Adding Insurance for a Dependent

Some screenshots in these instructions may appear slightly different on your computer. This is due to browser differences (i.e. Internet Explorer vs Chrome, etc.). It should not affect how you set up insurance. However, if you see a different screen and are unsure how to proceed, please contact an NHRS Medical Benefits representative at (603) 410-3675 for further assistance.

1. Begin at the retiree's Payee Benefit Information page.

2. From the Insurance section, you can add coverage information for a spouse and other dependent listed in the Dependents section (See "Adding Dependents"). Click on **Add Ins.**

3. When you click on **Add Ins** this screen will appear:

Insurance Information for ▉▉▉▉▉▉▉▉

Insurance Premium For: [▼] *

Effective Date: [ ] *

Insurance Type: [▼] *

[Back to Payee] [Continue]

4. Select the dependent's name from the names listed in the drop-down menu field next to **Insurance Premium For:**

5. Type in the **Effective Date**. The effective date will be the month in which you are working in. For example, if you are keying insurance for April use "04/01/2017."

> **Note:** The "/01/" will automatically prefill; just type in the Month (04) and year (2017).

6. For this example, we will select Health from the **Insurance Type** drop-down menu. Click **Continue**.

> **Note**: If you click on **Back to Payee** you will lose what you have done so far.

Insurance Information for ▉▉▉▉▉▉▉▉

→ Insurance Premium For: [▉▉▉▉ ▼] *

→ Effective Date: [04/01/2017] *

→ Insurance Type: [Health ▼] *

[Back to Payee] [Continue]

7. Choose the **Coverage Description** from the drop-down list of all coverage types associated with the employer, and then click **Continue**.

> **Note:** If you are not sure what to select you can refer back to the Insurance Active Rate report listed in your Reports section. (See, "Getting Started").

Insurance Information for ▉▉▉▉▉▉▉▉

Insurance Premium For: ▉▉▉▉▉

Effective Date: 04/01/2017

Insurance Type: Health Insurance

→ Coverage Description: [▉▉▉▉▉▉▉▉▉▉ ▼] *

[Back to Payee] [Continue]

8. After you click **Continue**, the following screen will appear. Review all the information listed on this screen. If everything is correct, click on **Save Insurance Info**. If the information is incorrect, click on **Back to Payee** and re-enter the correct information.

> **Note:** If any information requires review approval by an NHRS Medical Benefits Analyst, you will not see the changes until they are approved. The queue is checked throughout the day, however if you need an item approved right away, please call an NHRS Medical Benefits representative at (603) 410-3675.

Insurance Information for ▮▮▮▮▮▮▮▮▮▮▮
Add Insurance Information

Insurance Premium For: ▮▮▮▮▮	Premium Type: 1 Person
Effective Date: 04/01/2017	Member Premium: 980.85
Ins Type: Health Insurance	Subsidy Only: ☐
Coverage Code: GROUP B - 1 PER	Termination Date:
Description: 1000070 BLUECHOICE NON-UNION	Termination Reason: ▼
Collection ID: 1000070-B	Retro Date:
	Retro Note:

Back to Payee   Save Insurance Info

9. Once your items have been approved, your screen will look like this:

Payee Benefit Information
Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance

SSN: ▮▮▮▮▮▮▮▮

Name: ▮▮▮▮▮	DOB: ▮▮▮▮	Gender: Male
Medicare#: ▮▮▮▮▮	Part A Eligible Date: 04/01/2017	Part B Eligible Date: 04/01/2017

Update Medicare Information

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
Edit	▮▮▮▮	▮▮▮▮	▮▮▮▮	Wife	N	04/01/2017	Terminate

Add Dependent

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Deferred Vested	02/01/2017							
			▮▮▮	Health	GROUP C - MEDI	$ 231.11	N	04/01/2017	Delete
			▮▮▮	Health	GROUP B - 1 PER	$ 980.85	N	04/01/2017	Delete