

## Job Aid – Edit Member Information

Use the **Edit Member Information** link to modify a member’s general information.

1. From the **Member Benefit Maintenance** screen, select the person you want to edit by clicking on the name in the **Member Name** column.
2. Select **Edit Member Information**. The **Edit Member Information** section will appear.

Home > Employee List > Employee Detail > Member Detail

### Member Benefit Maintenance

This page has options for you to edit a member’s information, add dependents, terminate coverage and more. Every transaction will bring you to a review screen prior to submitting. When reviewing any changes, click the Back button to return to the previous page and edit information appearing incorrectly on the Review Page.

Service Date 10/20/2011  
 Client Name ABC Corporation 0012347401

Members View Member Information Edit Address **Edit Member Information** Add Dependent Terminate Coverage Transfer to a New Subgroup

Member Name	Relationship	Member Number	DOB	Gender	Apply to
<b>DARRELL ADDY</b>	Self	123456789	10/25/1959	UNKNOWN	<input checked="" type="checkbox"/>
DINA ADDY	Spouse	123456789	06/20/1961	UNKNOWN	<input type="checkbox"/>
ALVIN ADDY	Child	123456789	02/12/1993	UNKNOWN	<input type="checkbox"/>
CLARICE ADDY	Child	123456789	04/03/1995	UNKNOWN	<input type="checkbox"/>
JAMIE ADDY	Child	123456789	07/09/1998	UNKNOWN	<input type="checkbox"/>

*Select the person you wish to edit.*

3. Edit the member information in the appropriate fields.
4. Click **Review** to save the changes and return to the **View Member Information** screen.

### Edit Member Information

You will be given the opportunity to review any changes prior to submitting them.

First Name:  ?

Middle Initial:  ?

Last Name:  ?

DOB:  ?

SSN:

Gender Code:  ▼

Relationship Code:  ▼

Disabled