

## Add a New Member/Subscriber

To add a new subscriber to a group, click on **Add Subscriber**.

Members			
Search			Add Subscriber
MEMBER NAME	DOB	STATUS	ACTIONS
Aaron [REDACTED]	06/15/1973	Active	▼
Aaron [REDACTED]	11/14/1985	Active	▼
Abigail [REDACTED]	10/27/1995	Active	▼

Provide the required details about the member. Required information includes:

- demographic information: first and last name, gender, birthdate, phone number, and address
- group class
- new hire start date

Click **Create Subscriber** when you are done entering the information.

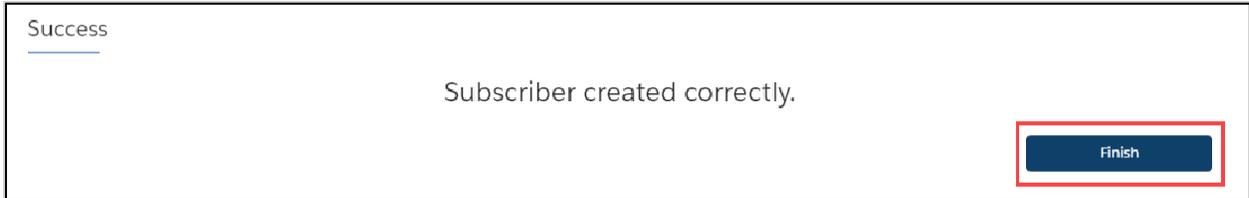
Member Details

### Member Details

#### Add Subscriber

* First Name Required	Middle Name	* Last Name Required	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Gender Required		* Birth Date Required	
<input type="text"/>		<input type="text"/>	
SSN		* Phone Required	
<input type="text"/>		<input type="text"/>	
Email		Retired	
<input type="text"/>		<input type="text"/>	
Wellness		Hours Worked	
<input type="text"/>		<input type="text"/>	
* Group Class Required		Additional Insurance	
<input type="text"/>		<input type="text"/>	
Hire Start On	Hire Number Days	Following	
* New Hire Start Date Required			
<input type="text"/>			
* Effective Date Please Select		Effective Date is required.	
<input type="text"/>			
* Street Required	* City Required	* State Required	* ZipCode Required
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			
			<input type="button" value="Create Subscriber"/>

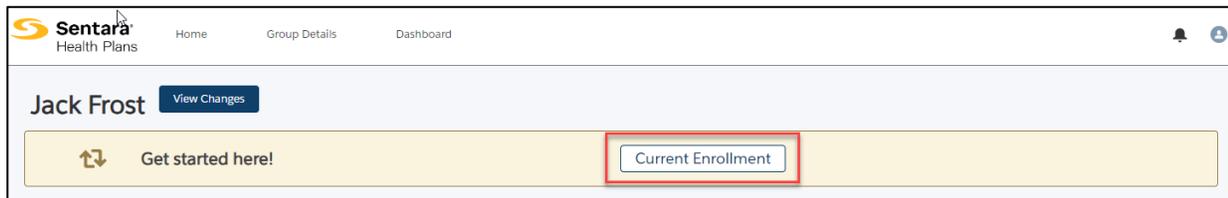
If the subscriber was created successfully, you will receive a confirmation message on the next screen.



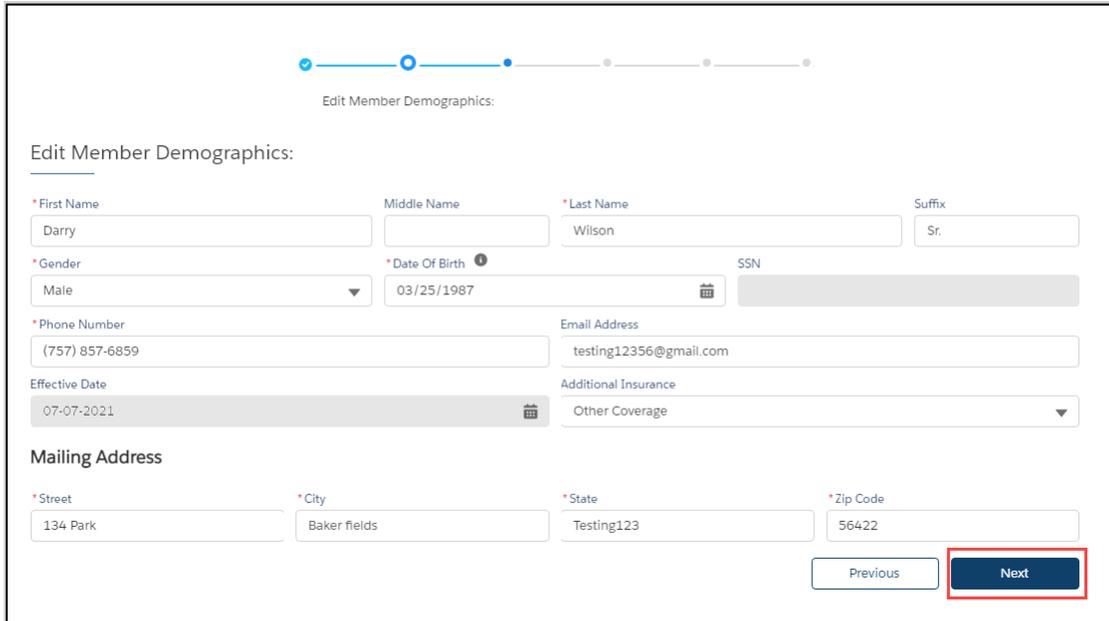
### Enroll New Member

Once you have successfully created the new subscriber, the site will auto-direct you to the member's detail page.

On their Member Details page, click **Start Open Enrollment** (or, **Current Enrollment** if the employer is not in the open enrollment period during hire).



Confirm that the information on the **Edit Member Demographics** screen is correct, make any necessary edits, and click **Next**.



The screenshot shows a web form titled "Edit Member Demographics" with a progress indicator at the top. The form contains the following fields and sections:

- Personal Information:**
  - \* First Name: Darry
  - Middle Name: (empty)
  - \* Last Name: Wilson
  - Suffix: Sr.
  - \* Gender: Male
  - \* Date Of Birth: 03/25/1987
  - SSN: (greyed out)
- Contact Information:**
  - \* Phone Number: (757) 857-6859
  - Email Address: testing12356@gmail.com
- Insurance Information:**
  - Effective Date: 07-07-2021
  - Additional Insurance: Other Coverage
- Mailing Address:**
  - \* Street: 134 Park
  - \* City: Baker fields
  - \* State: Testing123
  - \* Zip Code: 56422

At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red border.