How to Add/Remove/Update Coverage for a Dependent

Log into Banweb using your ISO user name and password
Step 1 – Add a New Person if he/she is not already listed.

Complete the form and “Submit Changes”.

This is historical data and cannot be removed. You may place the person as inactive by clicking on their name and updating the status. Note: by making the person inactive, this does not automatically remove them from coverage, you must first stop coverage – then make inactive.
Step 2 – Update Coverage Allocation
(This step tell the Benefits Office who is covered on your health plans)
1) Check the “Choose Benefit” box for the person you are updating.
2) Add a Begin Date to start coverage (use the date coverage will begin).
3) Add an End Date to end coverage (use the date coverage will end) and choose a Deduction Termination Reason.
4) Click the “Choose or Update” button to record your changes.

In the case of open enrollment:
If you are ending existing coverage you will use 12/31/2017.
If you are starting new coverage you will use 01/01/2018.

See next page to update/change beneficiary designation for life insurance.
Updating/Changing a Beneficiary Designation for Life Insurance

Locate the person you want to update.

Jump to the bottom of the page or scroll down to access the life insurance benefit.

Click on Coverage Details to Add or Remove a beneficiary.

Click on Beneficiary Allocations Details to set your primary and contingent

---

<table>
<thead>
<tr>
<th>Benefit or Deduction</th>
<th>Action</th>
<th>Status</th>
<th>Start Date</th>
<th>Stop Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Death and Dismember</td>
<td>Coverage Details</td>
<td>Terminated</td>
<td>Jan 12, 2009</td>
<td>Oct 25, 2014</td>
</tr>
<tr>
<td>Dental 1</td>
<td>Coverage Details</td>
<td>Active</td>
<td>Dec 23, 2012</td>
<td></td>
</tr>
<tr>
<td>HuskyCare HDHP</td>
<td>Coverage Details</td>
<td>Active</td>
<td>Dec 27, 2009</td>
<td></td>
</tr>
<tr>
<td>Optional Emp. Life Insurance</td>
<td>Coverage Details</td>
<td>Active</td>
<td>Jan 12, 2009</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>Coverage Details</td>
<td>Active</td>
<td>Dec 23, 2012</td>
<td></td>
</tr>
</tbody>
</table>