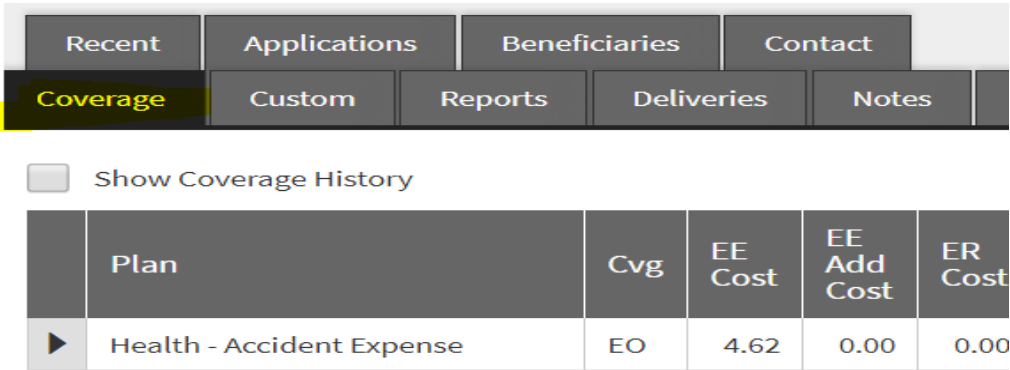
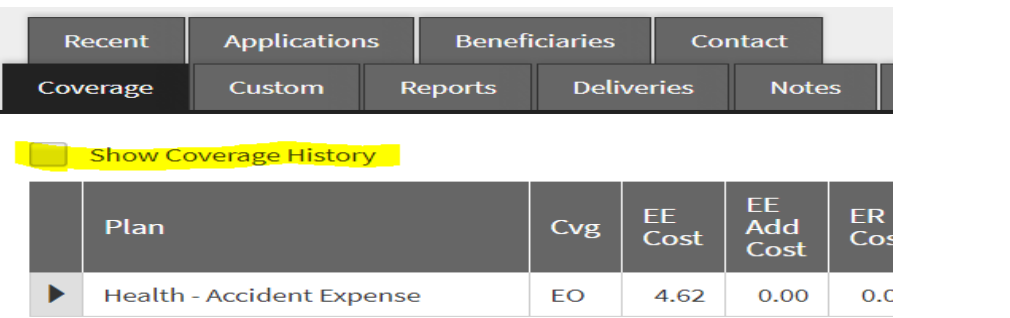


➤ *How to search coverage history for an employee*

| Step | Action | | | | | | | | | | |
|-----------------------------|---|---------|-------------|---------|-------------|---------|-----------------------------|----|------|------|------|
| 1 | Search for employee from Home Screen as described above. | | | | | | | | | | |
| 2 | Click on Edit | | | | | | | | | | |
| 3 | <p>Click on the "Coverage" Tab</p>  <p>Recent Applications Beneficiaries Contact Coverage Custom Reports Deliveries Notes</p> <p><input type="checkbox"/> Show Coverage History</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Cvg</th> <th>EE Cost</th> <th>EE Add Cost</th> <th>ER Cost</th> </tr> </thead> <tbody> <tr> <td>▶ Health - Accident Expense</td> <td>EO</td> <td>4.62</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | Plan | Cvg | EE Cost | EE Add Cost | ER Cost | ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 |
| Plan | Cvg | EE Cost | EE Add Cost | ER Cost | | | | | | | |
| ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 | | | | | | | |
| 4 | You'll see all the current benefits the employee is enrolled in. | | | | | | | | | | |
| 5 | <p>If you'd like to see the prior coverages (history) – click on the "Show Coverage History" check box – this will display previously cancelled/terminated benefits.</p>  <p>Recent Applications Beneficiaries Contact Coverage Custom Reports Deliveries Notes</p> <p><input checked="" type="checkbox"/> Show Coverage History</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Cvg</th> <th>EE Cost</th> <th>EE Add Cost</th> <th>ER Cost</th> </tr> </thead> <tbody> <tr> <td>▶ Health - Accident Expense</td> <td>EO</td> <td>4.62</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | Plan | Cvg | EE Cost | EE Add Cost | ER Cost | ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 |
| Plan | Cvg | EE Cost | EE Add Cost | ER Cost | | | | | | | |
| ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 | | | | | | | |