', 'Enroll Dependents', and 'Refresh'.

**BN361 Managing and Approving Dependents**

Step	Action
18.	Once all dependents have been changed from “Unapproved Dependent” to “Approved Dependent”, click the <b>Option Election</b> tab. <div> Event / Participant Selection <b>Option Election</b> Dependents / Beneficiaries </div>

The **Option Election** tab displays.



BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID EM00 Empl ID Ben Record 0 Event ID 2  
Event Data 05/01/2024 Marriage Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 1

Plan Type 10 : Medical

Option Code 28 COVA Care + Prev Dental (ACC0) (Family)

Health Provider ID  ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Ginger Snaps	Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>
02	Finger Snaps	Stepchild	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>



OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

19.

Review the **Dependents/Beneficiaries** table and ensure that are applicable dependents are enrolled. Click the **Enroll All** button as needed.

Plan Type 10 : Medical

Option Code   

COVA Care + Prev Dental (ACC0) (Family)





Health Provider ID  ☐ Previously Seen


[Special Requirements](#)

**Dependents/Beneficiaries**

**Enroll All**

**Dependents/Beneficiaries**

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
<input type="text" value="01"/> 	Ginger Snaps	Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	
<input type="text" value="02"/> 	Finger Snaps	Stepchild	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	



20.

Click the **OK** button at the bottom of the page.

**OK**

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)



Step	Action
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The **On-Demand Maintenance** page displays.

Cardinal Homepage On-Demand Event Maintenance

Sugar Snaps Person ID Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2024 Status Entered Class MAR Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 1 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Q Normal Processing

Save Return to Search Notify

21. Confirm that the **Status** field now displays as “Entered” and the **Event Status** field is still “Open for Processing”.

Event ID 2 Event Date 05/01/2024 Status Entered Class MAR Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

22. Click the **Validate/Finalize** button.

Election Entry Entered 1 of 1 Show Plans


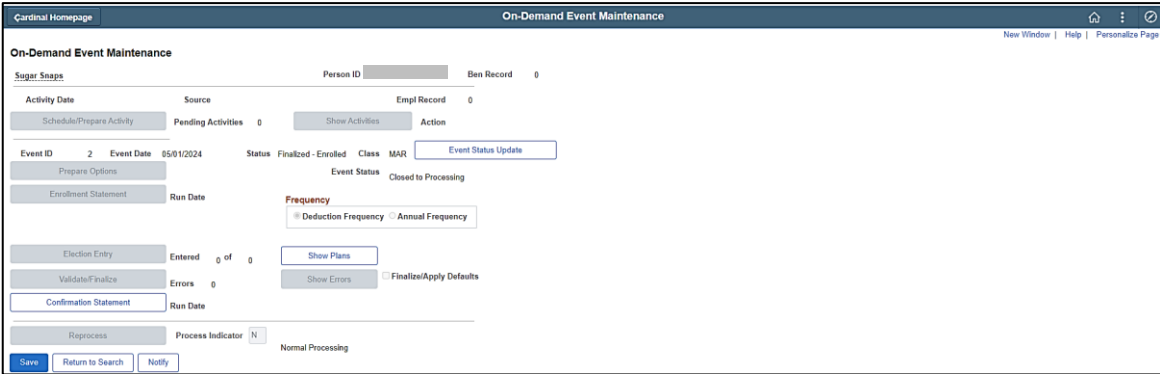
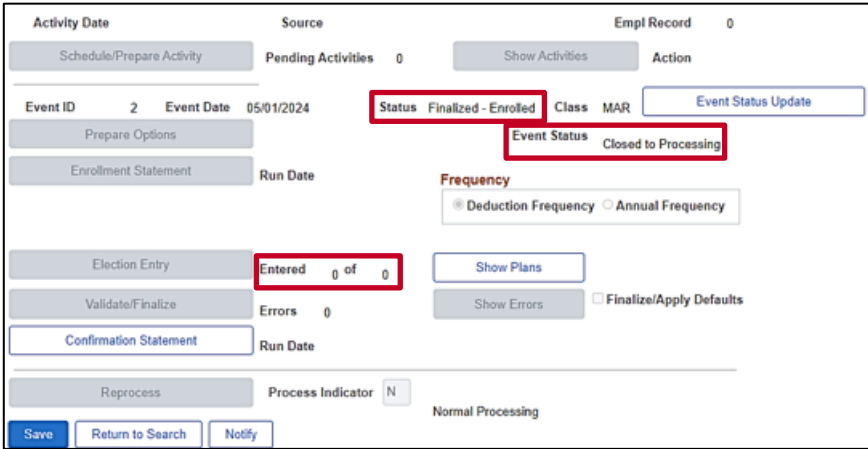
Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

A **Confirmation** messages displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.

Process completed successfully. (3000,530)

OK

Step	Action
23.	<p>Click the <b>OK</b> button.</p> 
<p>The <b>On-Demand Event Maintenance</b> page redisplay.</p> 	
24.	<p>Confirm that the <b>Status</b> field now displays as “Finalized-Enrolled” and the <b>Event Status</b> field is now “Closed to Processing”.</p> <p><b>Note:</b> The number of elections entered will reset back to “0 of 0”.</p> 
25.	<p>Click the <b>Save</b> button.</p> 