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.

- Add a New Person
- Coverage and Allocations List

Benefits and Dependents Information

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN or SIN or TIN</th>
<th>Relationship</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>May 03,</td>
<td>Female</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spouse</td>
<td>Apr 08,</td>
<td>Male</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child</td>
<td>Jun 08,</td>
<td>Male</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child</td>
<td>May 24,</td>
<td>Female</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child</td>
<td>Dec 12,</td>
<td>Female</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent</td>
<td>Not Reported</td>
<td>Female</td>
<td>Active</td>
</tr>
</tbody>
</table>

All insured dependents must provide a social security number in order to be enrolled in a health plan. If your spouse or child does not have a social security number, please contact the Benefits office at 487-2517.

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.

Enter information about the new beneficiary, then select Submit Changes.

- Date Added: MM/DD/YYYY
- First Name: *
- Middle Name or Initial:
- Last Name: *
- SSN or SIN or TIN: *
- Relationship: Not Reported
- Birth Date: MM/DD/YYYY
- Gender: Not Reported
- Active: Active
- Marital Status: Not Reported

Submit Changes

Complete the form and “Submit Changes”.
Step 2 – Update Coverage Allocation

(This step tells the Benefits Office who is covered on your health plans)
Enroll Coverage and Allocations

Enrolled Benefits Information

<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>Active</td>
<td>Aug 07, 2011</td>
<td></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 23, 2012</td>
<td></td>
</tr>
<tr>
<td>Optional Emp Life Insurance</td>
<td>Coverage Details</td>
<td>Active</td>
<td>Aug 07, 2011</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>

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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 12/31/2015.
If you are starting new coverage you will use 01/01/2016.

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