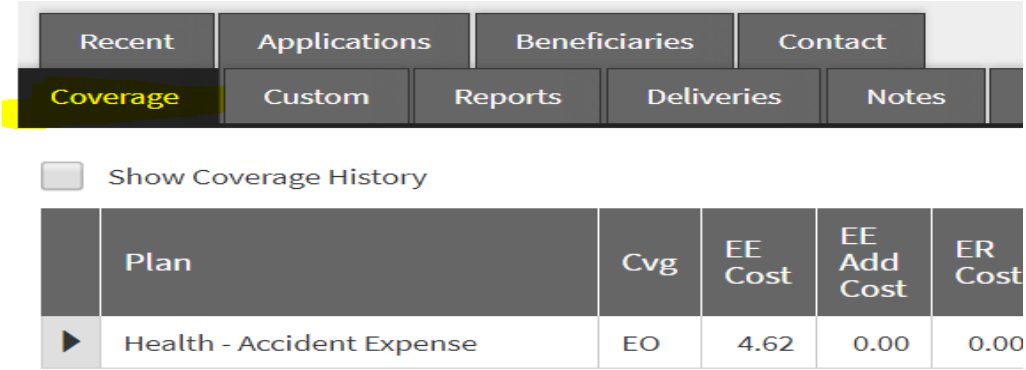
➢ *How to search coverage history for an employee*

Step	Action
1	Search for employee from Home Screen as described above.
2	Click on Edit
3	Click on the "Coverage" Tab 
4	You'll see all the current benefits the employee is enrolled in.
5	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.