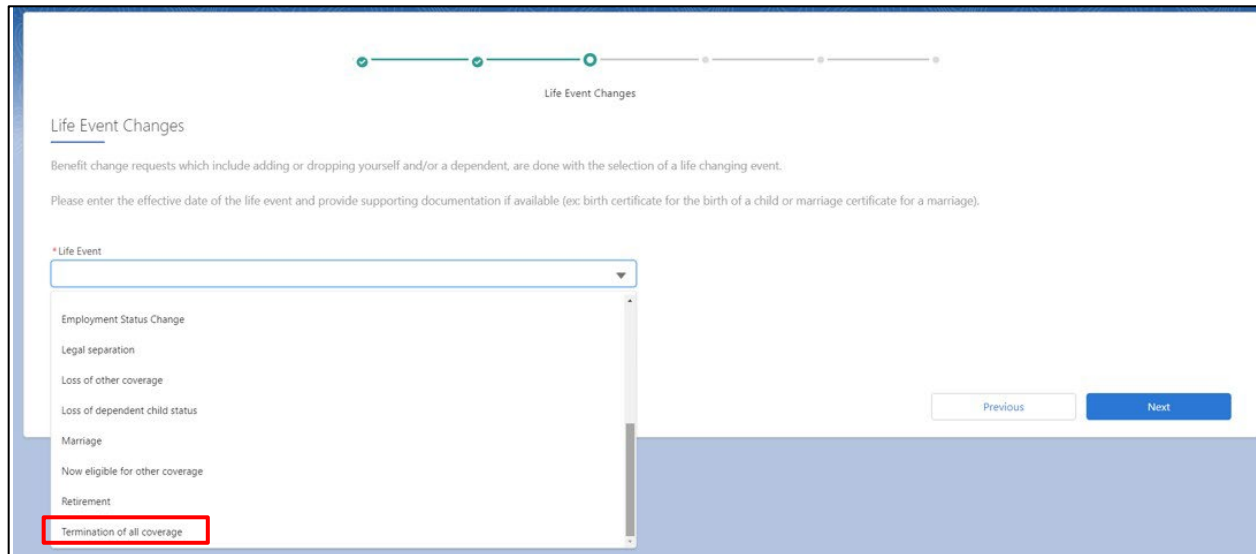


Terminate Employee

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.

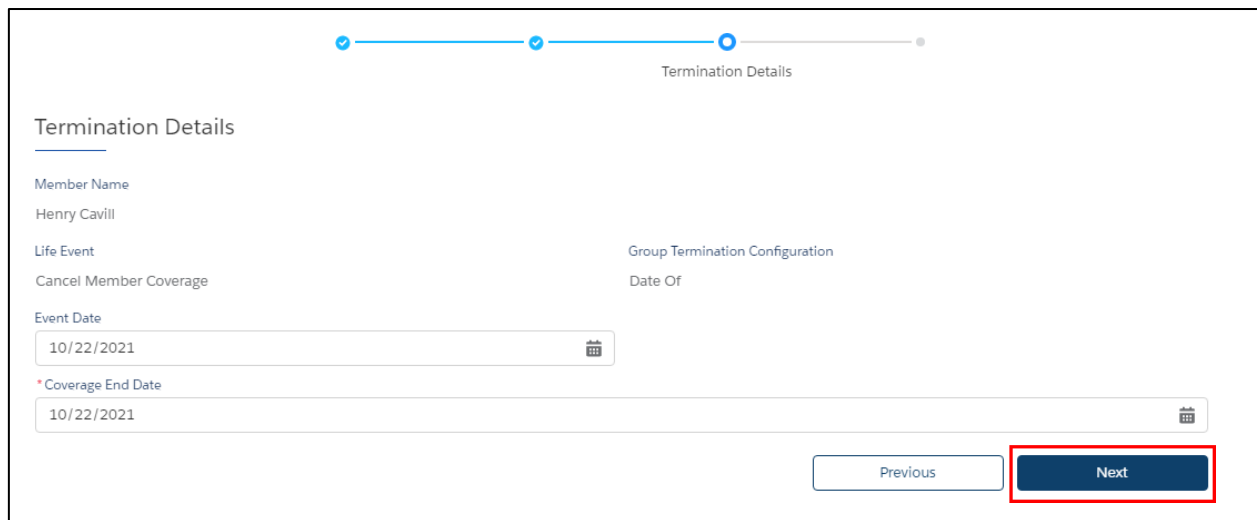
Please enter the effective date of the life event and provide supporting documentation if available (ex birth certificate for the birth of a child or marriage certificate for a marriage).

* 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

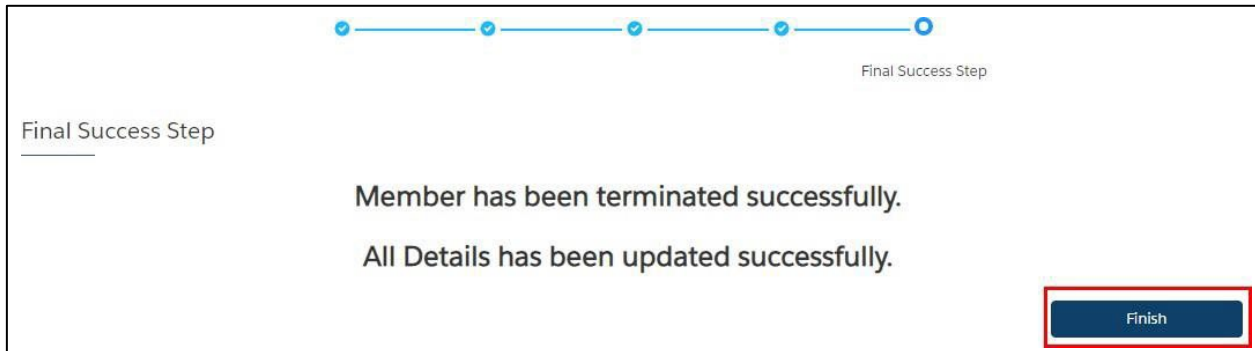
Group Termination Configuration
Date Of

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 progress bar at the top with five steps. The first four steps are marked with checkmarks, and the fifth step is marked with a circle and labeled "Final Success Step". Below the progress bar, the text "Final Success Step" is underlined. The main content area contains two lines of text: "Member has been terminated successfully." and "All Details has been updated successfully." In the bottom right corner, there is a dark blue button with the word "Finish" in white text, which is highlighted with a red rectangular border.