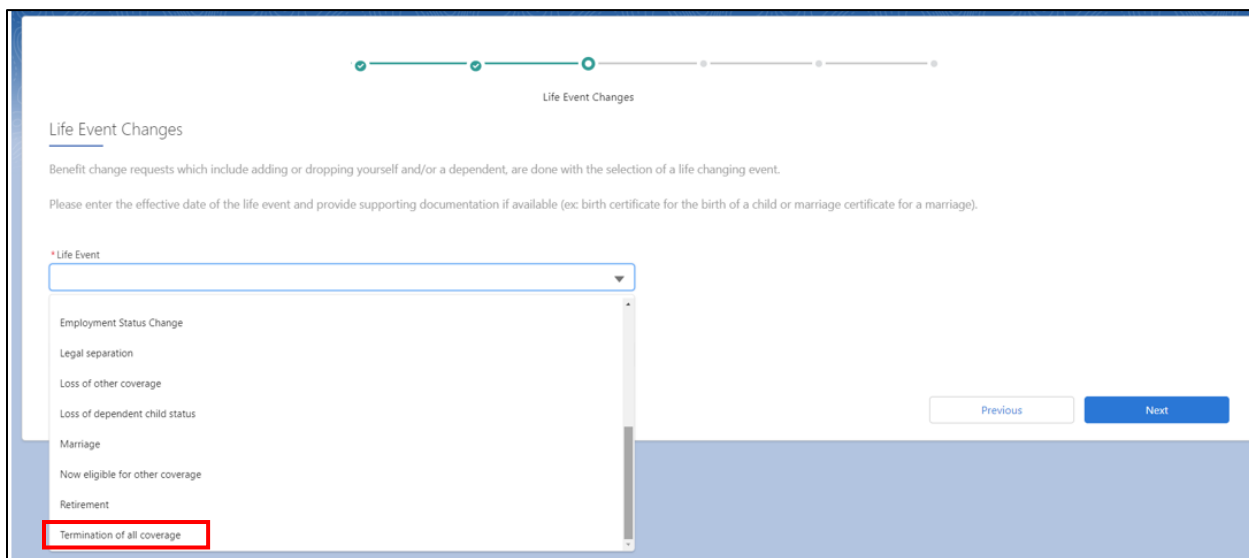


Broker User Guide – Terminate Employee

Terminate Employee

To cancel member coverage, follow the process flow for *Update Life Event*, select **Termination of all Coverage** from the dropdown menu and enter the event date. Click **Next**.



Life Event Changes

Benefit change requests which include adding or dropping yourself and/or a dependent, are done with the selection of a life changing event.

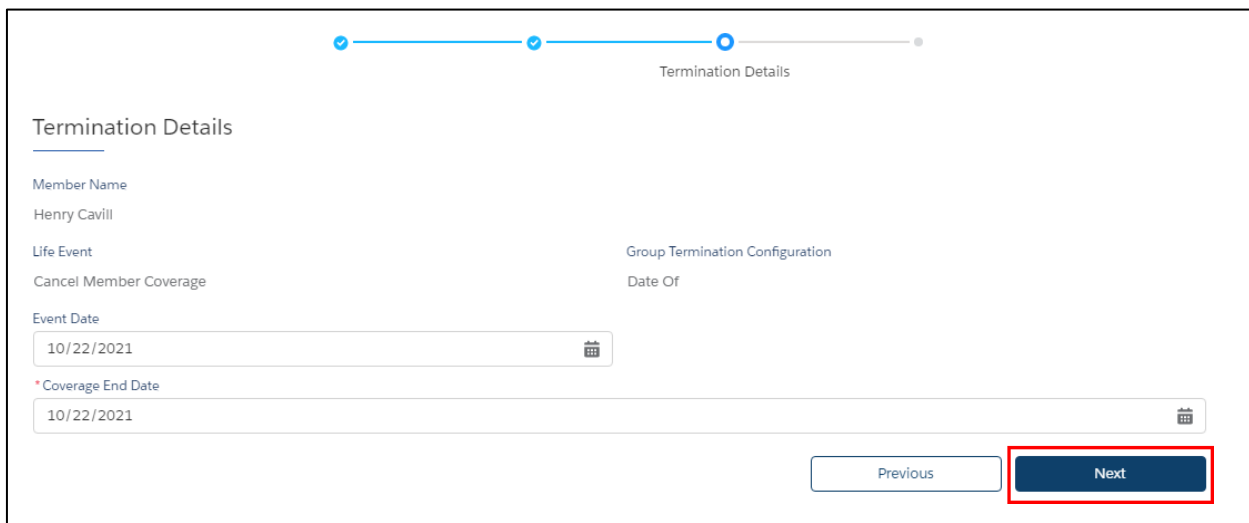
Please enter the effective date of the life event and provide supporting documentation if available (ex: birth certificate for the birth of a child or marriage certificate for a marriage).

* Life Event

- Employment Status Change
- Legal separation
- Loss of other coverage
- Loss of dependent child status
- Marriage
- Now eligible for other coverage
- Retirement
- Termination of all coverage**

Previous Next

Validate the information on the following screen and click **Next**.



Termination Details

Member Name
Henry Cavill

Life Event
Cancel Member Coverage

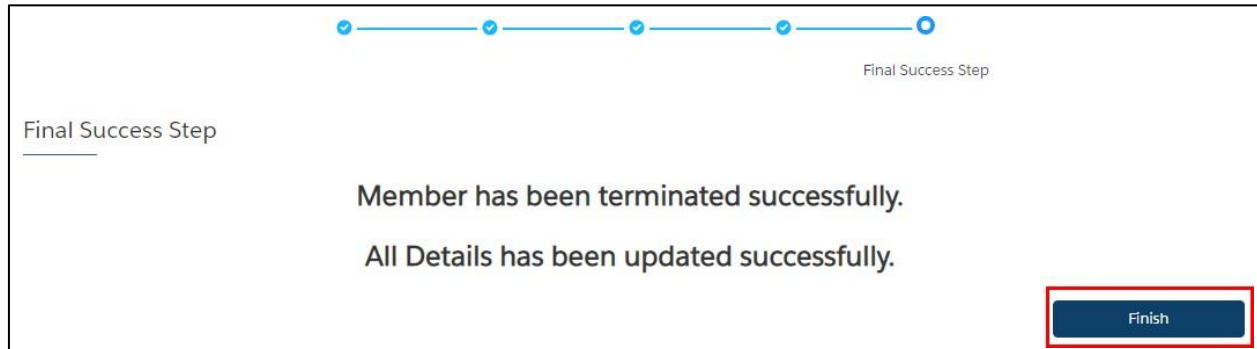
Group Termination Configuration
Date Of

Event Date
10/22/2021

* Coverage End Date
10/22/2021

Previous **Next**

You will receive confirmation that the member has been terminated. Click **Finish**.



The screenshot shows a confirmation screen with a progress indicator at the top consisting of five circles connected by a line. The first four circles are filled with a blue checkmark, and the fifth circle is empty. Below the progress indicator, the text "Final Success Step" is displayed. The main content area contains the following text:

Final Success Step

Member has been terminated successfully.
All Details has been updated successfully.

A blue button labeled "Finish" is located in the bottom right corner of the screen, highlighted with a red rectangular border.