

## 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	06/15/1973	Active	-
Aaron	11/14/1985	Active	-
Abagail	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.

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	'Gender		* Birth Date	
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If the subscriber was created successfully, you will receive a confirmation message on the next screen.

Success		
	Subscriber created correctly.	
		Finish

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).

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

	Edit Mer	nber Demographics:				
Edit Member Dem	ographics:					
* First Name		Middle Name	*Last Name		Suffix	
Darry			Wilson		Sr.	
* Gender		• Date Of Birth 🕚		SSN		
Male 🗸		03/25/1987	03/25/1987			
* Phone Number			Email Address			
(757) 857-6859			testing12356@gmail.com			
Effective Date			Additional Insurance			
07-07-2021			Other Coverage			
Mailing Address	* City		* State	* 7in Code		
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