



TLC Reviewing the Health Plan Enrollment Page Overview

This Job Aid provides guidance on how to access and review the **Health Plan Enrollment** page. The **Health Plan Enrollment** page is used to review the health plan enrollments for an employee. On this page, the Benefits Administrator can review current enrollments, historical enrollments, and future dated enrollments. The enrolled dependents are also available for review on this page as applicable.

Note: Enrollments cannot be created or updated using this page. All enrollments and enrollment changes must be processed with a Benefit Event in Cardinal.

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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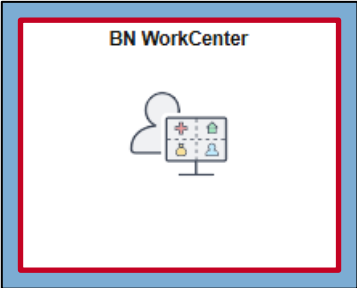
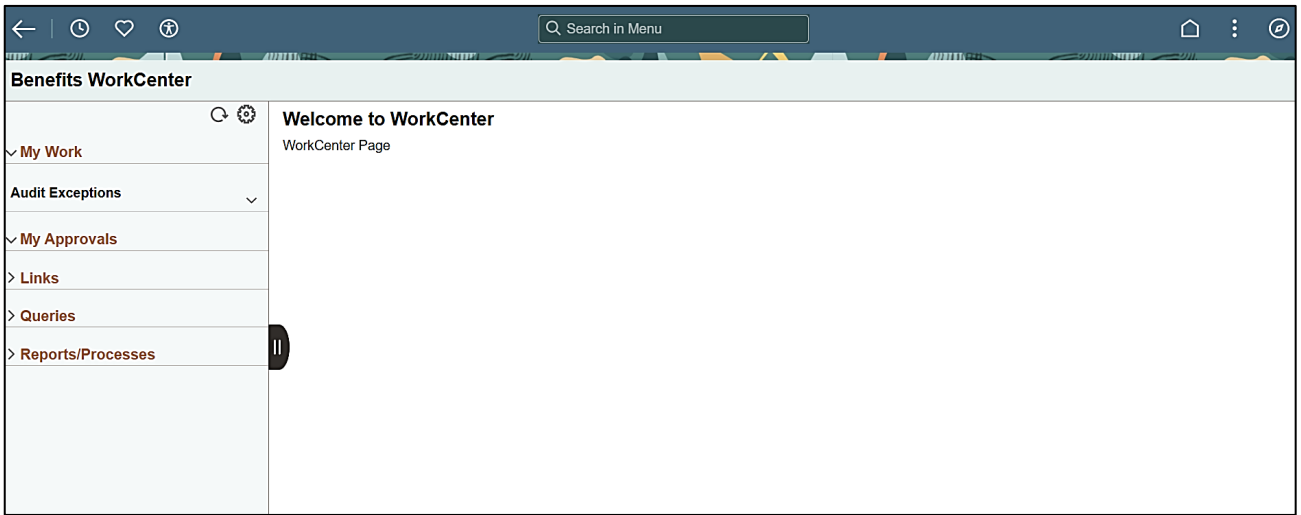
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2026	Baseline.

Reviewing the Health Plan Enrollment Page

The **Health Plan Enrollment** page is used to review the health plan enrollments for an employee. On this page, the Benefits Administrator can review current enrollments, historical enrollments, and future dated enrollments. The enrolled dependents are also available for review on this page as applicable.

Note: Enrollments cannot be created or updated using this page. All enrollments and enrollment changes must be processed with a Benefit Event in Cardinal.

Step	Action
1.	Navigate to the Review Employee Statements page by clicking the BN WorkCenter tile. 
The Benefits WorkCenter page displays. 	
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.



Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enroll in Benefits > Health Plan Enrollment Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. Benefits WorkCenter My Work Audit Exceptions My Approvals Links Employee/Dependent Information Enroll in Benefits Simple Benefits Health Plan Enrollment Life and AD/D Plan Enrollment Savings Plan Spending Accounts Retirement Plans Enrollment Administration Queries Reports/Processes



Step	Action
	The Health Benefits Find an Existing Value Search page displays. Health Benefits 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 Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with Benefit Record Number = Name begins with Last Name begins with Business Unit begins with Department Set ID begins with Department begins with Organizational Relationship = Alternate Character Name begins with ^ Show fewer options ☐ Case Sensitive Search Clear



Step	Action
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The **Health Plan Enrollment** page displays with the most recently entered coverage for the employee displayed by default.

The screenshot shows the 'Health Plan Enrollment' page for an employee. At the top, there are fields for 'Employee ID' and 'Benefit Record Number 0'. Below this is a 'Plan Type' section with a search bar and navigation arrows, showing 'Plan Type 10 Medical'. The 'Coverage' section includes 'Coverage Begin Date 09/01/2024' and 'Deduction Begin Date 09/01/2024'. The 'Coverage Election' section has radio buttons for 'Elect', 'Waive', and 'Terminate', with 'Elect' selected and an 'Election Date 07/26/2024'. Below this are details for the 'Benefit Program 043 TLC 048047000 Ben Program', 'Benefit Plan 043F03 Key Adv 250 Comprehensive Dent', 'Coverage Code 4 Family', and 'Option Code 12'. The 'Health Provider ID' field is empty, and there is a checkbox for 'Previously Seen'. The 'Employee Status' is 'Active', and there is a button for 'Enroll All Dependents'. The 'Dependent/Beneficiaries' section shows a table with 2 dependents. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg
01		Child		☐	Child	Y
02		Child		☐	Child	Y



The **Health Plan Enrollment** page displays the current, future, and historical coverage for the employee and any dependents as applicable. The Arrow buttons can be used to view additional rows of coverage data. The **View All** link can be used to view all rows of coverage data.

A close-up of the pagination controls at the bottom of the coverage list. It shows a dropdown menu with '1 of 5' selected, navigation arrows, and a 'View All' link highlighted with a red box.