



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.

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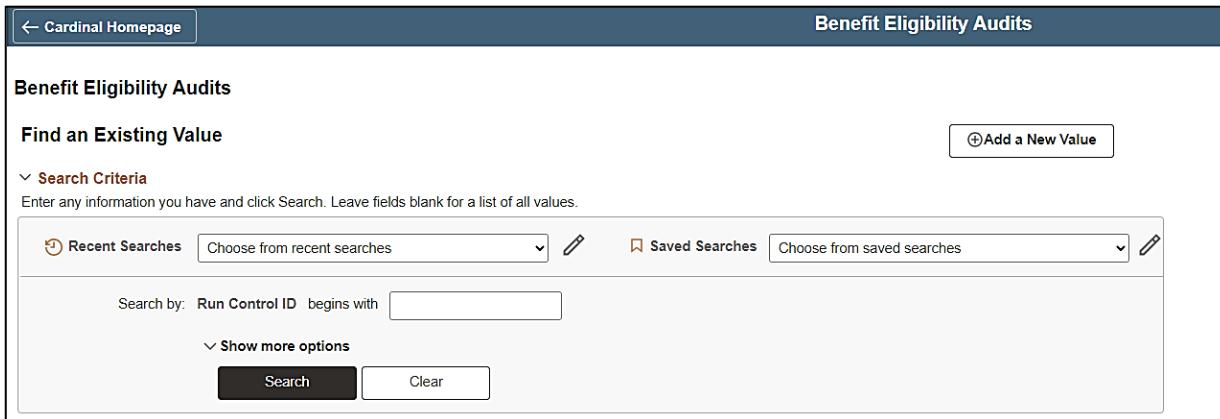
**Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , 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

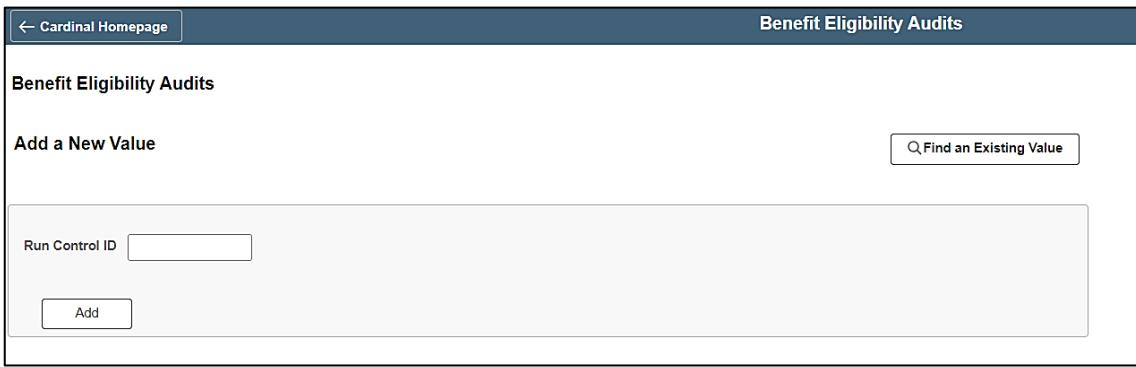
Step	Action
1.	<p>Navigate to the (page or report) using the following path:</p> <p>NavBar > Menu > Benefits > Reports > Audits > Benefit Eligibility Audits</p>

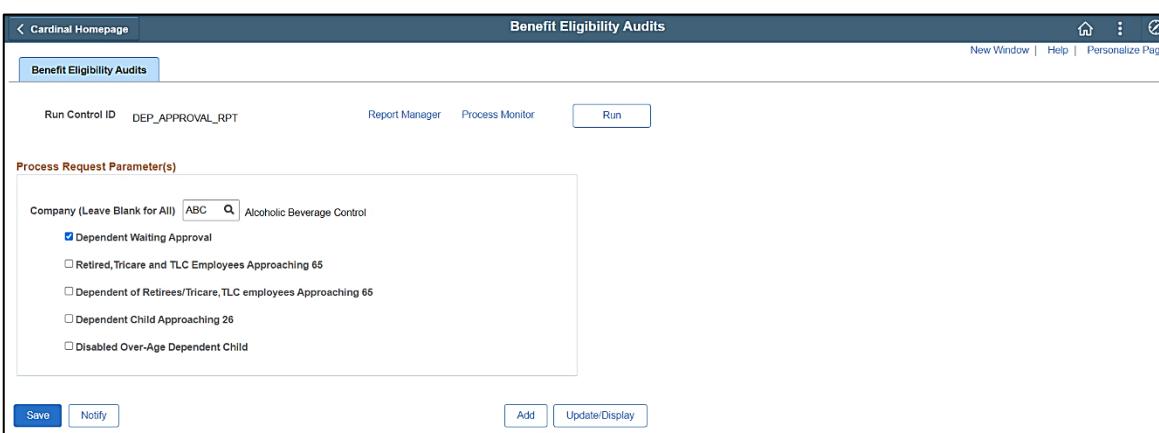
The **Benefit Eligibility Audits Search** page displays.



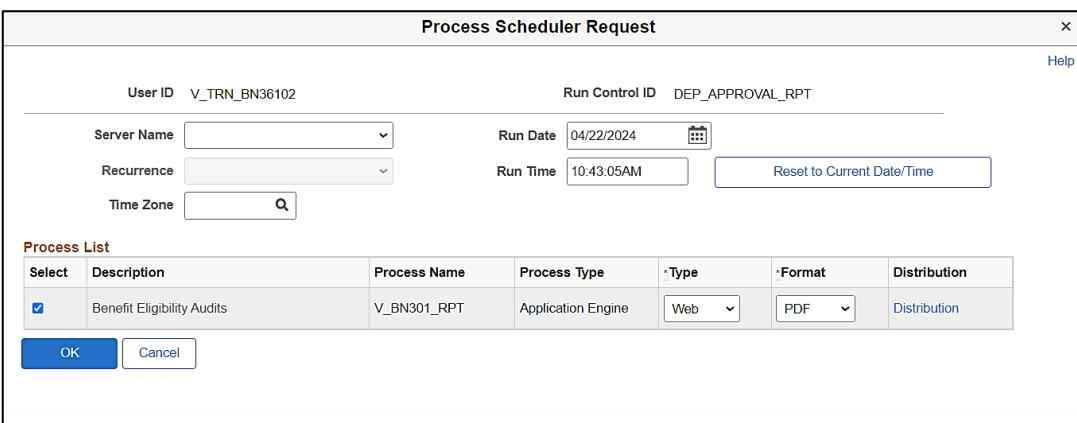
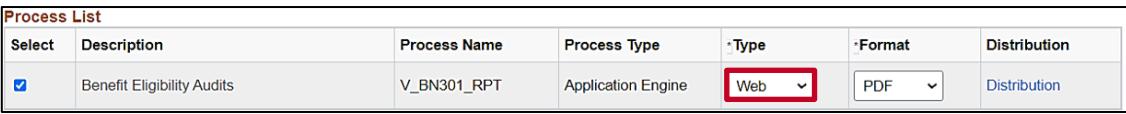
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
	<p>If this is not the first time generating this report, always search for and use 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.</p>
2.	<p>Click the Add a New Value button.</p> 

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



Step	Action
3.	<p>Enter a Run Control ID in the Run Control ID field based on the following guidelines:</p> <ul style="list-style-type: none"> a. The Run Control ID must be unique and should be descriptive enough to help locate for future use b. Up to 30 characters are allowed c. No blank spaces can be used; however, an underscore can be used in lieu of spaces d. Do not use wildcard symbols (%) <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="margin-bottom: 10px;"> Run Control ID <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/> </div> <div style="text-align: center;"> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Add"/> </div> </div>
4.	<p>Click the Add button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="margin-bottom: 10px;"> Run Control ID <input style="width: 100px; height: 20px;" type="text"/> </div> <div style="text-align: center;"> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Add"/> </div> </div>
<p>The Benefits Eligibility Audits page displays.</p>	
	
5.	<p>Select the applicable Company using the Company Look Up icon.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Process Request Parameter(s)</p> <div style="margin-bottom: 10px;"> Company (Leave Blank for All) <input style="border: 1px solid red; width: 100px; height: 20px;" type="text" value="ABC"/>  Alcoholic Beverage Control </div> </div>

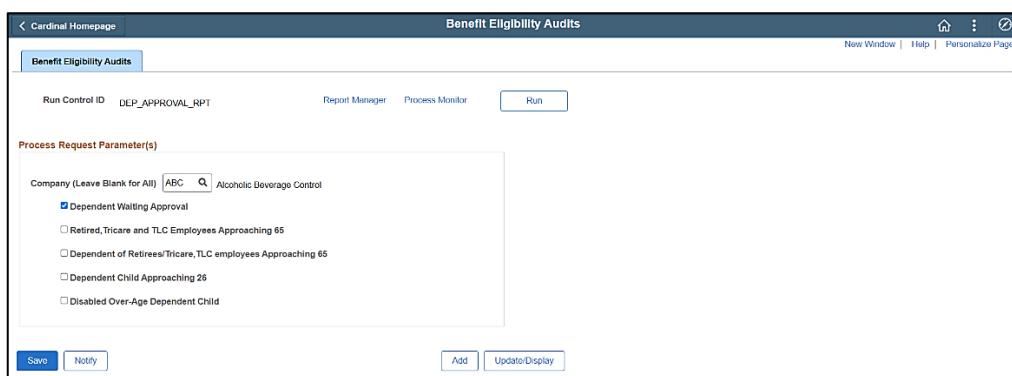
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Step	Action
6.	<p>Click the Dependent Waiting Approval checkbox option.</p> 
7.	<p>Click the Save button.</p> 
8.	<p>Click the Run button.</p> 
<p>The Process Scheduler Request page displays.</p> 	
9.	<p>The Type field defaults to "Web". Update to "Email", "File", or "Printer" as desired. If "Email" is selected, use the Distribution link to identify the email address to send the report.</p> 

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Step	Action
10.	<p>The Format field defaults based on the report being generated. Update as needed if other formats are available for the report being generated.</p> 
	<p>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 Resources.</p>
11.	<p>Click the OK button.</p> 

The **Benefit Eligibility Audits** page redisplays.



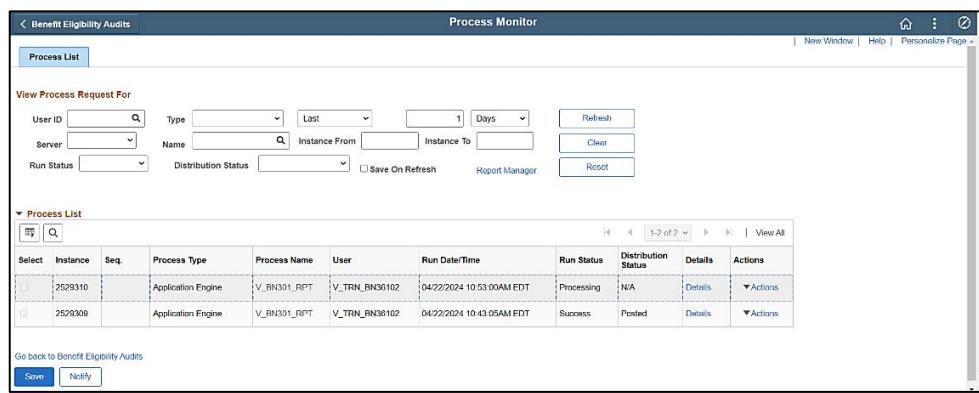
The screenshot shows the **Benefit Eligibility Audits** page. In the **Process Request Parameter(s)** section, the **Dependent Waiting Approval** checkbox is selected. Other options like **Retired, Tricare and TLC Employees Approaching 65**, **Dependent of Retiree/Tricare, TLC employees Approaching 65**, **Dependent Child Approaching 26**, and **Disabled Over-Age Dependent Child** are available but not selected. At the bottom of the page are **Save**, **Notify**, **Add**, and **Update/Display** buttons.

12. Click the **Process Monitor** link.



The screenshot shows the **Benefit Eligibility Audits** page again. The **Process Monitor** link is highlighted with a red box. The page includes a **Run Control ID** field set to **DEP_APPROVAL_RPT**, a **Report Manager** link, and a **Run** button.

The **Process Monitor** page displays.

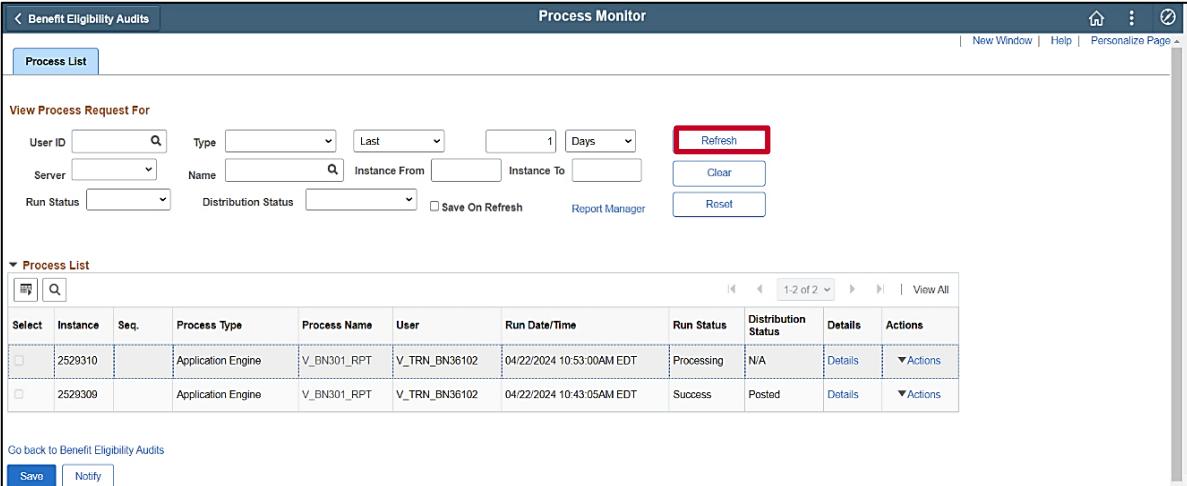


The screenshot shows the **Process Monitor** page. At the top, there are search filters for **User ID**, **Type**, **Last**, **Days**, **Server**, **Name**, **Instance From**, **Instance To**, **Run Status**, **Distribution Status**, and **Save On Refresh**. Below these filters is a **Process List** table with two entries:

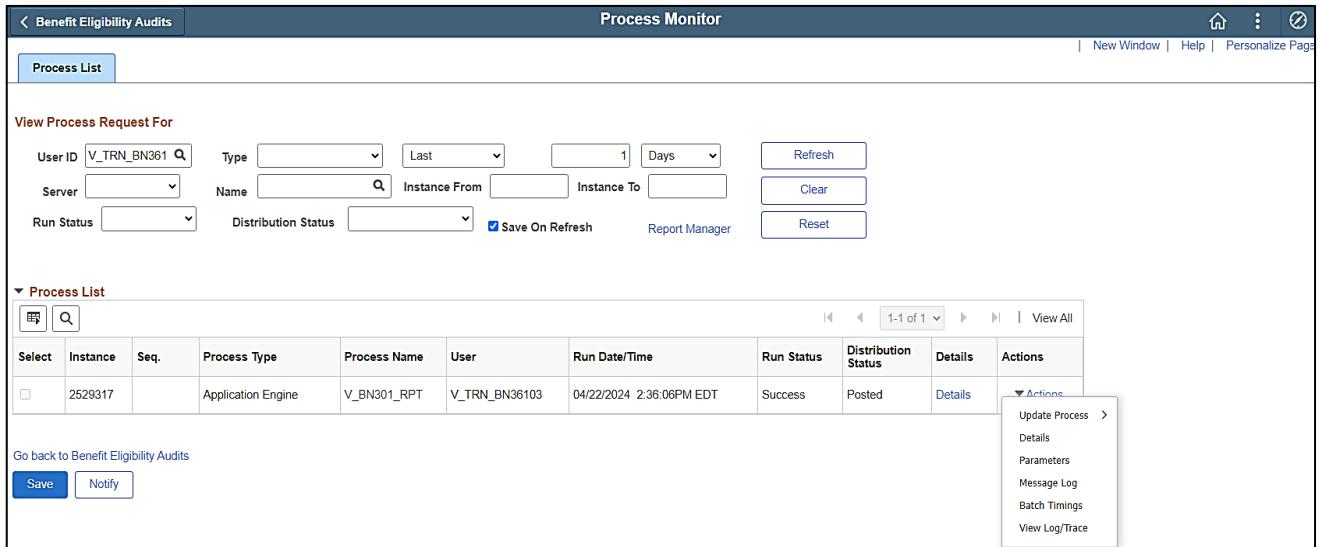
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2529310		Application Engine	V_BN361_RPT	V_TRN_BN36102	04/22/2024 10:53:00AM EDT	Processing	N/A	Details	Actions
<input type="checkbox"/>	2529308		Application Engine	V_BN361_RPT	V_TRN_BN36102	04/22/2024 10:43:05AM EDT	Success	Posted	Details	Actions

At the bottom of the page, there is a **Go back to Benefit Eligibility Audits** link, **Save** and **Notify** buttons, and a **View All** link.

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Step	Action																																	
13.	<p>Click the Refresh button periodically until the Run Status is “Success” and the Distribution Status is “Posted”.</p>  <p>The screenshot shows the Process Monitor interface with the BN361 process list. The Actions dropdown for the second row (Instance 2529309) is highlighted with a red box. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2529310</td> <td></td> <td>Application Engine</td> <td>V_BN301_RPT</td> <td>V_TRN_BN36102</td> <td>04/22/2024 10:53:00AM EDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2529309</td> <td></td> <td>Application Engine</td> <td>V_BN301_RPT</td> <td>V_TRN_BN36102</td> <td>04/22/2024 10:43:05AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	2529310		Application Engine	V_BN301_RPT	V_TRN_BN36102	04/22/2024 10:53:00AM EDT	Processing	N/A	Details	▼ Actions	<input type="checkbox"/>	2529309		Application Engine	V_BN301_RPT	V_TRN_BN36102	04/22/2024 10:43:05AM EDT	Success	Posted	Details	▼ Actions
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14.	<p>Click the Actions dropdown button.</p>  <p>The screenshot shows the Process Monitor interface with the BN361 process list. The Actions dropdown for the second row (Instance 2529309) is highlighted with a red box. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2529310</td> <td></td> <td>Application Engine</td> <td>V_BN301_RPT</td> <td>V_TRN_BN36102</td> <td>04/22/2024 10:53:00AM EDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2529309</td> <td></td> <td>Application Engine</td> <td>V_BN301_RPT</td> <td>V_TRN_BN36102</td> <td>04/22/2024 10:43:05AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>The Actions dropdown menu is displayed on the right side of the screen, listing options: Update Process, Details, Parameters, Message Log, Batch Timings, and View Log/Trace.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	2529310		Application Engine	V_BN301_RPT	V_TRN_BN36102	04/22/2024 10:53:00AM EDT	Processing	N/A	Details	▼ Actions	<input type="checkbox"/>	2529309		Application Engine	V_BN301_RPT	V_TRN_BN36102	04/22/2024 10:43:05AM EDT	Success	Posted	Details	▼ Actions
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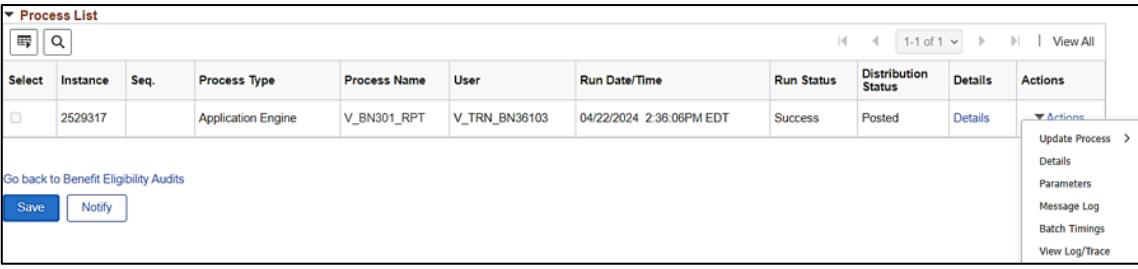
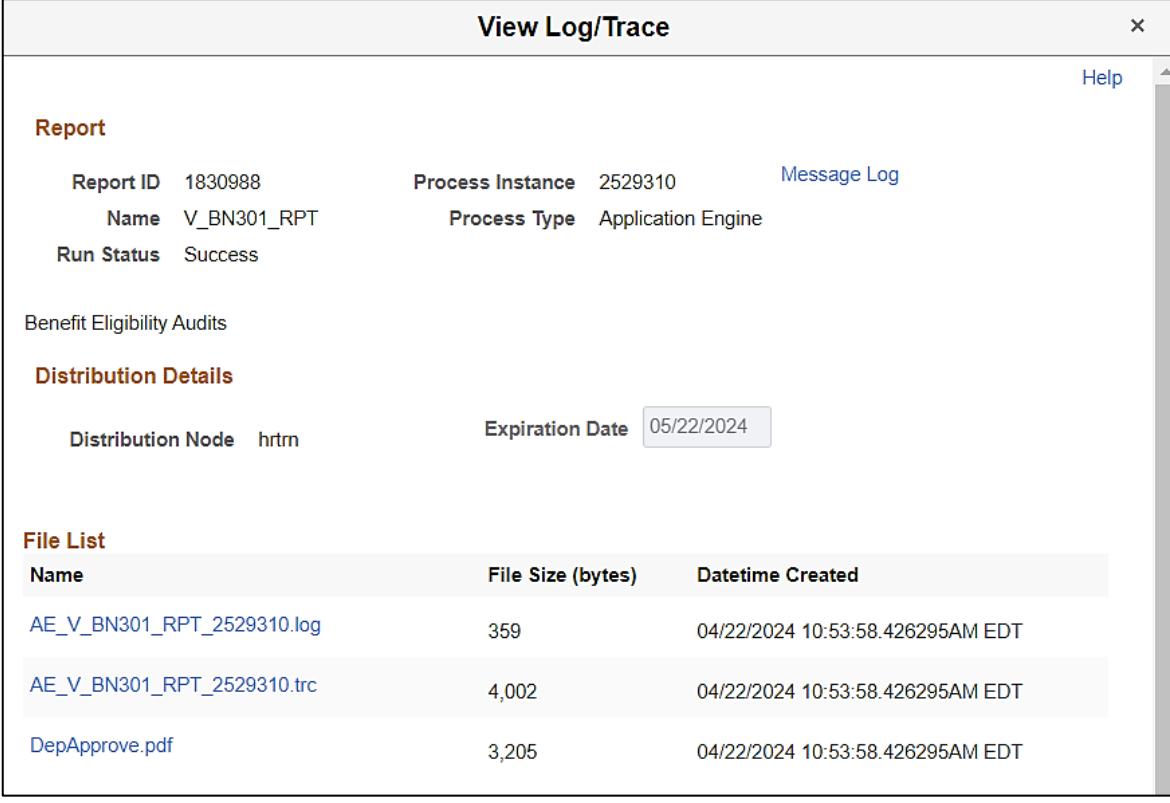
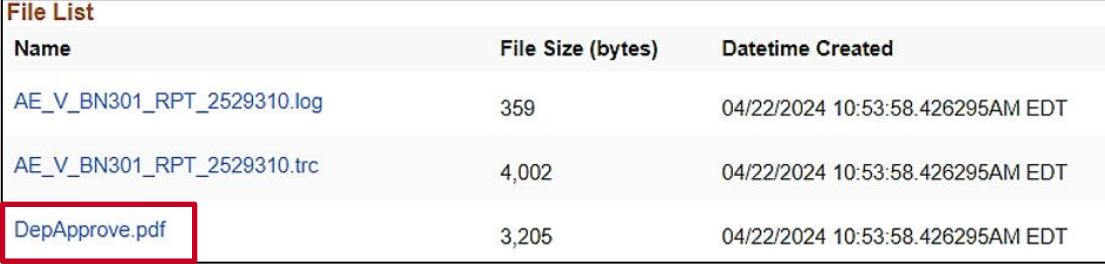
The **Actions** dropdown menu displays.



The screenshot shows the Process Monitor interface with the BN361 process list. The Actions dropdown for the second row (Instance 2529317) is highlighted with a red box, displaying a menu with options: Update Process, Details, Parameters, Message Log, Batch Timings, and View Log/Trace. The table data is as follows:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2529317		Application Engine	V_BN301_RPT	V_TRN_BN36103	04/22/2024 2:36:06PM EDT	Success	Posted	Details	▼ Actions

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Step	Action
15.	<p>Click the View Log/Trace list item.</p> 
16.	<p>The View Log/Trace page displays in a new window.</p>  <p>Click the DepApprove.pdf link.</p> 

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Step	Action																																																																												
<p>The Dependent Waiting Approval Benefits Eligibility Audit report displays.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Dependent Waiting Approval</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Company</th> <th>Employee ID</th> <th>Ben Record</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Dependente</th> <th>Dep Last</th> <th>Dep First</th> <th>Dep Middle</th> <th>HIP COB</th> <th>HomeDisabled</th> <th>Effective Date</th> <th>Disabled As Date</th> <th>Medicare</th> <th>Address 1</th> <th>Address 2</th> <th>City</th> <th>State</th> <th>Postal</th> <th>Email Address</th> <th>Group Type</th> <th>Benefit Group</th> <th>Unit</th> <th>Dept ID</th> <th>Audit Reason</th> </tr> </thead> <tbody> <tr> <td>ABC</td> <td>000000000000</td> <td>D</td> <td>Seager</td> <td>Auger</td> <td></td> <td>01</td> <td>Seager</td> <td>Auger</td> <td></td> <td>IP</td> <td>N</td> <td>5/1/2024</td> <td></td> <td></td> <td>200 Main Street</td> <td></td> <td>Richmond</td> <td>VA</td> <td>23219</td> <td>isemail@virginiaUSA.com</td> <td>999000</td> <td>130705</td> <td>Documentation Pending</td> <td></td> </tr> <tr> <td>ABC</td> <td>000000000000</td> <td>D</td> <td>Seager</td> <td>Auger</td> <td></td> <td>02</td> <td>Seager</td> <td>Auger</td> <td></td> <td>SC</td> <td>N</td> <td>5/1/2024</td> <td></td> <td></td> <td>200 Main Street</td> <td></td> <td>Richmond</td> <td>VA</td> <td>23219</td> <td>isemail@virginiaUSA.com</td> <td>999000</td> <td>130705</td> <td>Documentation Pending</td> <td></td> </tr> </tbody> </table> </div>		Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Dependente	Dep Last	Dep First	Dep Middle	HIP COB	HomeDisabled	Effective Date	Disabled As Date	Medicare	Address 1	Address 2	City	State	Postal	Email Address	Group Type	Benefit Group	Unit	Dept ID	Audit Reason	ABC	000000000000	D	Seager	Auger		01	Seager	Auger		IP	N	5/1/2024			200 Main Street		Richmond	VA	23219	isemail@virginiaUSA.com	999000	130705	Documentation Pending		ABC	000000000000	D	Seager	Auger		02	Seager	Auger		SC	N	5/1/2024			200 Main Street		Richmond	VA	23219	isemail@virginiaUSA.com	999000	130705	Documentation Pending	
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Dependente	Dep Last	Dep First	Dep Middle	HIP COB	HomeDisabled	Effective Date	Disabled As Date	Medicare	Address 1	Address 2	City	State	Postal	Email Address	Group Type	Benefit Group	Unit	Dept ID	Audit Reason																																																				
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	<p>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.</p>																																																																												

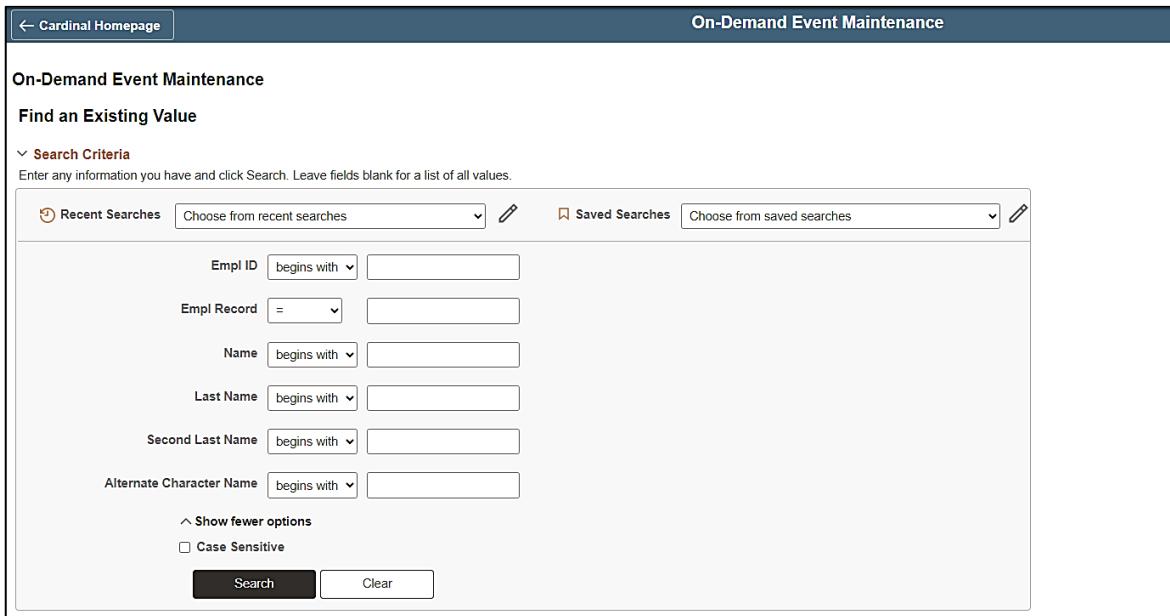
How to Approve a Dependent

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.	<p>Navigate to the On-Demand-Event Maintenance page using the following navigation path:</p> <p>NavBar > Menu > Benefits > Managed Automated Enrollments > Events > On-Demand Event Maintenance</p>

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

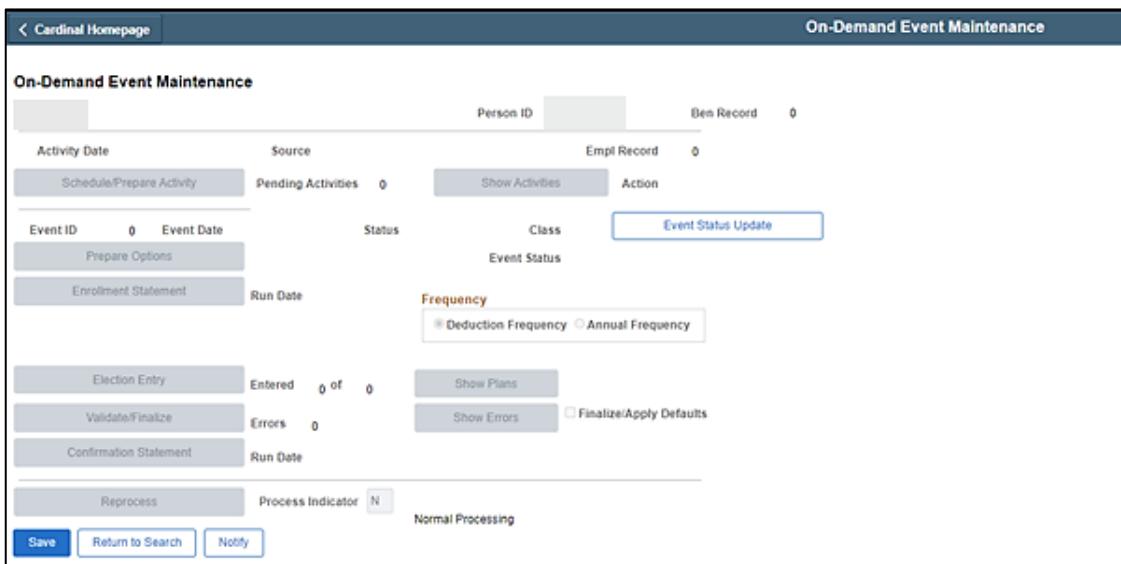


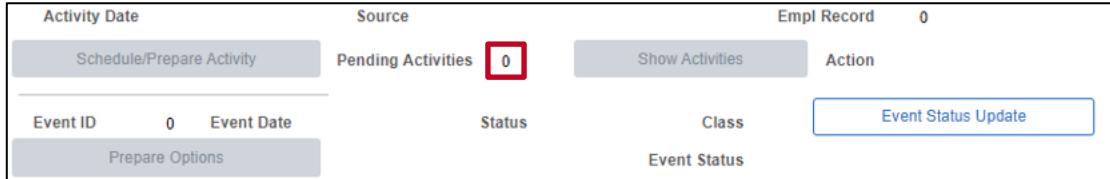
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
<p>2.</p>	<p>Enter the applicable employee's Employee ID in the Empl ID field.</p> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: auto;"> Empl ID begins with <input style="width: 150px; border: 1px solid red;" type="text"/> </div>

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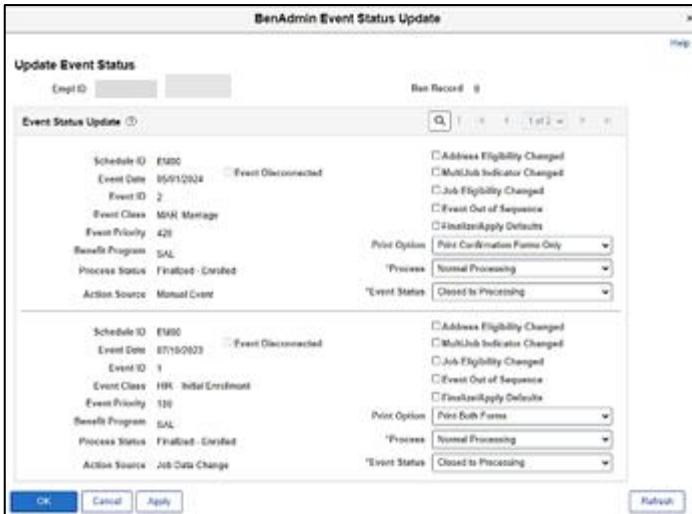
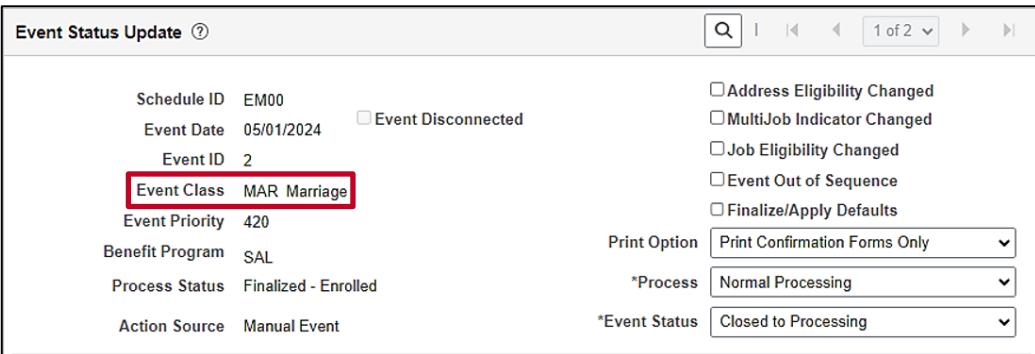
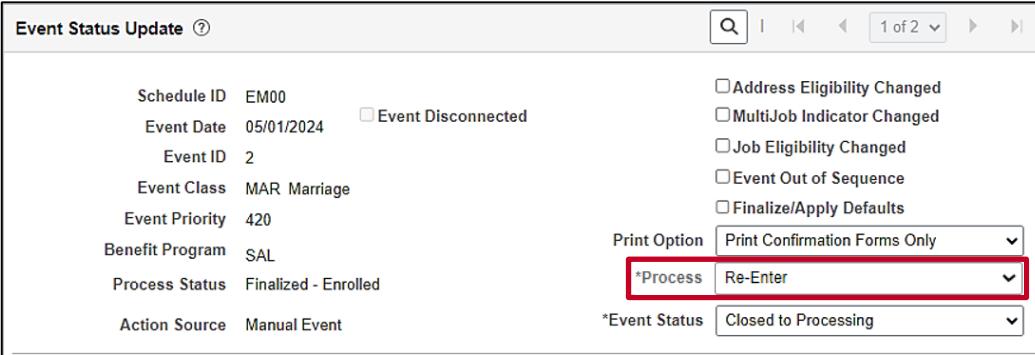
Step	Action
	Searches can also be performed using the employee's name. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.
3.	Click the Search button.

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

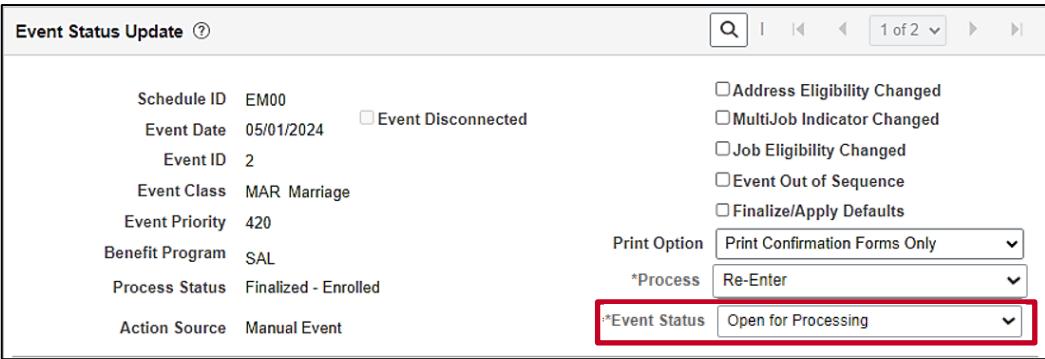


	The Pending Activities field displays a “0” as there are no Benefit Events for this employee that are open for processing.
	 <p>4. Click the Event Status Update button.</p> 

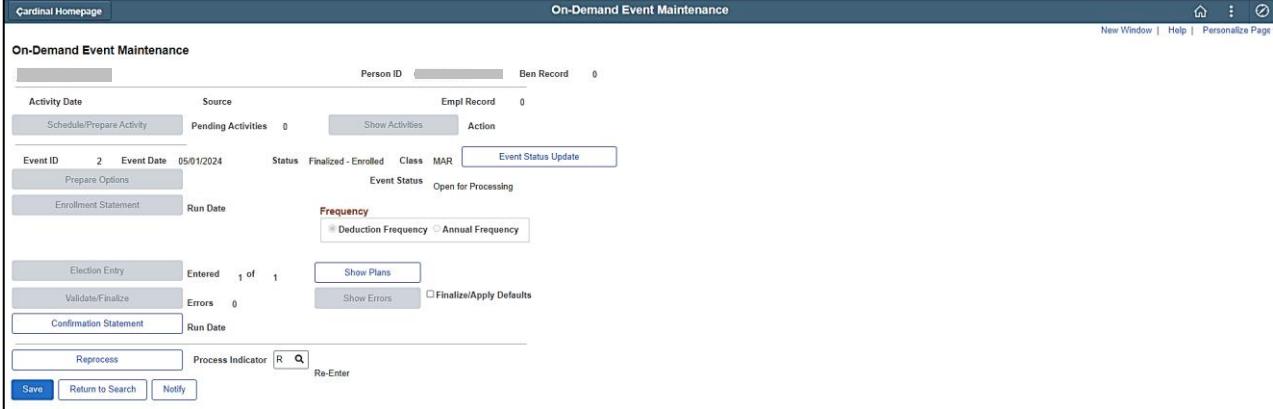
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Step	Action
The Update Event Status page displays in a pop-up window.	
	
5.	<p>Review the events listed and identify the event used to enroll the dependents.</p> <p>Note: Most of the time, this process involves searching for a New Hire, recent life 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 Process dropdown button and select “Re-Enter”.</p> 

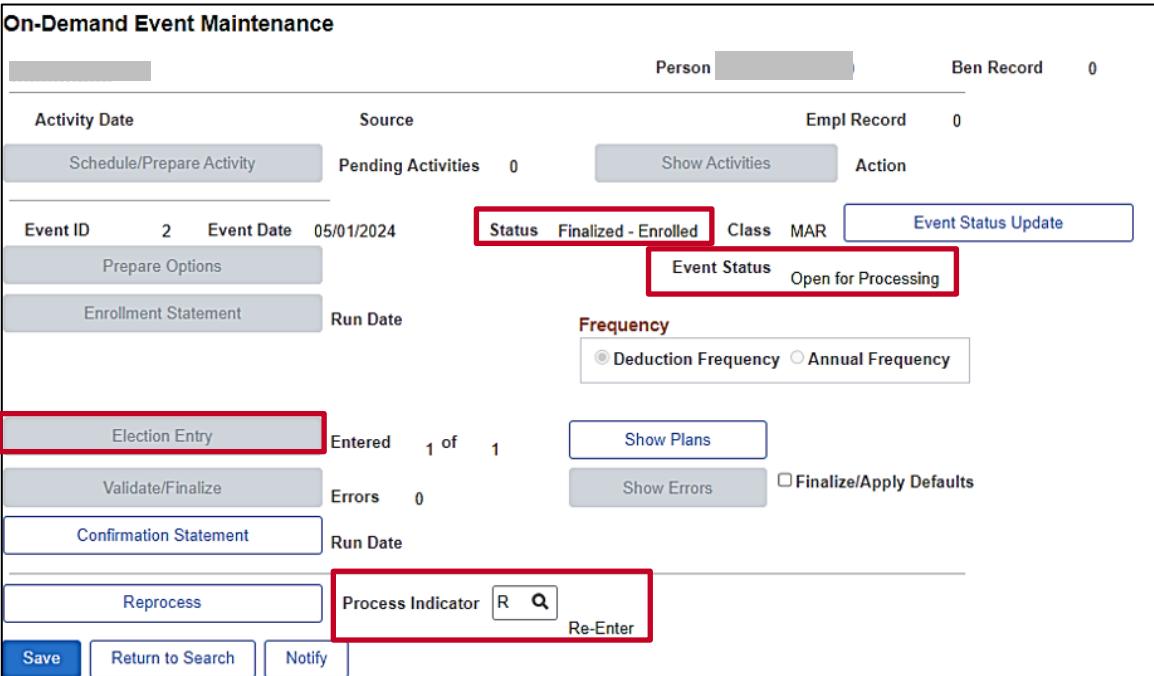
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Step	Action
7.	<p>Click the Event Status dropdown button and select “Open for Processing”.</p> 
8.	<p>Click the OK button at the bottom of the page.</p> 

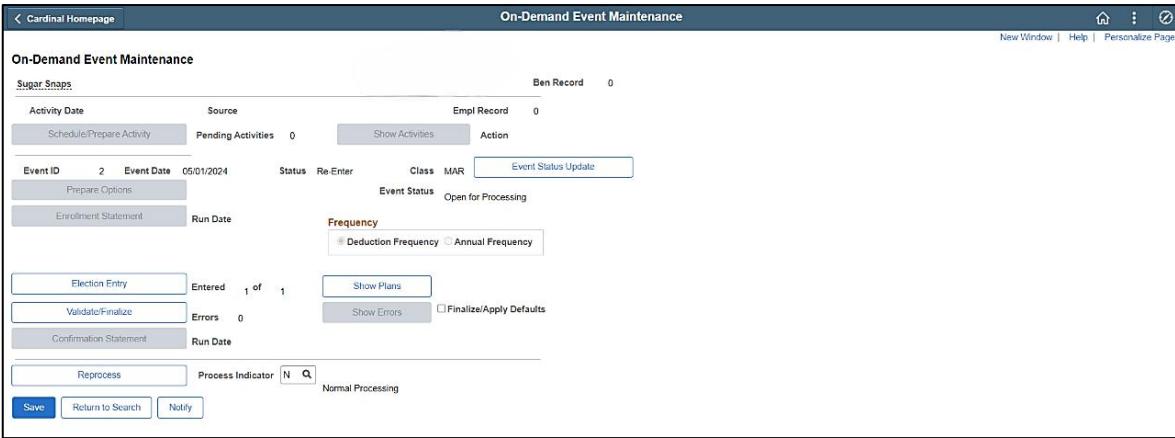
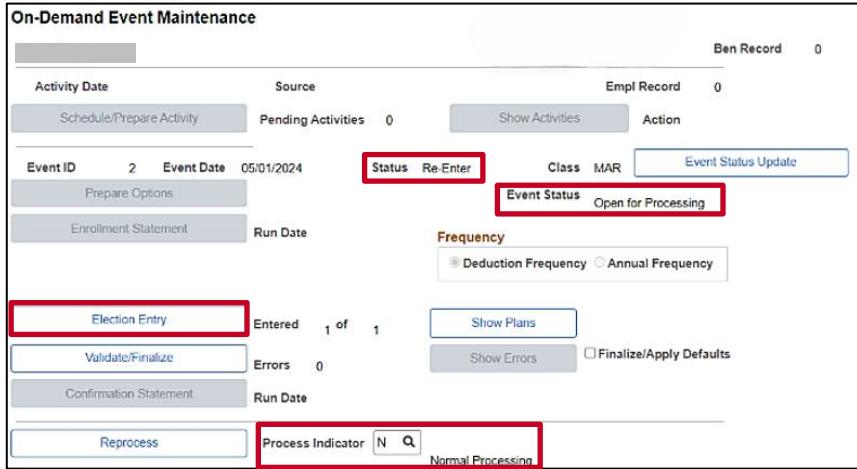
The **On-Demand Event Maintenance** page redisplays.



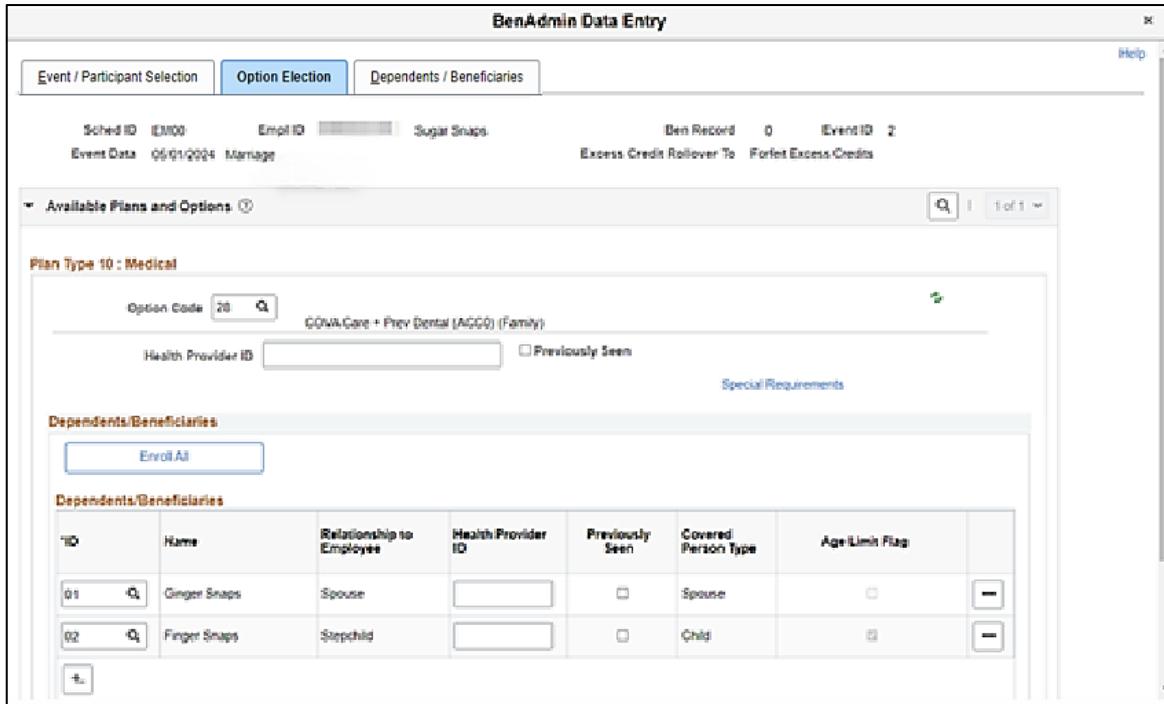
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Step	Action
1	<p>The Status field still displays “Finalized – Enrolled”. The Event Status field now displays as “Open for Processing”. The Process Indicator field displays an “R” for Re-Enter. Notice that the Election Entry button is disabled.</p>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

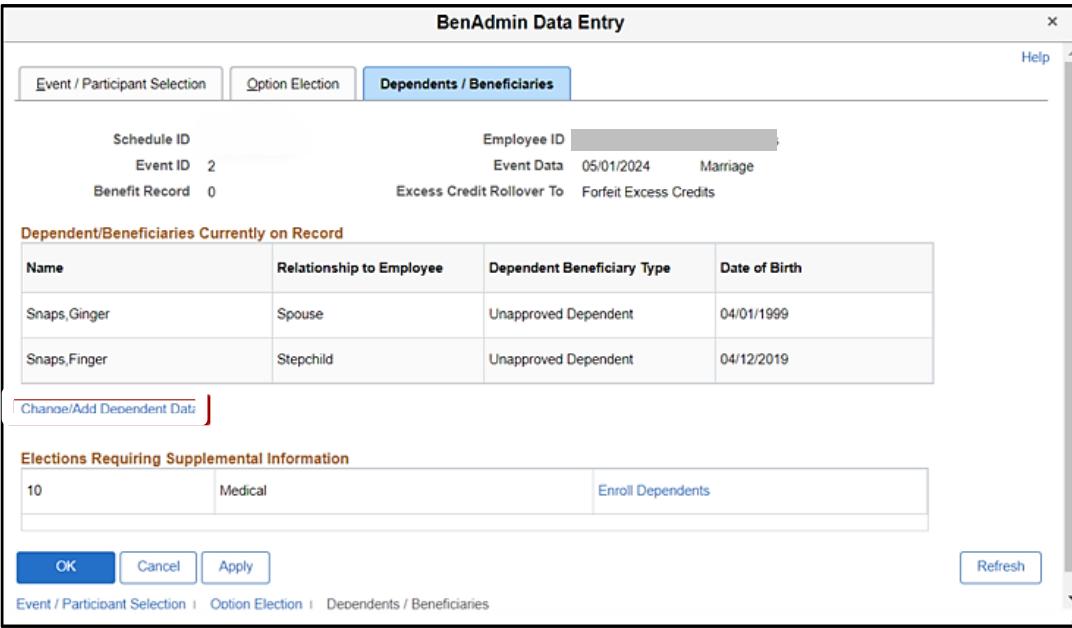
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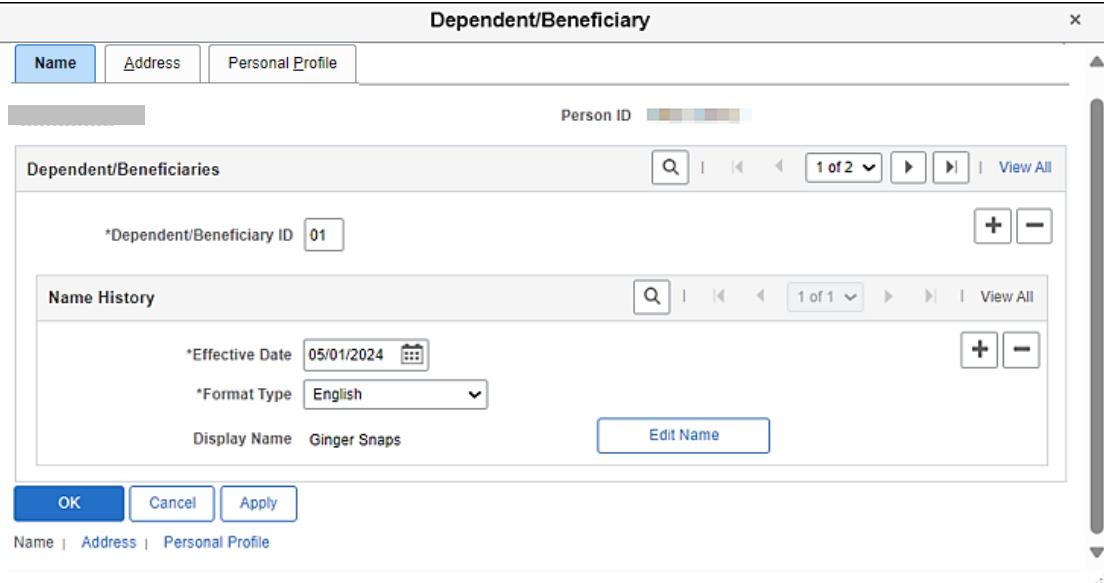
Step	Action
The On-Demand Event Maintenance page redisplays.	
	
11.	<p>The Status field now displays “Re-Enter”. The Event Status field still displays as “Open for Processing”. The Process Indicator field now displays an “N” for Normal Processing. Notice that the Election Entry button is enabled.</p> 
11.	<p>Click the Election Entry button.</p> 

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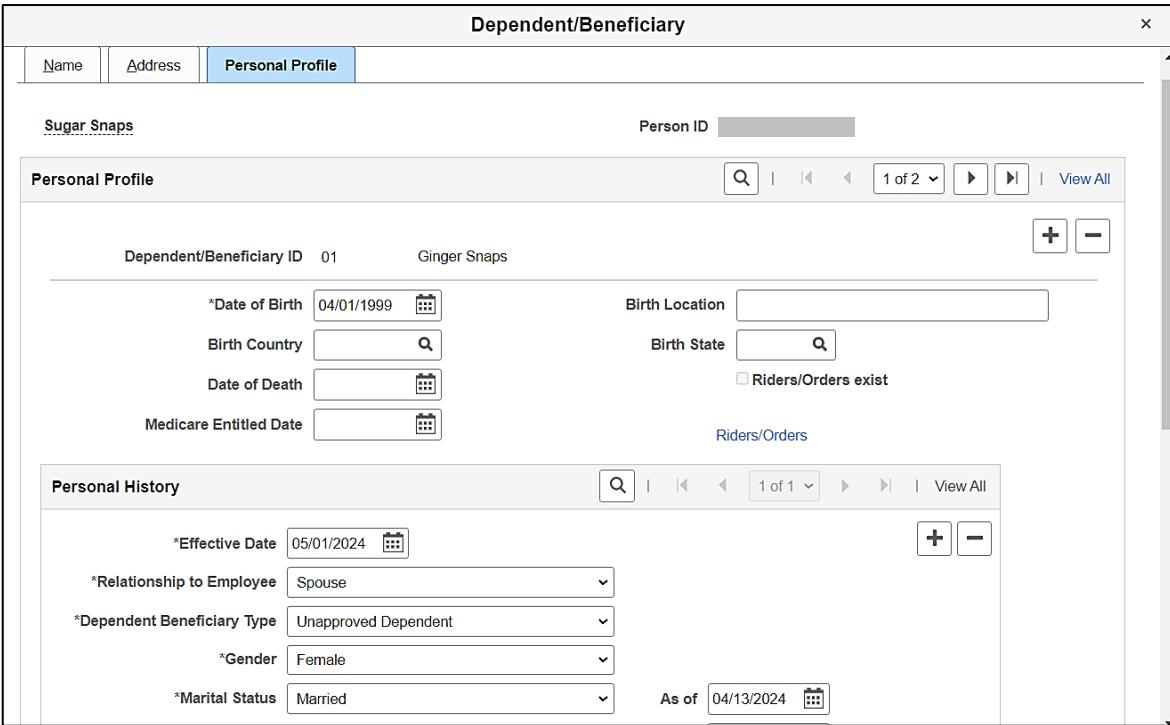
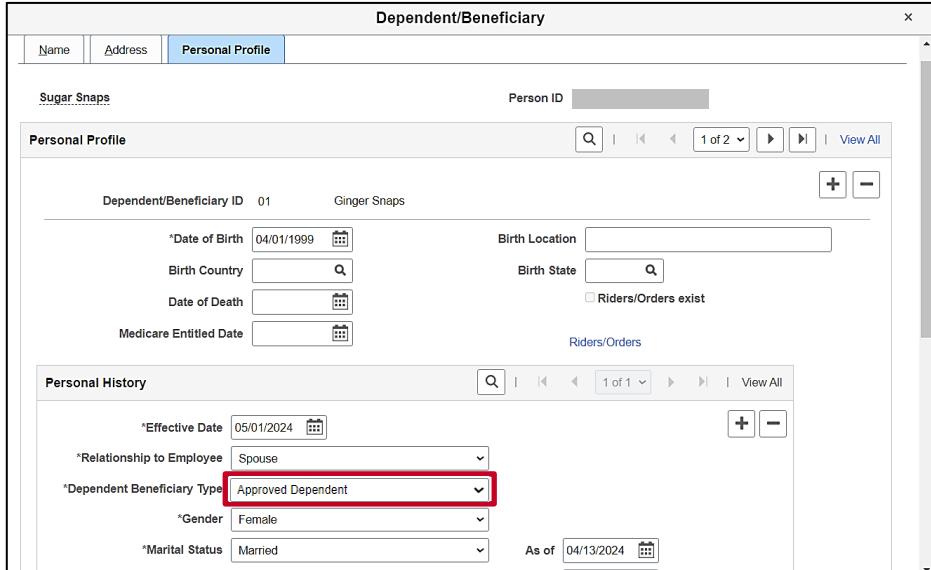
Step	Action
<p>The BenAdmin Data Entry page displays with the Option Election tab displayed by default.</p> 	
12.	<p>Click the Dependents / Beneficiaries tab.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Event / Participant Selection Option Election Dependents / Beneficiaries </div>

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Step	Action																																
The Dependents/Beneficiaries tab displays.																																	
																																	
13.	<p>Review the dependents in the Dependent/Beneficiaries Currently on Record table. Note that the dependents currently have a status of “Unapproved Dependent”.</p> <table border="1"> <thead> <tr> <th colspan="4">Dependent/Beneficiaries Currently on Record</th> </tr> <tr> <th>Name</th> <th>Relationship to Employee</th> <th>Dependent Beneficiary Type</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>Snaps, Ginger</td> <td>Spouse</td> <td>Unapproved Dependent</td> <td>04/01/1999</td> </tr> <tr> <td>Snaps, Finger</td> <td>Stepchild</td> <td>Unapproved Dependent</td> <td>04/12/2019</td> </tr> </tbody> </table> <p>Click the Change/Add Dependent Data link.</p> <table border="1"> <thead> <tr> <th colspan="4">Dependent/Beneficiaries Currently on Record</th> </tr> <tr> <th>Name</th> <th>Relationship to Employee</th> <th>Dependent Beneficiary Type</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>Snaps, Ginger</td> <td>Spouse</td> <td>Unapproved Dependent</td> <td>04/01/1999</td> </tr> <tr> <td>Snaps, Finger</td> <td>Stepchild</td> <td>Unapproved Dependent</td> <td>04/12/2019</td> </tr> </tbody> </table>	Dependent/Beneficiaries Currently on Record				Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth	Snaps, Ginger	Spouse	Unapproved Dependent	04/01/1999	Snaps, Finger	Stepchild	Unapproved Dependent	04/12/2019	Dependent/Beneficiaries Currently on Record				Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth	Snaps, Ginger	Spouse	Unapproved Dependent	04/01/1999	Snaps, Finger	Stepchild	Unapproved Dependent	04/12/2019
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Snaps, Finger	Stepchild	Unapproved Dependent	04/12/2019																														

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

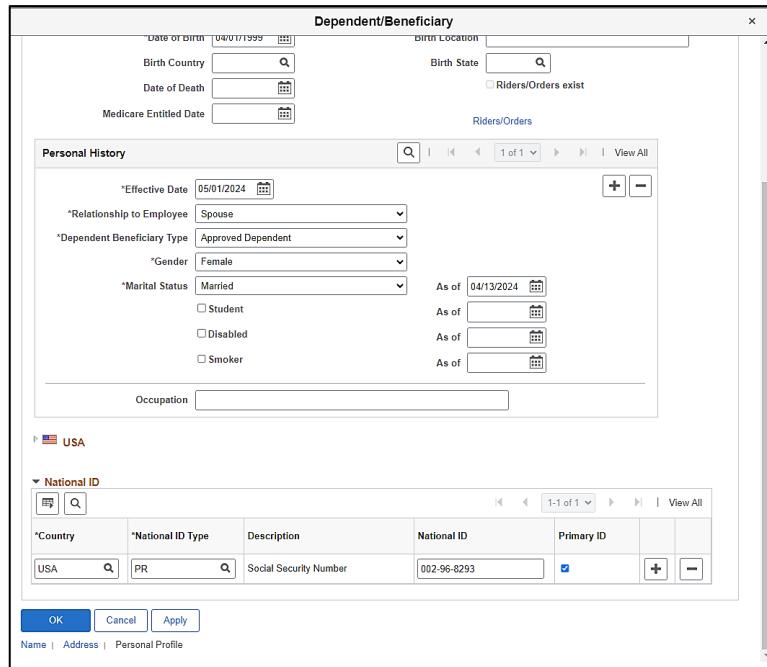
BN361 Managing and Approving Dependents

Step	Action
The Personal Profile tab displays.	
	
15.	<p>Ensure that you are viewing the applicable dependent.</p> <p>Click the Dependent Beneficiary Type dropdown button and select “Approved Dependent”</p> 

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

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



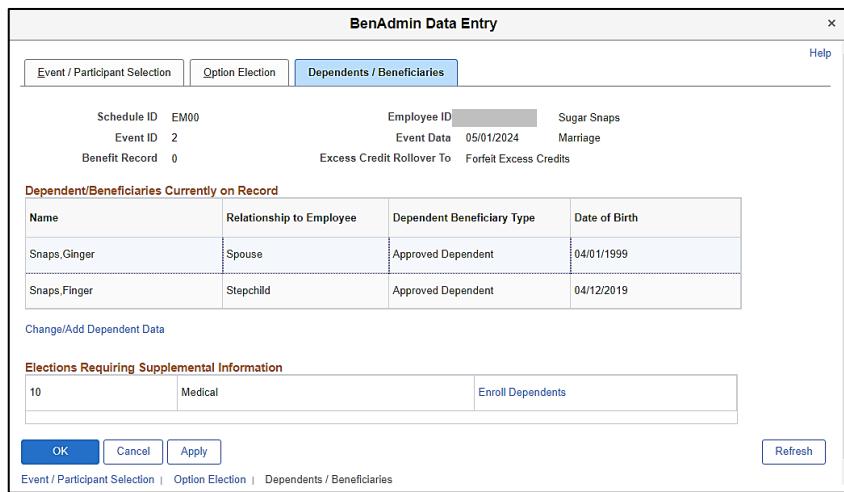
The screenshot shows the 'Dependent/Beneficiary' page with the following fields filled:

- Personal History:**
 - *Effective Date: 05/01/2024
 - *Relationship to Employee: Spouse
 - *Dependent Beneficiary Type: Approved Dependent
 - *Gender: Female
 - *Marital Status: Married
 - As of: 04/13/2024
 - As of: (empty)
 - As of: (empty)
 - As of: (empty)
 - Occupation: (empty)
- National ID:**
 - *Country: USA
 - *National ID Type: PR
 - Description: Social Security Number
 - National ID: 002-96-8293
 - Primary ID: (checkbox checked)

Buttons at the bottom: OK, Cancel, Apply.

17.	Repeat these steps to update the status to “Approved Dependent” for any additional dependents as needed and then click the OK button at the bottom of the page.
	 Name Address Personal Profile

The **Dependents / Beneficiaries** tab redisplays



The screenshot shows the 'BenAdmin Data Entry' page with the 'Dependents / Beneficiaries' tab selected. The following data is visible:

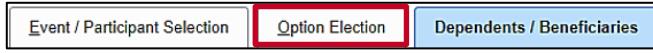
- Event / Participant Selection:**
 - Schedule ID: EM00
 - Employee ID: (redacted)
 - Sugar Snaps
 - Event ID: 2
 - Event Data: 05/01/2024
 - Marriage
 - Benefit Record: 0
 - Excess Credit Rollover To: (redacted)
 - Forfeit Excess Credits
- Dependent/Beneficiaries Currently on Record:**

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Snaps,Ginger	Spouse	Approved Dependent	04/01/1999
Snaps,Finger	Stepchild	Approved Dependent	04/12/2019
- Change/Add Dependent Data:**
 - 10
 - Medical
 - Enroll Dependents
- Elections Requiring Supplemental Information:**

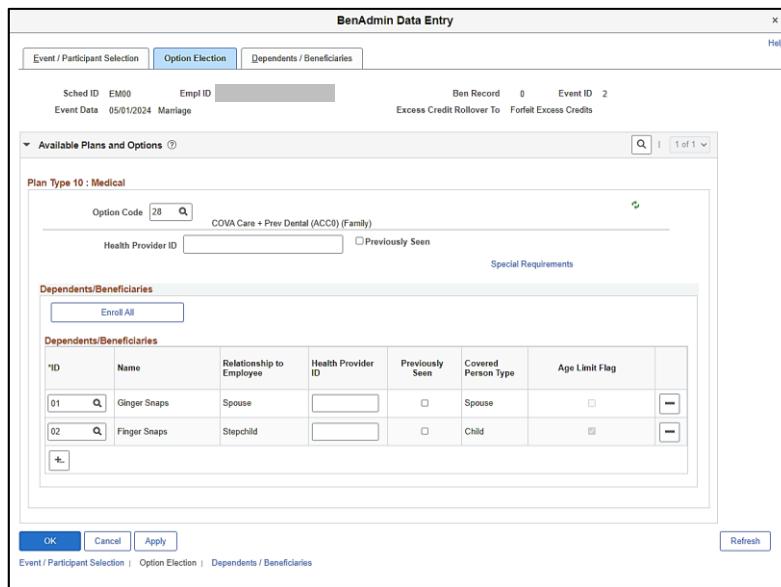
10	Medical	Enroll Dependents
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Buttons at the bottom: OK, Cancel, Apply, Refresh.

BN361 Managing and Approving Dependents

Step	Action
18.	Once all dependents have been changed from “Unapproved Dependent” to “Approved Dependent”, click the Option Election tab. 

The **Option Election** tab displays.



BenAdmin Data Entry

Event / Participant Selection | Option Election | Dependents / Beneficiaries

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

Available Plans and Options

Plan Type 10 : Medical

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

Health Provider ID [redacted] Previously Seen

Dependents/Beneficiaries

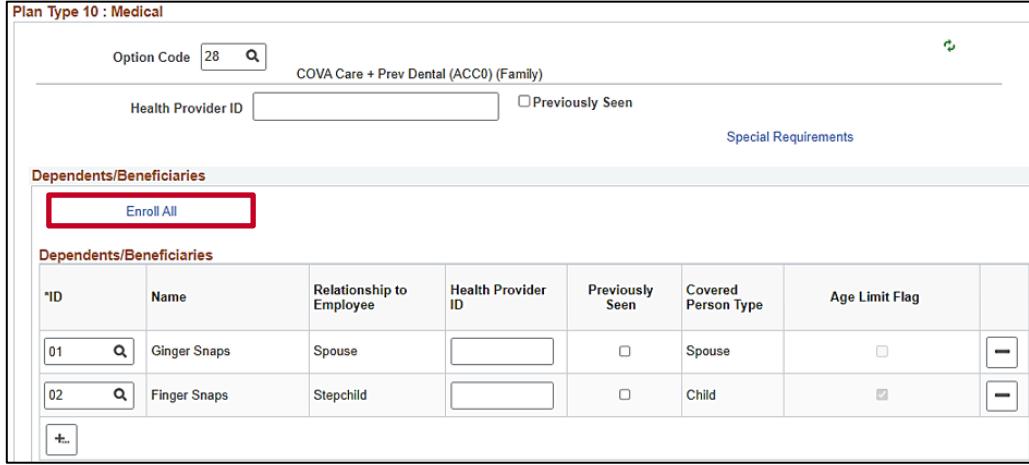
Enroll All

Dependents/Beneficiaries

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

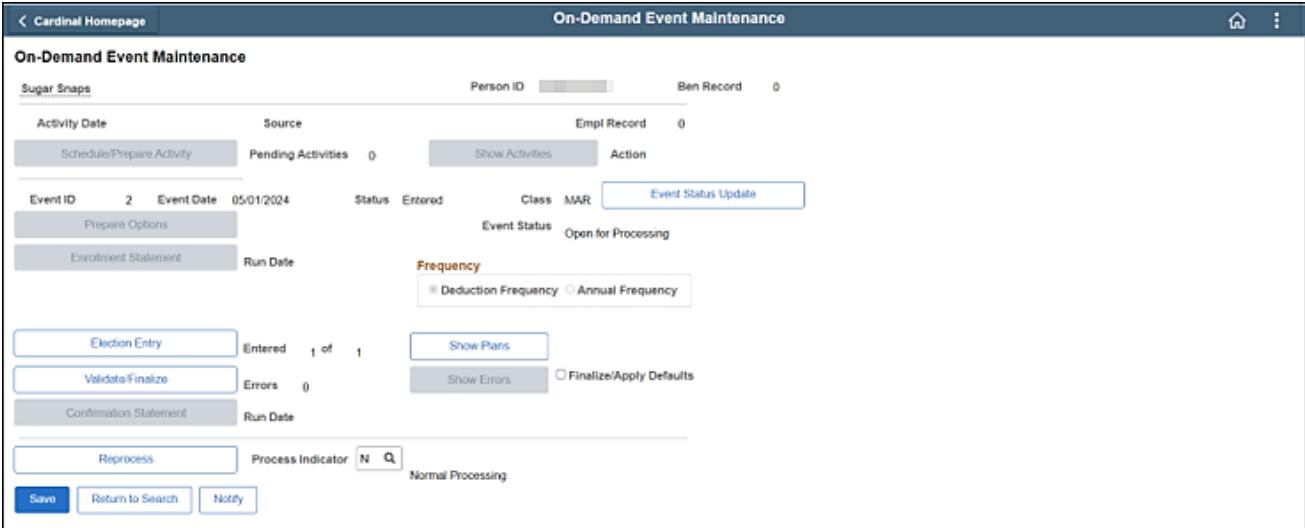
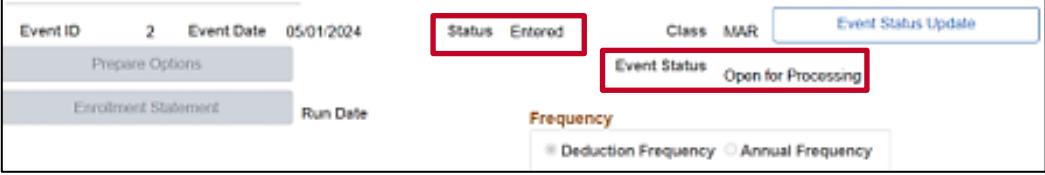
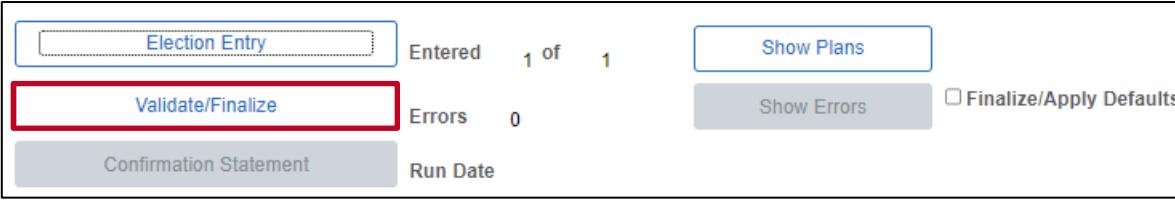
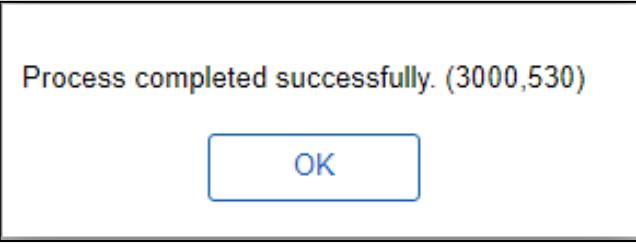
OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

19.	Review the Dependents/Beneficiaries table and ensure that applicable dependents are enrolled. Click the Enroll All button as needed. 
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20.	Click the OK button at the bottom of the page. 
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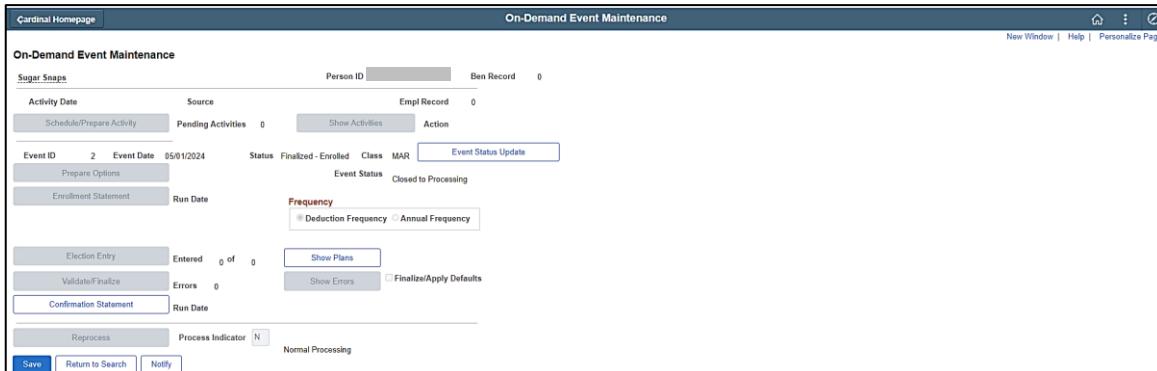
BN361 Managing and Approving Dependents

Step	Action
The On-Demand Maintenance page displays.	
	
21.	<p>Confirm that the Status field now displays as “Entered” and the Event Status field is still “Open for Processing”.</p> 
22.	<p>Click the Validate/Finalize button.</p> 
<p>A Confirmation message displays in a pop-up window to acknowledge that the manual Benefits Administration process has been completed successfully.</p> 	

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Step	Action
23.	Click the OK button.

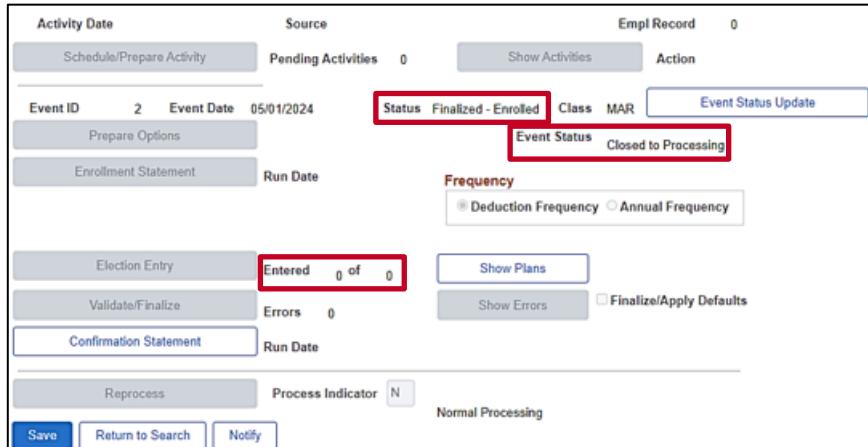
The **On-Demand Event Maintenance** page redisplays.



The screenshot shows the On-Demand Event Maintenance page. In the center, there is a large red rectangular box highlighting the 'OK' button. The page includes various input fields and buttons for managing events, such as 'Event ID', 'Event Date', 'Source', 'Status', 'Class', 'MAR', 'Event Status', 'Frequency', 'Election Entry', 'Validate/Finalize', 'Confirmation Statement', and 'Run Date'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

24. Confirm that the **Status** field now displays as “Finalized-Enrolled” and the **Event Status** field is now “Closed to Processing”.

Note: The number of elections entered will reset back to “0 of 0”.



The screenshot shows the On-Demand Event Maintenance page. The 'Status' field and the 'Event Status' field are both highlighted with red boxes. The 'Status' field contains the value 'Finalized - Enrolled' and the 'Event Status' field contains the value 'Closed to Processing'. The rest of the page structure is identical to the previous screenshot.

25. Click the **Save** button.



The screenshot shows the On-Demand Event Maintenance page. The 'Save' button is highlighted with a red box. The other buttons 'Return to Search' and 'Notify' are also visible at the bottom of the page.