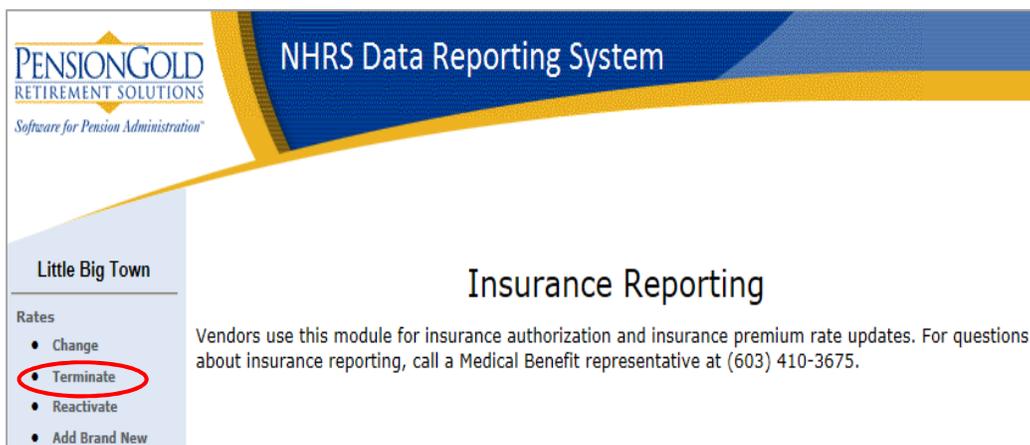


Terminating an Existing Rate

When terminating a rate, you are automatically terminating the coverage of any retirees who are still tied to that rate.

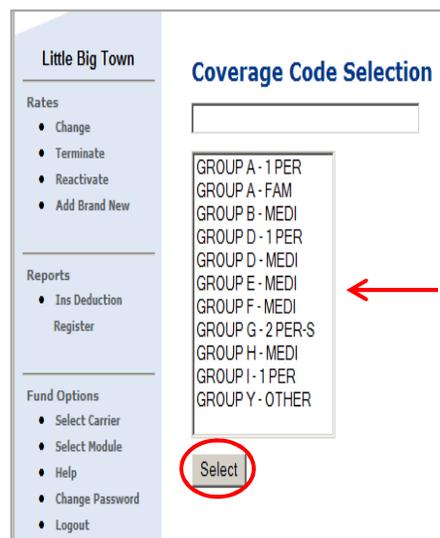
Before terminating a rate, it is recommended that you go to the Reports section and select the **Insurance Deduction Register** for the rate you are terminating. This report will tell you who is currently tied to that rate and, therefore, who will need to be put on a new plan once the rate is terminated. For instructions on how to run an Insurance Deduction Register, see page 3.

1. Select **Terminate** under Rates.



2. Only active coverage codes will appear. Choose the coverage code you want to terminate, then press **Select**.

Note: If there is only one coverage code in use, the system will default to it.



3. Enter the date the termination comes into effect under **Termination Date**. Click **Save**.
Note: The termination date will always default to the first of the month.

Little Big Town

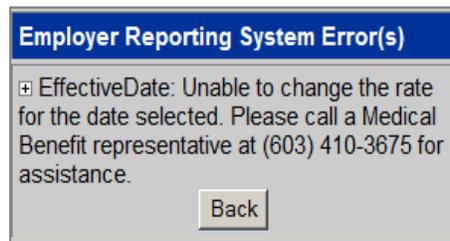
Terminate Rate

Enter the termination date of the current rate

| Coverage Code | Collection ID | Premium Type | Current Rate | Effective Date | Termination Date |
|---------------|---------------|--------------|--------------|----------------|------------------|
| GROUP A - FAM | 100120147-A | Family | \$ 1,957.01 | 07/01/2015 | 11/01/2015 |

Save

4. The following error message will appear if the Effective Date entered is a prior month or a date in the current month after the deadline for terminating rates has passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675.
Note: The current deadline for terminating rates is the first of the month.



5. If you do not receive the error message, or it has been corrected, you will see a summary confirmation page. Verify that the information you entered is correct. You may print the screen for your records.
Note: If the information is incorrect, please call a Medical Benefits representative at (603) 410-3675.

Little Big Town

Confirmation of Terminated Rate

If this is not the intended result please call a Medical Benefit representative at (603) 410-3675 for assistance.

Rate: GROUP A - FAM 100120147-A Family. This rate was terminated as of: 11/30/2015.

Print Screen

GENERATING AN INSURANCE DEDUCTION REGISTER REPORT

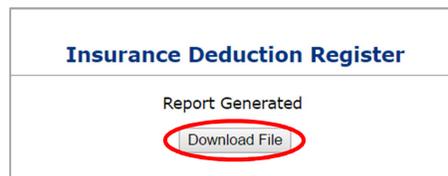
1. Click on **Ins Deduction Register** under Reports.



2. Use the **Check Issue Dates** field to choose which month you wish to run a report for.
3. You can refine the report by choosing a specific **Collection ID**, then **Premium Type**.
 - a. If you do not select a Premium Type, all retirees attached to the selected Collection ID will show. If you do not select a Collection ID, all retirees in the selected Check Issue Dates will show.
4. Click **Run Report**.

A screenshot of the 'Insurance Deduction Report' form. The form has a title 'Insurance Deduction Report' and three input fields: 'Check Issue Dates' (set to 06/30/2017), 'Collection ID', and 'Premium Type'. A red circle highlights the 'Run Report' button at the bottom of the form. Three red arrows point to the input fields.

5. Click **Download File**.



6. The report will open in a new browser window.

Run Date : 03/30/2017
Run Time : 8:07 AM

**NH Retirement System
Insurance Deduction Register**

User Id : PGGold Logon
Page: 1

Insurance Type: All Insurance Types Check Issue Date: 04/28/2017
Insurance Carrier: [REDACTED] Payroll Mode: Trial Run
Collection ID: 1000340-AA Premium Type: One Person Premium Coverage

| Payee Name | SSN | Plan | Member Deduction Amount | Employer Amount | NHRS Amount | Total Premium |
|--|------------|---------------------------|-------------------------|-----------------|-------------|---------------|
| [REDACTED] | [REDACTED] | Employee - P. Subdivision | \$55.94 | \$0.00 | \$375.56 | \$431.50 |
| [REDACTED] | [REDACTED] | Employee - P. Subdivision | \$55.94 | \$0.00 | \$375.56 | \$431.50 |
| Totals for Carrier By Plan | | | | | | |
| Employee - P. Subdivision | | 2 | \$111.88 | \$0.00 | \$751.12 | \$863.00 |
| Carrier Totals: | | | | | | |
| | | 2 | \$111.88 | \$0.00 | \$751.12 | \$863.00 |
| Totals for Insurance Type By Plan | | | | | | |
| Employee - P. Subdivision | | 2 | \$111.88 | \$0.00 | \$751.12 | \$863.00 |
| Insurance Type Totals: | | | | | | |
| | | 2 | \$111.88 | \$0.00 | \$751.12 | \$863.00 |