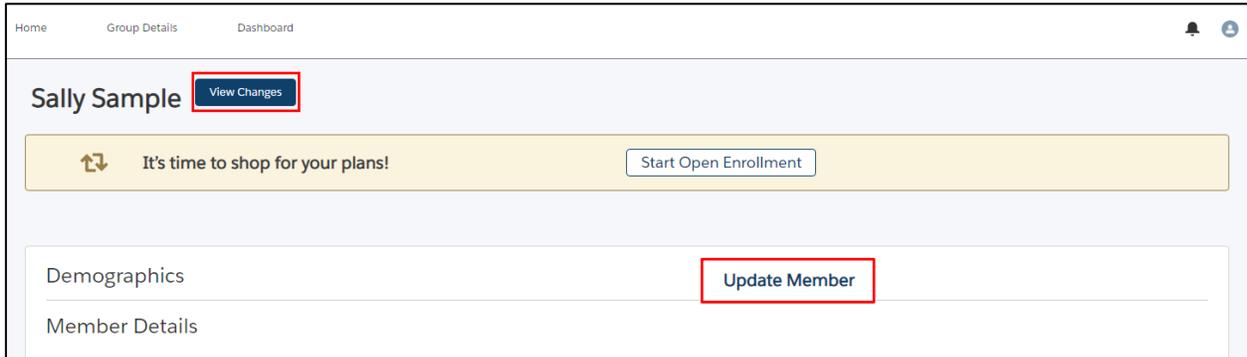


## View/Accept Member Changes

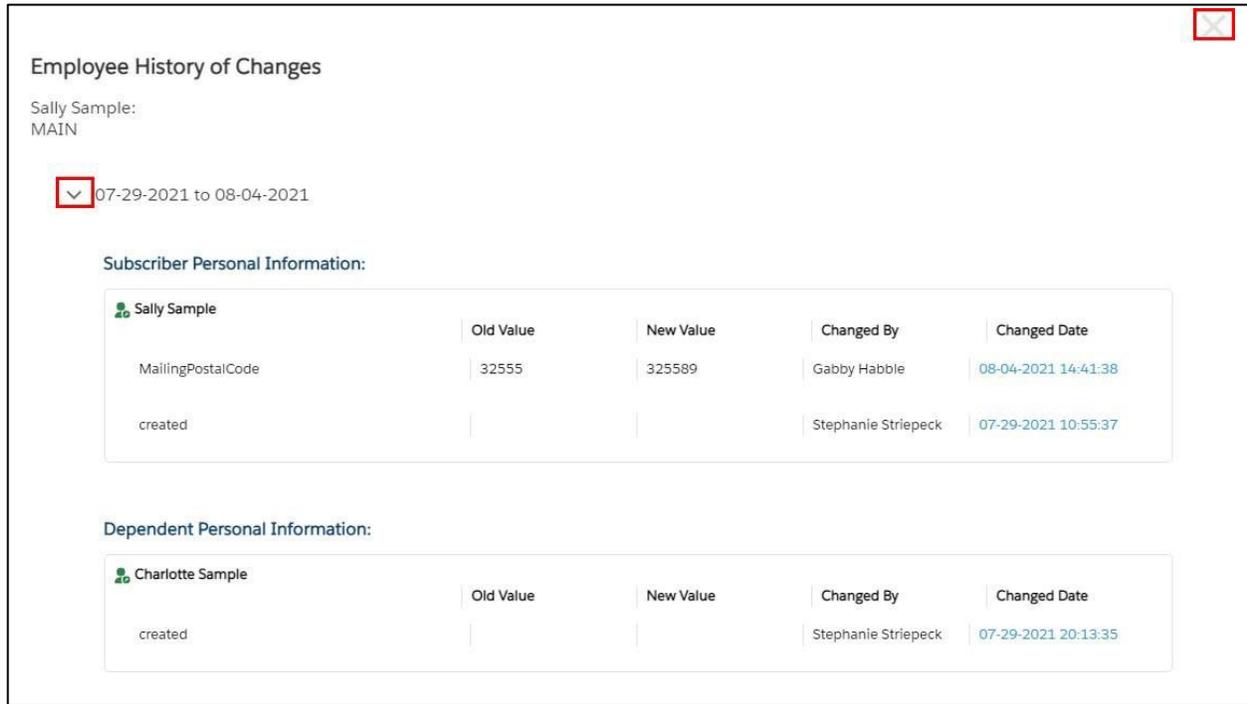
To view the employee's pending changes, click **Update Member**, click **View Changes**.



The screenshot shows a web interface for managing a member named Sally Sample. At the top, there are navigation links for Home, Group Details, and Dashboard, along with notification and user icons. Below the member name, there is a blue button labeled "View Changes" which is highlighted with a red box. A yellow banner below contains a refresh icon, the text "It's time to shop for your plans!", and a button labeled "Start Open Enrollment". At the bottom, there are two tabs: "Demographics" and "Member Details". The "Update Member" button is located to the right of the "Demographics" tab and is also highlighted with a red box.

A pop-up window will appear that contains a history of the changes to the employee's record. You can view specific changes by clicking the arrow to the left of the change date or record title. After reviewing the changes

After reviewing the changes, close out of the window.



Employee History of Changes

Sally Sample:  
MAIN

07-29-2021 to 08-04-2021

Subscriber Personal Information:

	Old Value	New Value	Changed By	Changed Date
MailingPostalCode	32555	325589	Gabby Habbie	08-04-2021 14:41:38
created			Stephanie Striepeck	07-29-2021 10:55:37

Dependent Personal Information:

	Old Value	New Value	Changed By	Changed Date
created			Stephanie Striepeck	07-29-2021 20:13:35

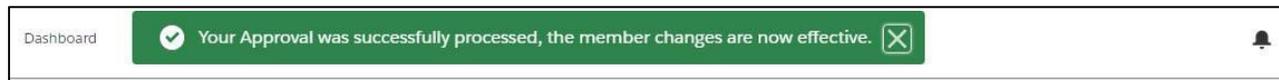
After reviewing the changes, a banner will display on the employee's member details page, prompting you to **Accept** or **Reject** changes. Select **Accept** or **Reject**.



Darry Wilson Sr. has pending task

Approve Reject

A confirmation will appear at the top of your screen if the transaction was completed successfully.



Dashboard

✔ Your Approval was successfully processed, the member changes are now effective. ✕

🔔