

Enrollment

The web will default the effective date to the 1st, but you can set it to any date you may need. If for example you are going to do a change of address or if your plan uses same day benefit changes, set it to today. If you need to do a future or past enrollment, please adjust accordingly.

Once the effective date is set, the enrollment will be saved under “Saved Enrollments” so you can continue it at any time.

Set the Effective Date for this Enrollment

⚠ Use the first day that the change will be effective. For Terminations, enter the first day the member would not have benefits.

Effective Date

After you click “Set Effective Date” you will see the Enrollment Overview

The screenshot shows the RCI Web Portal interface. The top navigation bar includes the RCI logo, "RCI Web Portal", a menu icon, "Help", and "Rci Demo Group". The left sidebar contains navigation links: Portal Home, Help, Employees, Search, Add New, Saved Enrollments, Submitted Enrollments, Enrollment Sessions, Users, and Files. The main content area is titled "Enrollment Overview" and features several sections:

- Enrollment Options:** Displays the Effective Date as 10/01/2015, with buttons for "Submit Enrollment", "Terminate Employee", and "Cancel Enrollment".
- 1. Employee Information:** Lists details for Michael, including address (905 W 27th St, SCOTTSBLUFF, NE 69361), date of birth (02/17/1963), email (rci-reports@regionalcare.com), phone, hire date (01/01/2013), and salary (\$0.00). An "Edit Employee Information" button is at the bottom.
- 3. Benefits:** Shows "Member" Michael with "Benefit" options for "Dependent Care Account" and "FSA". An "Edit Benefits" button is at the bottom.
- 2. Dependents:** A table with columns for "Name" and "Relationship". An "Add, Edit, or Terminate Dependents" button is at the bottom.
- Enrollment Notes:** A section with a "New Note" button.

At the bottom of the page, the footer contains "Copyright © 2014-2015 Regional Care Inc. All rights reserved." and "Version 2.0.0".

Please follow the numbers to make any changes needed... Step 1. Employee Information, Step 2. Dependents, Step 3 Benefits. Notes can be added at any time.

Let's look at each of these sections in more detail.

Step 1. Employee Information

1. Employee Information

Name	Michael Jeffrey
Address	905 W 27th Street SCOTTSBLUFF, NE 69361
Date of Birth	02/17/1963
Email	rci-reports@regionalcare.com
Phone	
Hire Date	01/01/2013
Salary	\$0.00

[Edit Employee Information](#)

Click "Edit Employee Information" to make demographic changes. The screen below will come up, next you can change any of the fields below by deleting the content and putting in the new information. Once you are finished, click Save Employee Data. Please note this change will not immediately take place, but needs to be submitted to RCI for review.

Employee Data

Division	RCI Demo Group Employee Divis			
Name		Michael	Jeffrey	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female			
SSN				
Birthdate	02/17/1963			
Marital Status				
Email	rci-reports@regionalcare.com			
Home Phone	Phone			
Address	905 W 27th St	Address Line 2		
	SCOTTSBLUFF	NE		69361
Hire Date	01/01/2013			
Salary	\$ 0.00			

[Save Employee Data](#)

Step 2. Dependents

2. Dependents

Name	Relationship
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[Add, Edit, or Terminate Dependents](#)

Click "Add, Edit, or Terminate Dependents" the screen below will be appear.

Edit Dependents

Dependents				
Name	Relationship	Birthdate	Use Alternate Address?	Options

[Add Dependent](#) [Save Dependents](#)

You can now click "Add Dependent" if there are dependents already listed you will have the ability to edit or terminate existing dependents. Select the relationship and then fill in the remaining information and click "Save Dependent."

Add Dependent

Relationship

Name

Gender Male Female

SSN

Birthdate

Use Alternate Address? Yes No

[Cancel](#) [Save Dependent](#)

Dependents				
Name	Relationship	Birthdate	Use Alternate Address?	Options
Jenny [REDACTED]	Spouse	01/01/1970	N	<input type="checkbox"/> Edit <input type="checkbox"/> Remove <input type="button" value="+ New Dependent"/>

At this point you can click “Edit” to adjust a dependent or “Remove” to delete it. Click “Add Dependent” to add another dependent or “Save Dependents”

Note: If a dependent was already enrolled it would say Terminate instead of Remove since we will need to collect a termination reason to determine if COBRA notices need to be sent.

Just as before clicking “Save Dependents” only saves you work in the dependents screen, but once everything on the enrollment screen is updated you will need to click “Submit Enrollment” to send the enrollment to RCI for review.

Step 3. Benefits

3. Benefits	
Member	Benefits
Michael	<input checked="" type="checkbox"/> Dependent Care Account <input checked="" type="checkbox"/> FSA
Jenny	

Click “Edit Benefits” to make any benefit changes.

