



MASSACHUSETTS

BLUESENROLL GUIDE

REGISTERING FOR BLUESENROLL

It's easy to go paperless and manage your plan with BluesEnroll, which is available to accounts of any size. You can process enrollment, create reports, and access online resources 24/7.

FEATURES:

- Process all enrollment transactions online in real time (enrollment, cancellation, transfer)
- View all plan enrollment in one location
- Create log-in IDs for employees to choose their benefits through the tool
- Access online training videos:
<https://www.benefitfocusmedia.com/content/bcbsma/customer-video-library>
- Download or view over 40 different reports

HELPFUL INFORMATION:

- Complete the BluesEnroll installation form and send to blue.enroll@bcbsma.com.
(Note: If you send an Electronic Enrollment file, you aren't eligible to register for BluesEnroll.)
- Please include all active group numbers on the form. If you can't fit the numbers in the space available, attach your group structure. You can obtain the group structure from your Account Executive.
- Under **Eligibility and Termination**, please note that the default is a zero-day waiting period for new hires and terminations. If you have a waiting period, please document it in this section. If your waiting period is 60 days, BluesEnroll can automate enrollment for the subscriber. For example, if an employee is hired on 1/1, BluesEnroll can automate their effective date to 3/1.
- Under **Employee Contributions**, only complete this section if you want to set up **Employee Self Service**. If you do want **Employee Self Service**, you can enter their contributions here and it will display on the tool when employees select their plans. Note: To display rates, we need the employee monthly rate per plan, product, and coverage levels (individual, 2 party, family), as well as pay frequency.
- Complete your registration, and the BluesEnroll team will send instructions on how employees can self-register for the tool.

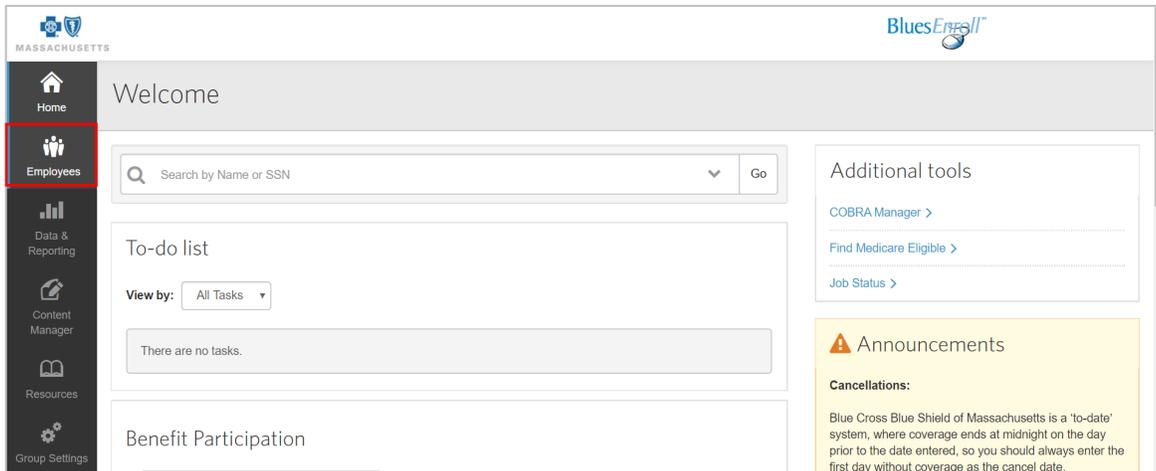
TABLE OF CONTENTS

How to Enroll a Newly-Eligible Employee in a Blue Cross Blue Shield of Massachusetts Plan	4
How to Enroll an Employee in an HSA Plan Through HealthEquity®	7
How to Enroll an employee in an FSA, Dependent Care FSA, and/or Limited Purpose FSA, In Addition to Their Medical Plan	10
How to Enroll an Employee Without a Medical Plan in an FSA, Dependent Care FSA, or Limited Purpose FSA	15
How to Terminate an Employee on Your Plan	19
How to Cancel an Employee on Your Plan	21
How to Cancel Only One Member of an Employee's Family on Your Plan	23



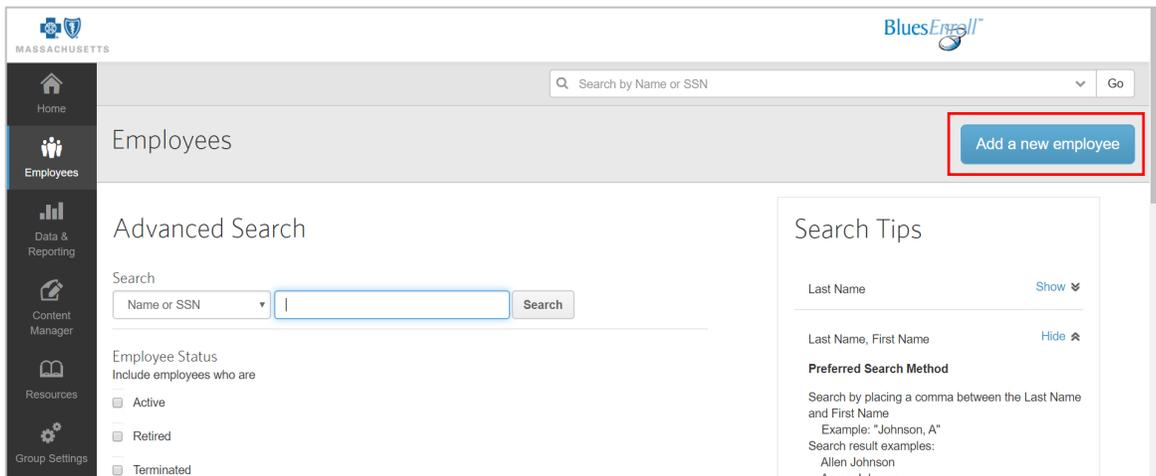
HOW TO ENROLL A NEWLY-ELIGIBLE EMPLOYEE IN A BLUE CROSS BLUE SHIELD OF MASSACHUSETTS PLAN

1. From the home page, click **Employees** on the left-hand side.



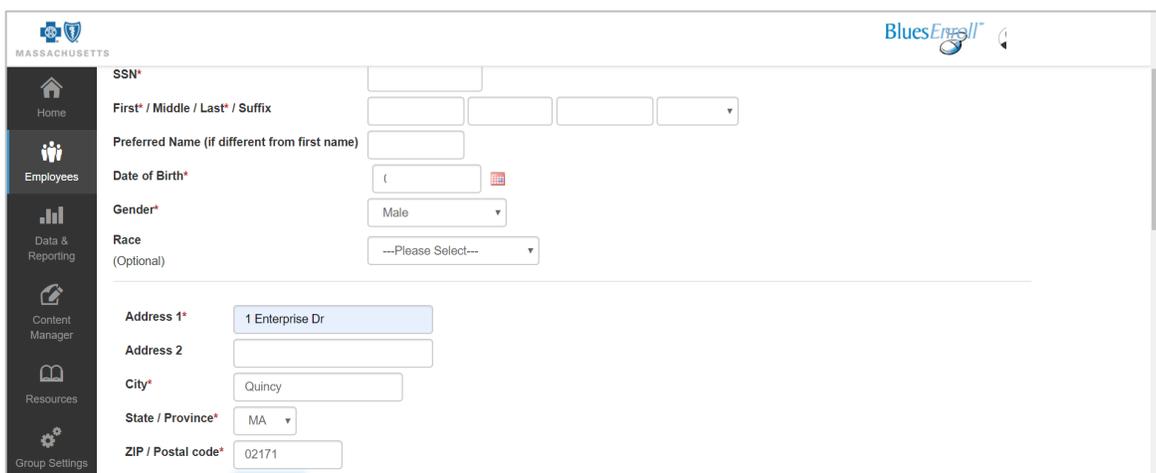
The screenshot shows the home page of the Blue Cross Blue Shield of Massachusetts portal. The left-hand navigation menu includes links for Home, Employees (highlighted with a red box), Data & Reporting, Content Manager, Resources, and Group Settings. The main content area features a search bar, a 'To-do list' section with a 'View by' dropdown set to 'All Tasks', and a 'Benefit Participation' section. On the right, there are 'Additional tools' (COBRA Manager, Find Medicare Eligible, Job Status) and an 'Announcements' section with a warning icon and text about the 'to-date' system.

2. Click **Add a new employee** in the upper right-hand corner.



The screenshot shows the 'Employees' page. The left-hand navigation menu is the same as in the previous screenshot. The main content area includes an 'Advanced Search' section with a search bar and filters for Employee Status (Active, Retired, Terminated). On the right, there is a 'Search Tips' section with a 'Preferred Search Method' section. The 'Add a new employee' button in the upper right-hand corner is highlighted with a red box.

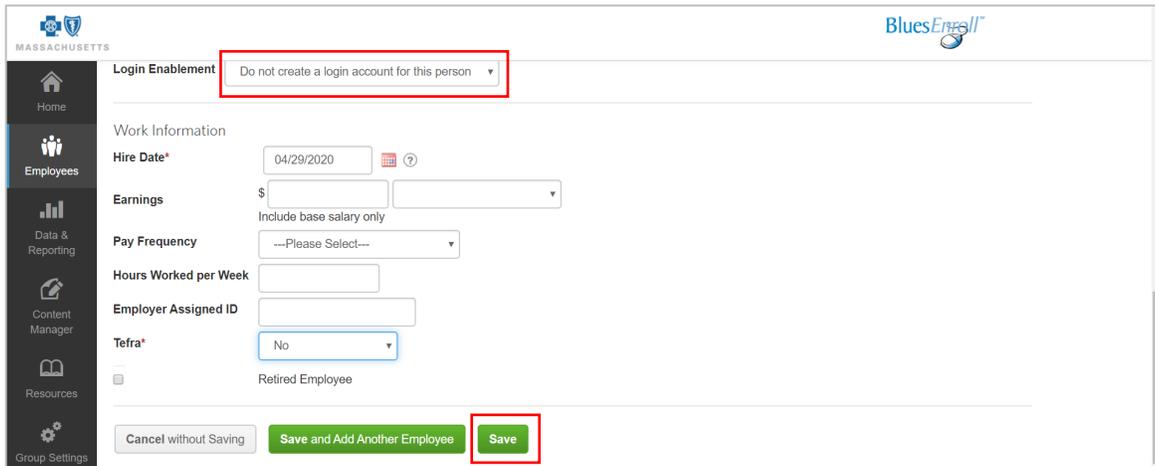
3. Add your employee's demographic information.



The screenshot shows the 'Add a new employee' form. The left-hand navigation menu is the same as in the previous screenshots. The form fields are as follows:

- SSN*
- First* / Middle / Last* / Suffix
- Preferred Name (if different from first name)
- Date of Birth*
- Gender* (Male)
- Race (Optional) (---Please Select---
- Address 1* (1 Enterprise Dr)
- Address 2
- City* (Quincy)
- State / Province* (MA)
- ZIP / Postal code* (02171)

4. Registering the employee for user access is optional. If you're going to enroll all of your employees, select **Do not create a login account for this person**. Make sure to include the employee's hire date. Click **Save**.



MASSACHUSETTS BluesEnroll

Home

Employees

Data & Reporting

Content Manager

Resources

Group Settings

Login Enablement: Do not create a login account for this person

Work Information

Hire Date*: 04/29/2020

Earnings: \$ [] []

Include base salary only

Pay Frequency: ---Please Select---

Hours Worked per Week: []

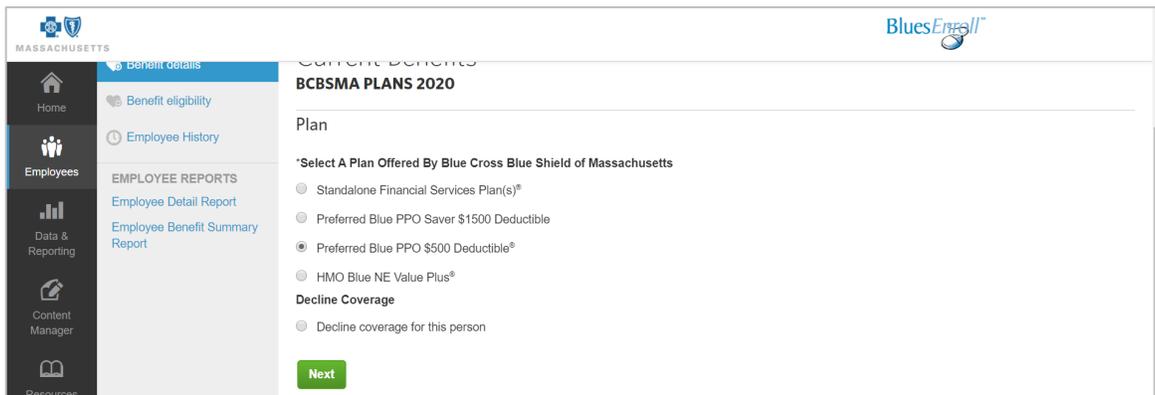
Employer Assigned ID: []

Tetra*: No

Retired Employee:

Cancel without Saving Save and Add Another Employee Save

5. Select the plan the employee is going to enroll in and click **Next**.



MASSACHUSETTS BluesEnroll

Home

Employees

Data & Reporting

Content Manager

Resources

Benefit Details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

BCBSMA PLANS 2020

Plan

*Select A Plan Offered By Blue Cross Blue Shield of Massachusetts

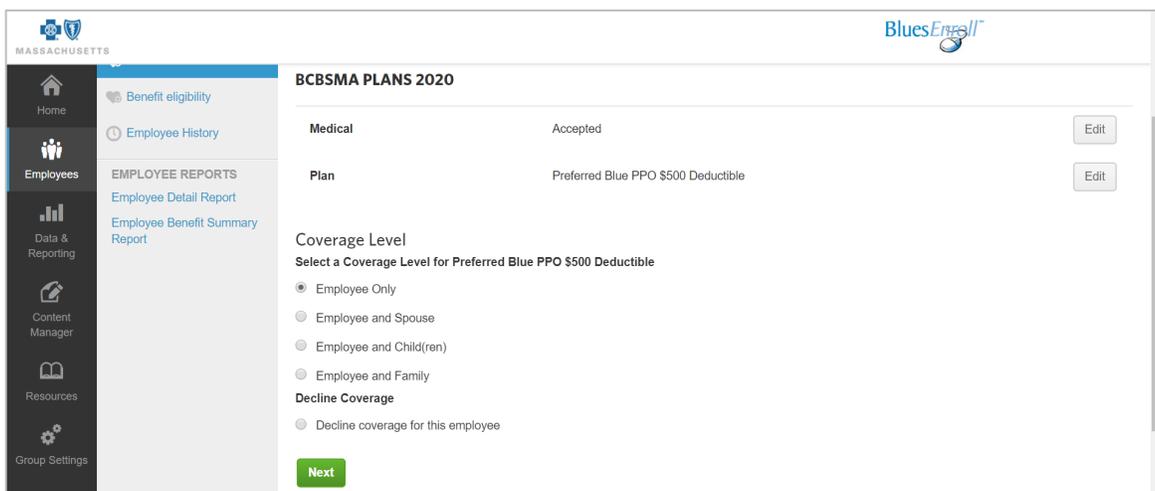
- Standalone Financial Services Plan(s)*
- Preferred Blue PPO Saver \$1500 Deductible
- Preferred Blue PPO \$500 Deductible*
- HMO Blue NE Value Plus*

Decline Coverage

- Decline coverage for this person

Next

6. Select the coverage level for the employee and click **Next**.



MASSACHUSETTS BluesEnroll

Home

Employees

Data & Reporting

Content Manager

Resources

Group Settings

Benefit Details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

BCBSMA PLANS 2020

Medical: Accepted Edit

Plan: Preferred Blue PPO \$500 Deductible Edit

Coverage Level

Select a Coverage Level for Preferred Blue PPO \$500 Deductible

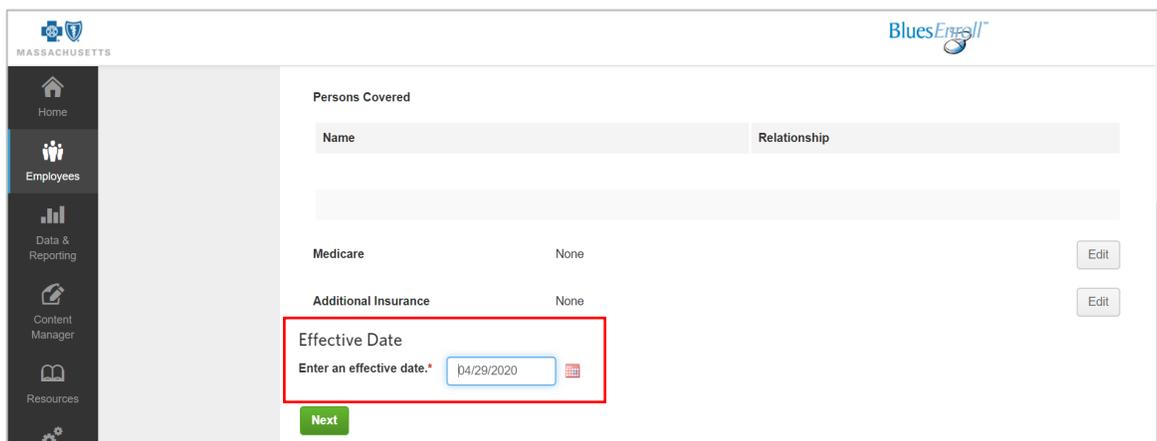
- Employee Only
- Employee and Spouse
- Employee and Child(ren)
- Employee and Family

Decline Coverage

- Decline coverage for this employee

Next

7. Verify the employee's effective date. The **Effective Date** field is editable and defaults to your custom settings.



Persons Covered

Name	Relationship

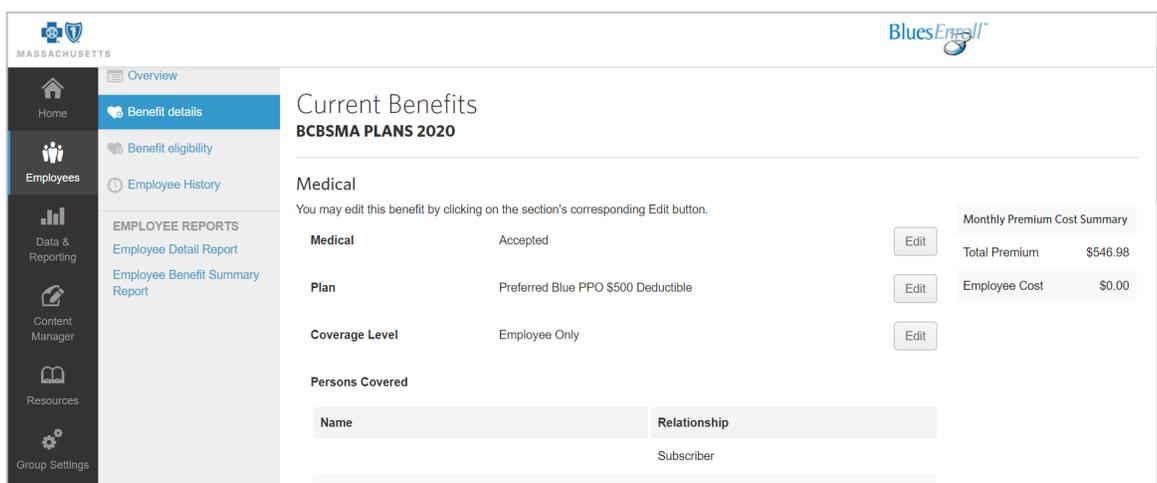
Medicare: None [Edit]

Additional Insurance: None [Edit]

Effective Date: Enter an effective date.* [Calendar icon]

[Next]

8. Verify the employee's selections and click **Save**.



Current Benefits
BCBSMA PLANS 2020

Medical
You may edit this benefit by clicking on the section's corresponding Edit button.

Medical	Accepted	[Edit]
Plan	Preferred Blue PPO \$500 Deductible	[Edit]
Coverage Level	Employee Only	[Edit]

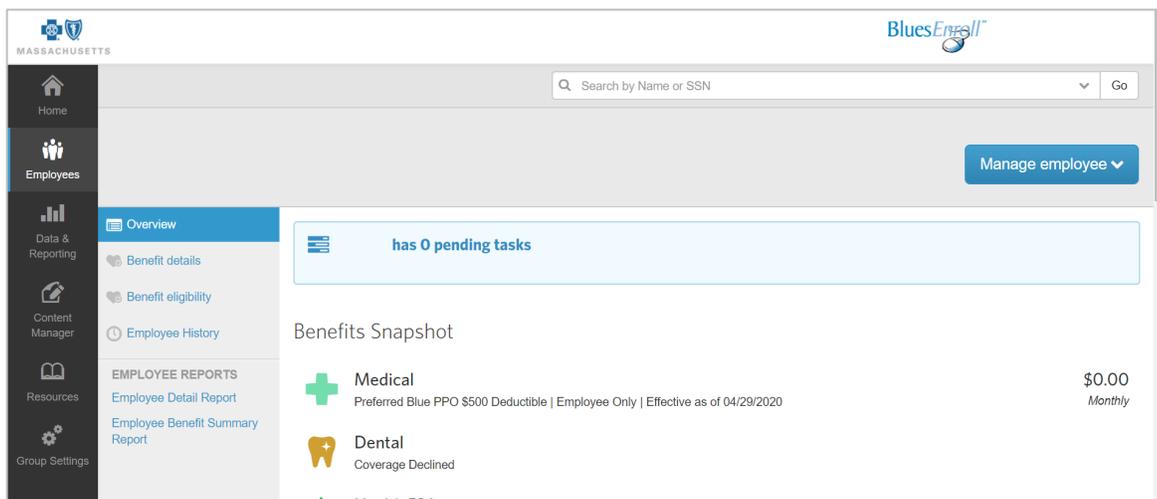
Persons Covered

Name	Relationship
	Subscriber

Monthly Premium Cost Summary

Total Premium	\$546.98
Employee Cost	\$0.00

9. The employee is now active and their benefit selections will appear on the next page.



Search by Name or SSN [Go]

[Manage employee]

has 0 pending tasks

Benefits Snapshot

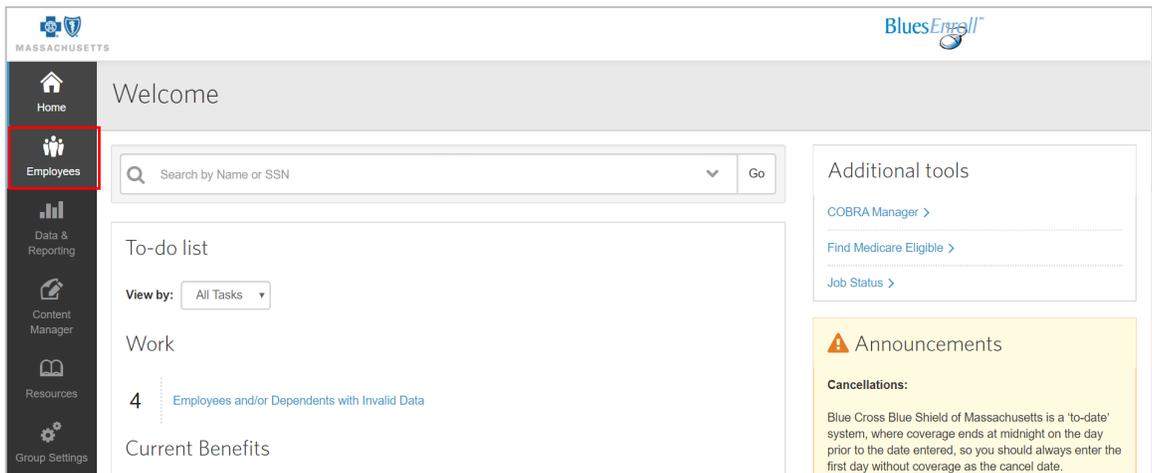
Medical	Preferred Blue PPO \$500 Deductible Employee Only Effective as of 04/29/2020	\$0.00 Monthly
Dental	Coverage Declined	

For a complete video demo of how to add an employee, visit:

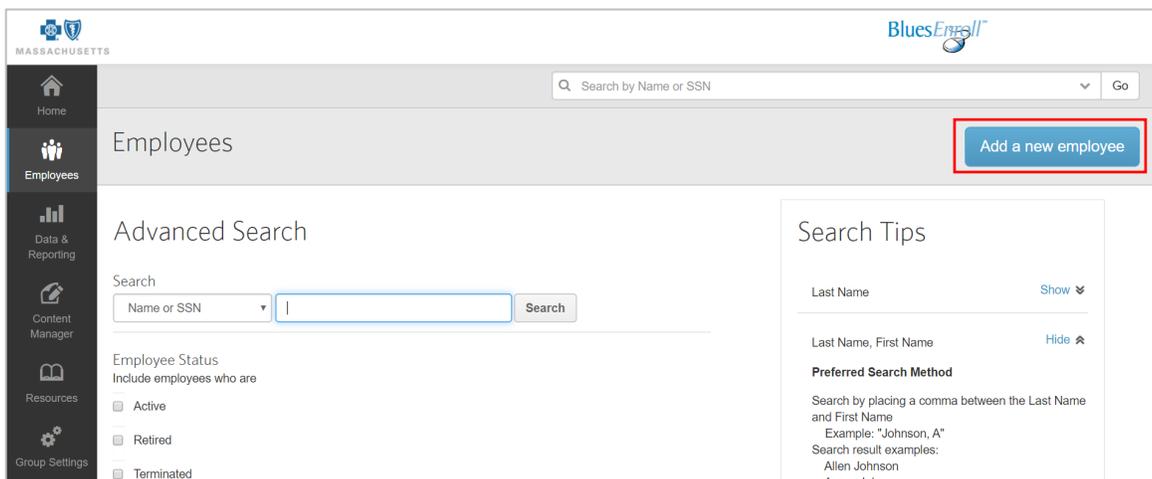
<https://www.benefitfocusmedia.com/content/bcbsma/customer-video-library>

HOW TO ENROLL AN EMPLOYEE IN AN HSA THROUGH HEALTHEQUITY®:

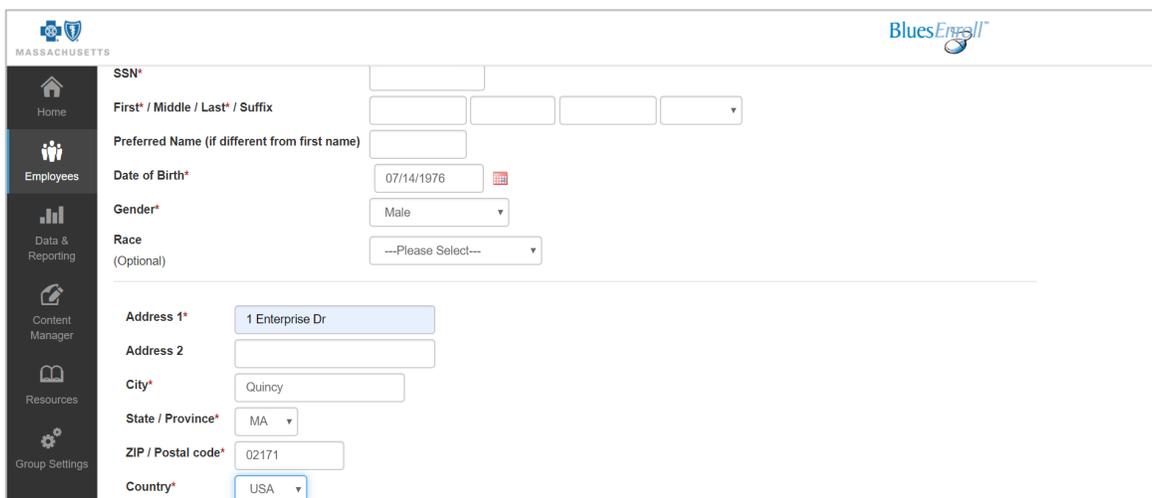
1. From the home page, click **Employees** on the left-hand side.



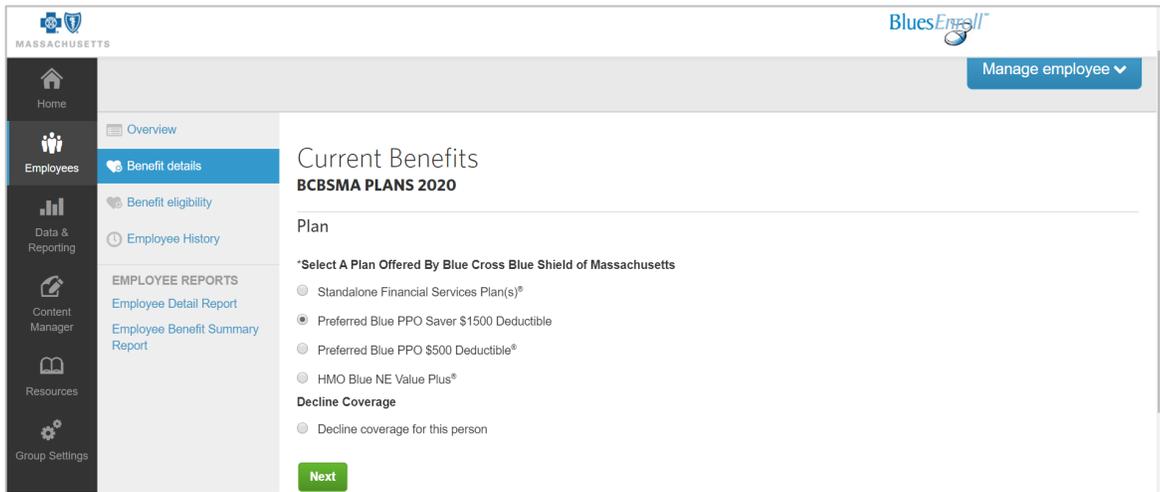
2. Click **Add a new employee** in the upper right-hand corner.



3. Add your employee's demographic information.



4. On the next screen, select the applicable Qualified High Deductible Health Plan and click **Next**.



Current Benefits
BCBSMA PLANS 2020

Plan

*Select A Plan Offered By Blue Cross Blue Shield of Massachusetts

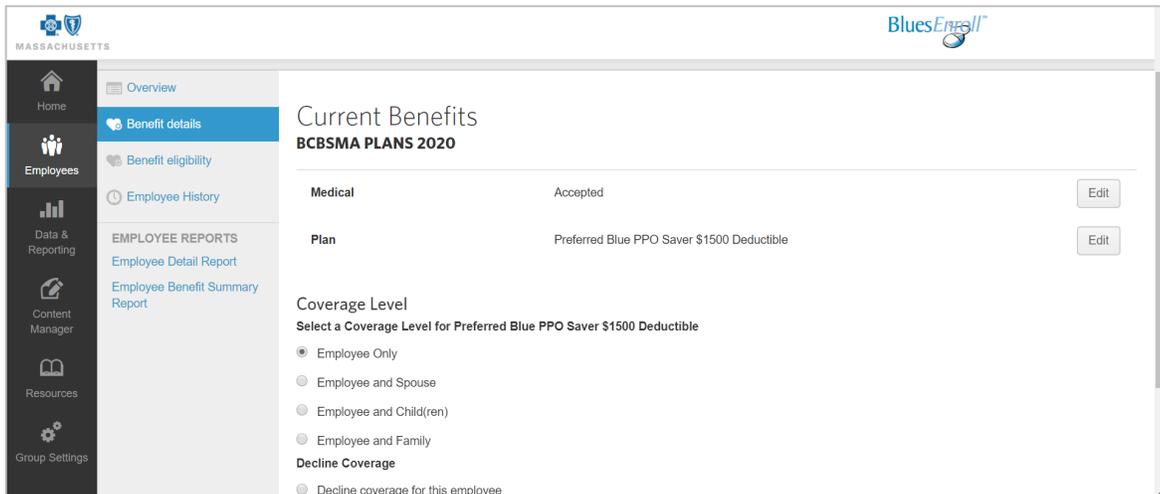
- Standalone Financial Services Plan(s)*
- Preferred Blue PPO Saver \$1500 Deductible
- Preferred Blue PPO \$500 Deductible*
- HMO Blue NE Value Plus*

Decline Coverage

- Decline coverage for this person

Next

5. Select the coverage level for the employee and click **Next**.



Current Benefits
BCBSMA PLANS 2020

Medical	Accepted	Edit
Plan	Preferred Blue PPO Saver \$1500 Deductible	Edit

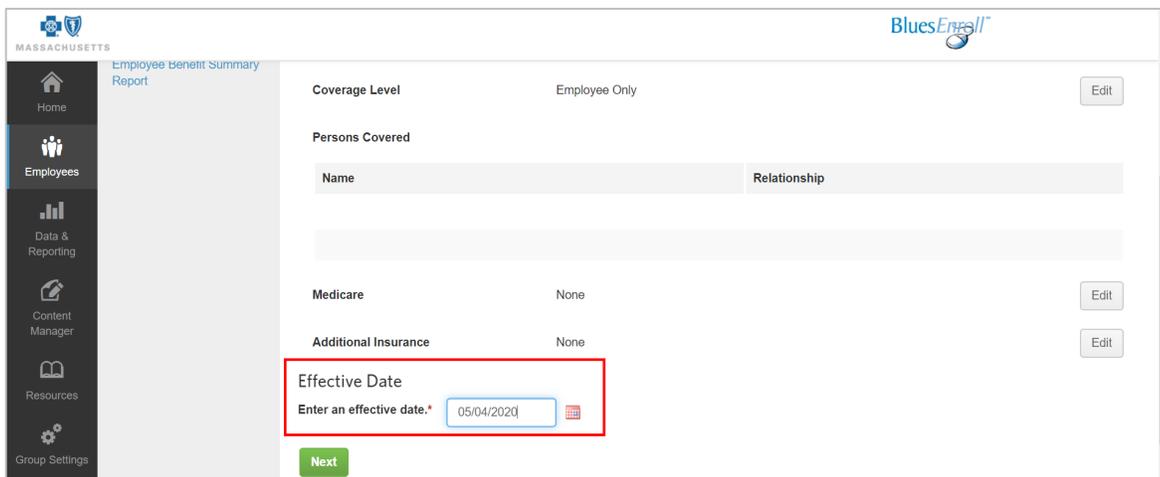
Coverage Level
Select a Coverage Level for Preferred Blue PPO Saver \$1500 Deductible

- Employee Only
- Employee and Spouse
- Employee and Child(ren)
- Employee and Family

Decline Coverage

- Decline coverage for this employee

6. Verify the employee's effective date.
The **Effective Date** field is editable and defaults to your custom settings.



Employee Benefit Summary Report

Coverage Level	Employee Only	Edit
Medicare	None	Edit
Additional Insurance	None	Edit

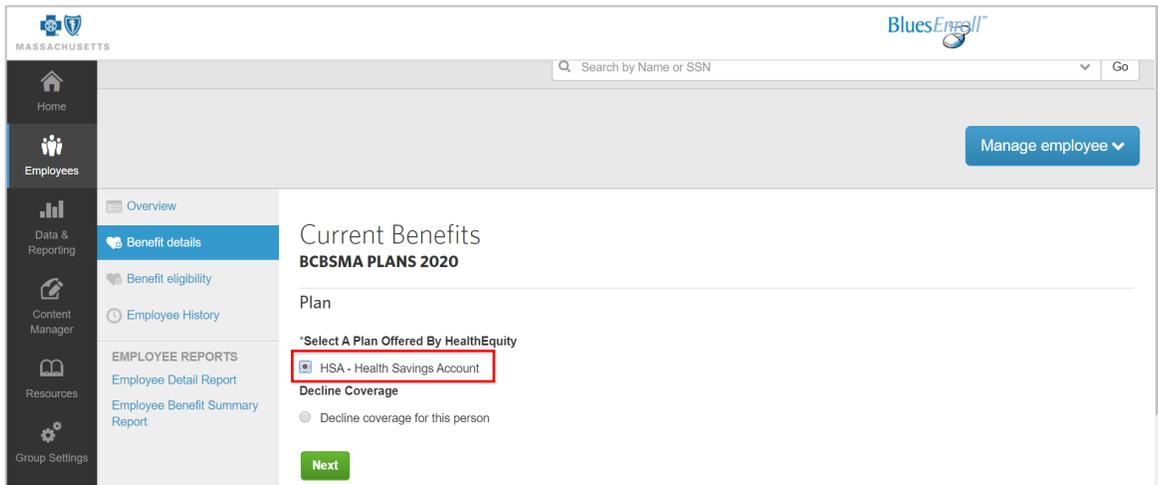
Persons Covered

Name	Relationship

Effective Date
Enter an effective date.*

Next

7. On the next page, select **HSA – Health Savings Account** and click **Next**.



MASSACHUSETTS BluesEquity

Search by Name or SSN Go

Home Employees Manage employee

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Group Settings

Current Benefits

BCBSMA PLANS 2020

Plan

*Select A Plan Offered By HealthEquity

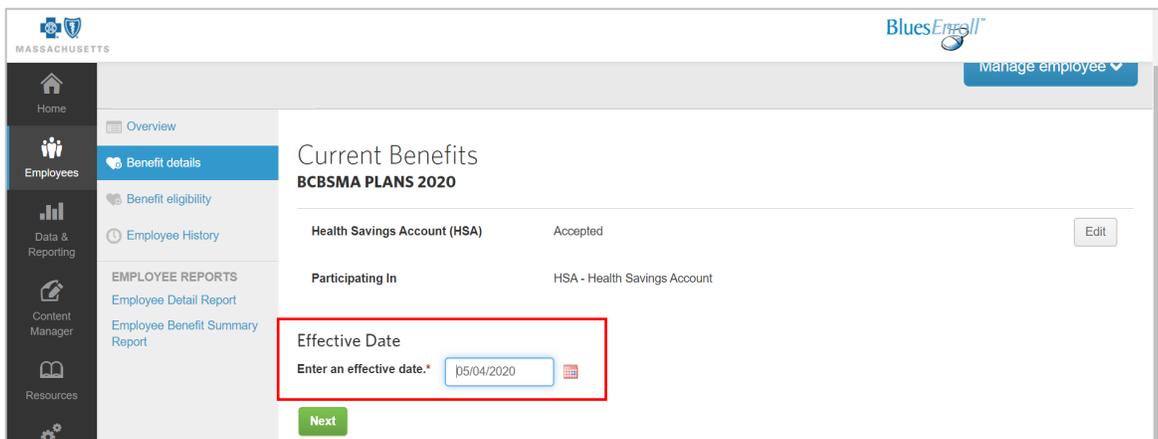
HSA - Health Savings Account

Decline Coverage

Decline coverage for this person

Next

8. Verify the employee's HSA effective date.
The **Effective Date** field is editable and defaults to your custom settings.



MASSACHUSETTS BluesEquity

Search by Name or SSN Go

Home Employees Manage employee

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Group Settings

Current Benefits

BCBSMA PLANS 2020

Health Savings Account (HSA) Accepted Edit

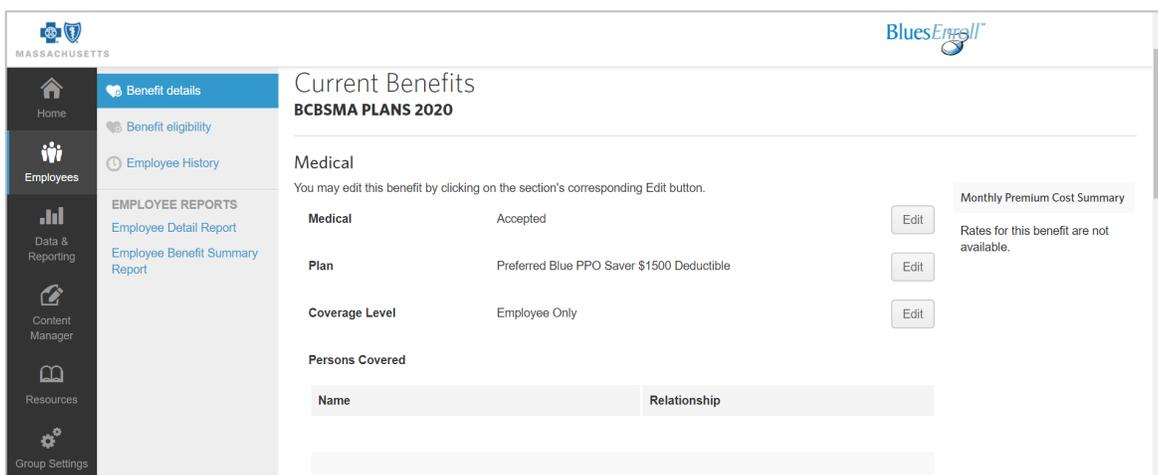
Participating In HSA - Health Savings Account

Effective Date

Enter an effective date.* 05/04/2020

Next

9. Verify the employee's selections and click **Save**.



MASSACHUSETTS BluesEquity

Search by Name or SSN Go

Home Employees Manage employee

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Group Settings

Current Benefits

BCBSMA PLANS 2020

Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Medical Accepted Edit

Plan Preferred Blue PPO Saver \$1500 Deductible Edit

Coverage Level Employee Only Edit

Persons Covered

Name	Relationship

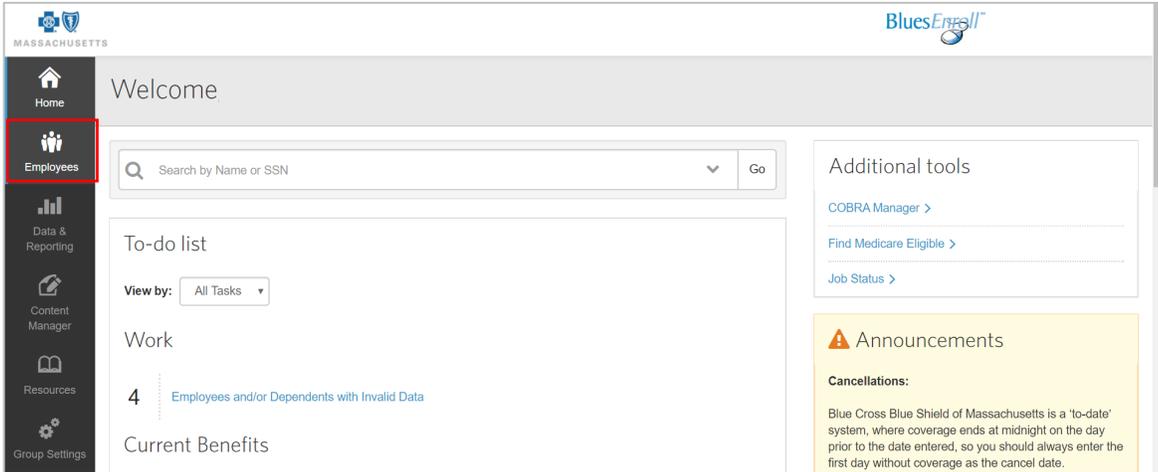
Monthly Premium Cost Summary

Rates for this benefit are not available.

10. The employee is now enrolled in the High Deductible Health Plan. The employee's HSA eligibility won't show as active in the HealthEquity portal until the following morning.

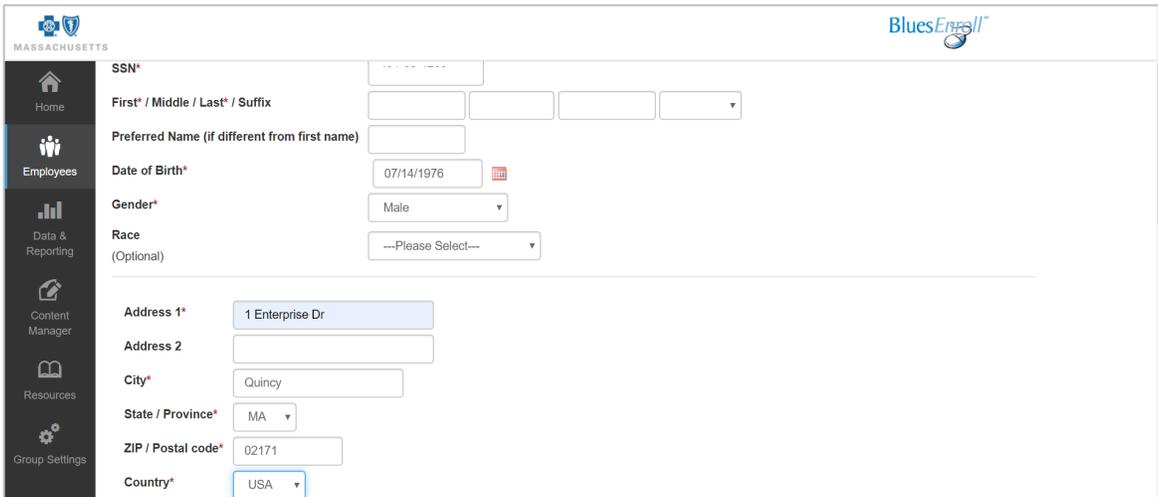
HOW TO ENROLL AN EMPLOYEE IN AN FSA, DEPENDENT CARE FSA, AND/OR LIMITED PURPOSE FSA, IN ADDITION TO THEIR MEDICAL PLAN

1. From the home page, click **Employees** on the left-hand side.



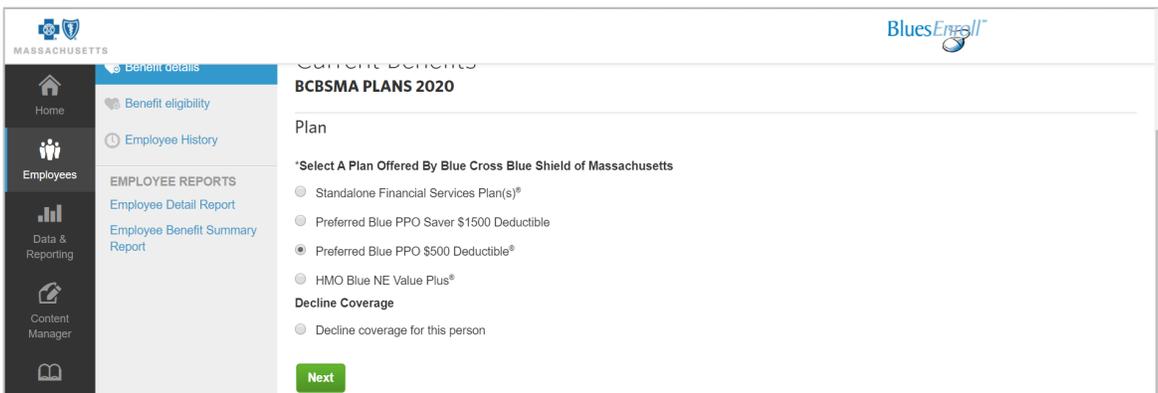
The screenshot shows the BluesEngage home page. On the left-hand side, there is a navigation menu with several options: Home, Employees (highlighted with a red box), Data & Reporting, Content Manager, Resources, and Group Settings. The main content area features a search bar, a 'To-do list' with 4 items, and an 'Announcements' section.

2. Click **Add a new employee** in the upper right-hand corner. Then, add your employee's demographic information.



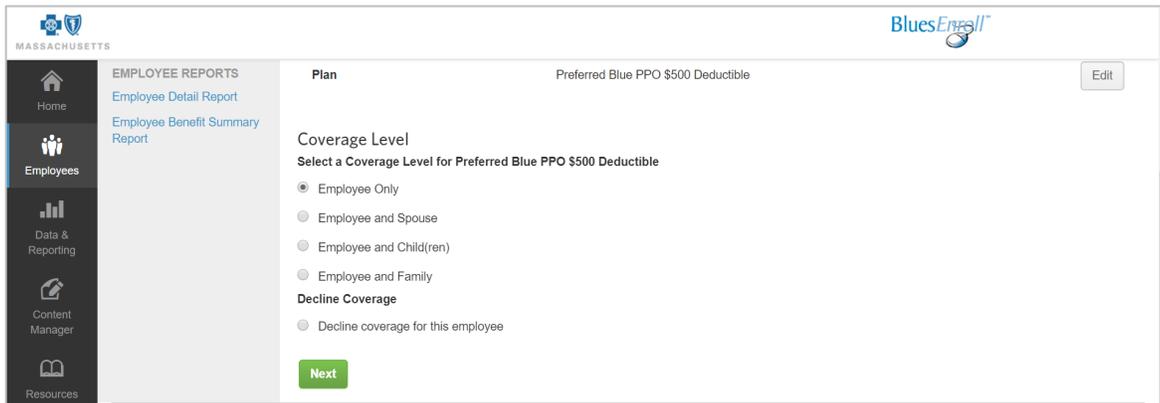
The screenshot shows the 'Add a new employee' form. The form includes fields for SSN, First/Middle/Last/Suffix, Preferred Name, Date of Birth, Gender, Race, Address 1, Address 2, City, State/Province, ZIP/Postal code, and Country.

3. Select the medical plan the employee is enrolling in and click **Next**.



The screenshot shows the 'Benefit details' page. The 'Benefit details' tab is selected. The page shows the 'BCBSMA PLANS 2020' section with a 'Plan' dropdown menu. The 'Preferred Blue PPO \$500 Deductible' option is selected. A 'Next' button is visible at the bottom.

4. Select the coverage level for the employee and click **Next**.



MASSACHUSETTS BluesEnroll

EMPLOYEE REPORTS
Employee Detail Report
Employee Benefit Summary Report

Plan Preferred Blue PPO \$500 Deductible Edit

Coverage Level
Select a Coverage Level for Preferred Blue PPO \$500 Deductible

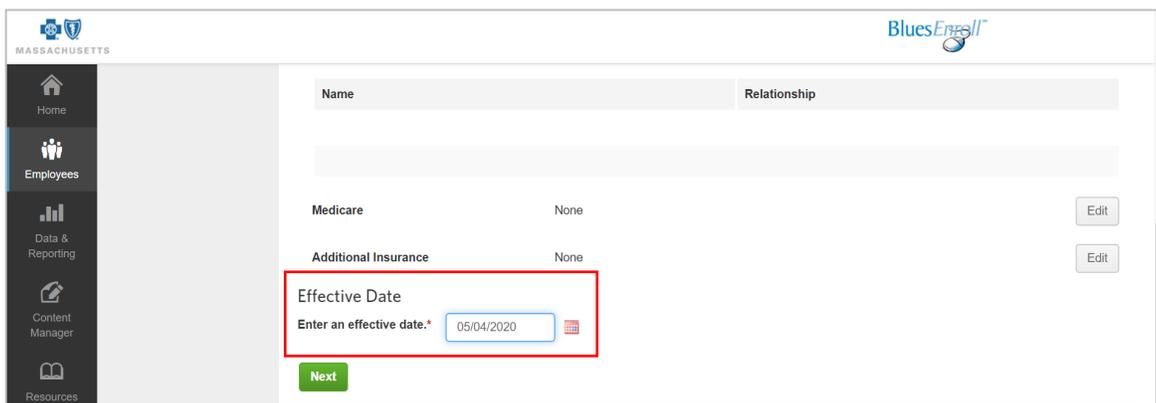
- Employee Only
- Employee and Spouse
- Employee and Child(ren)
- Employee and Family

Decline Coverage

- Decline coverage for this employee

Next

5. Verify the employee's effective date. The **Effective Date** field is editable and defaults to your custom settings.



MASSACHUSETTS BluesEnroll

Home Employees Data & Reporting Content Manager Resources

Name Relationship

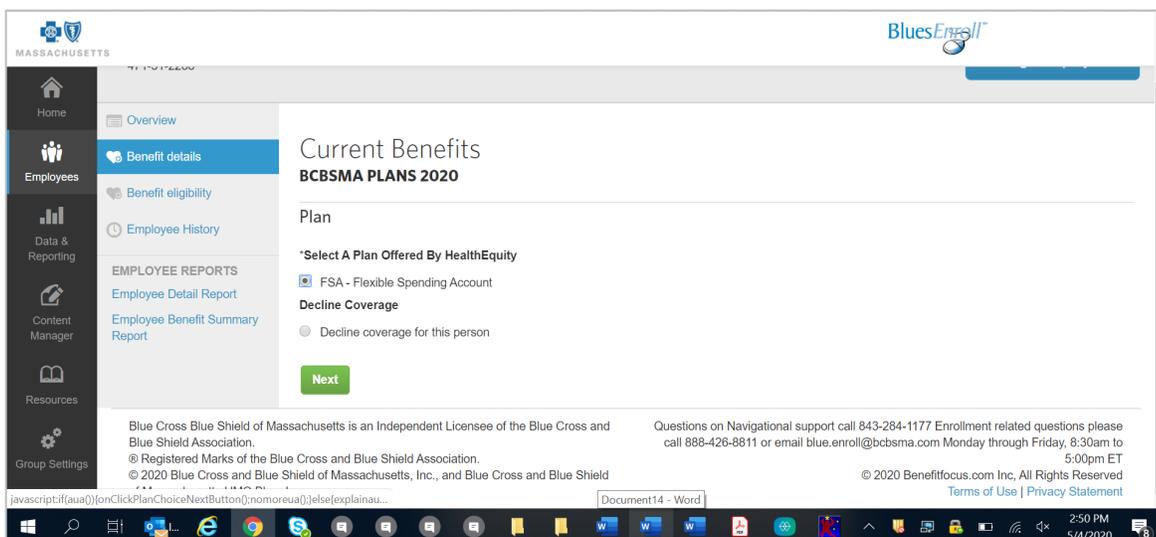
Medicare None Edit

Additional Insurance None Edit

Effective Date
Enter an effective date.* 📅

Next

6. On the next page, select **FSA – Flexible Spending Account** and click **Next**.



MASSACHUSETTS BluesEnroll

Home Employees Data & Reporting Content Manager Resources

Overview

Benefit details
Benefit eligibility
Employee History

EMPLOYEE REPORTS
Employee Detail Report
Employee Benefit Summary Report

Current Benefits
BCBSMA PLANS 2020

Plan

*Select A Plan Offered By HealthEquity

- FSA - Flexible Spending Account

Decline Coverage

- Decline coverage for this person

Next

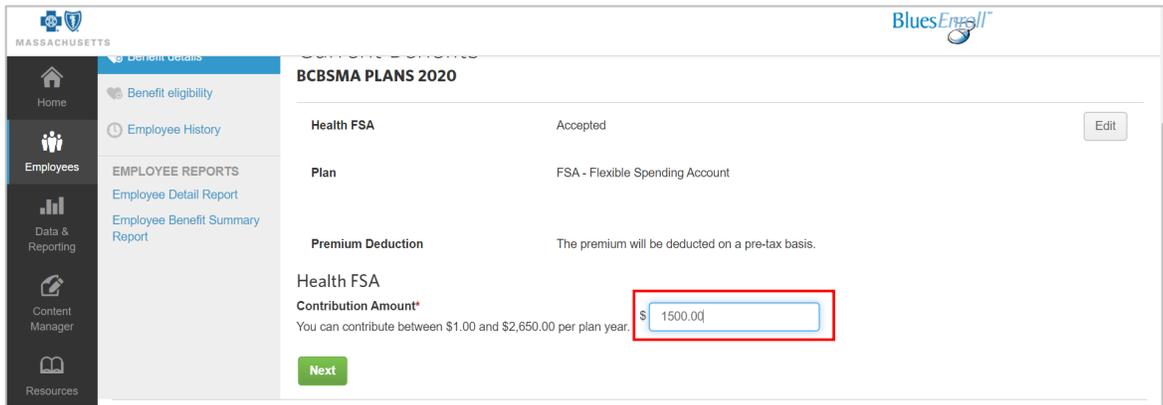
Blue Cross Blue Shield of Massachusetts is an Independent Licensee of the Blue Cross and Blue Shield Association.
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Questions on Navigational support call 843-284-1177 Enrollment related questions please call 888-426-8811 or email blue.enroll@bcbsma.com Monday through Friday, 8:30am to 5:00pm ET
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[Terms of Use](#) | [Privacy Statement](#)

Document14 - Word

2:50 PM
5/4/2020

7. Enter the contribution amount and click **Next**.



MASSACHUSETTS BluesEnergyl

Benefit details

BCBSMA PLANS 2020

Health FSA Accepted Edit

Plan FSA - Flexible Spending Account

Premium Deduction The premium will be deducted on a pre-tax basis.

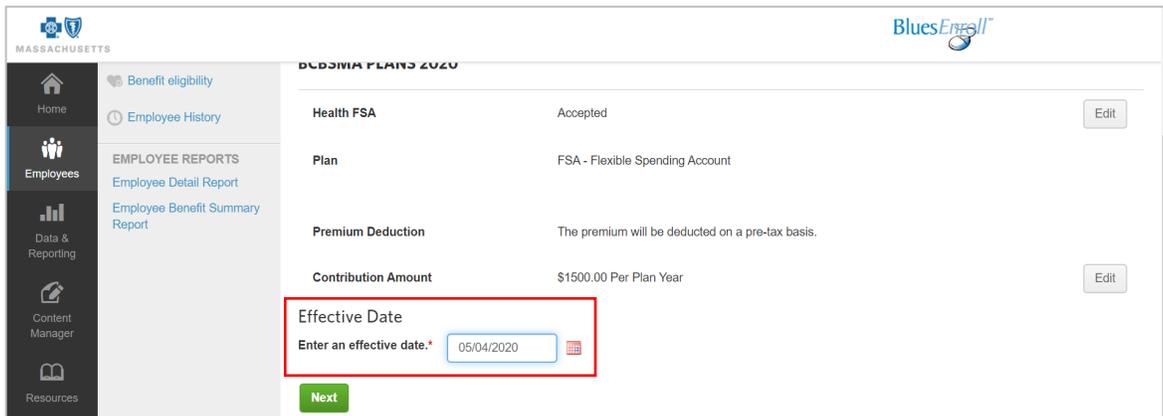
Health FSA

Contribution Amount* Edit

You can contribute between \$1.00 and \$2,650.00 per plan year.

Next

8. Verify the employee's FSA effective date.



MASSACHUSETTS BluesEnergyl

Benefit details

BCBSMA PLANS 2020

Health FSA Accepted Edit

Plan FSA - Flexible Spending Account

Premium Deduction The premium will be deducted on a pre-tax basis.

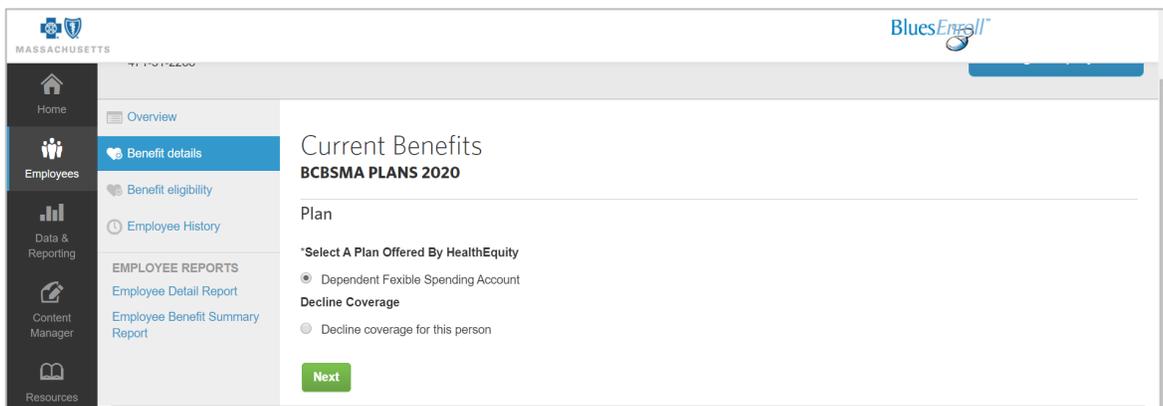
Contribution Amount \$1500.00 Per Plan Year Edit

Effective Date

Enter an effective date.* Calendar

Next

9. Select **Dependent Flexible Spending Account** and click **Next**.



MASSACHUSETTS BluesEnergyl

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Current Benefits

BCBSMA PLANS 2020

Plan

*Select A Plan Offered By HealthEquity

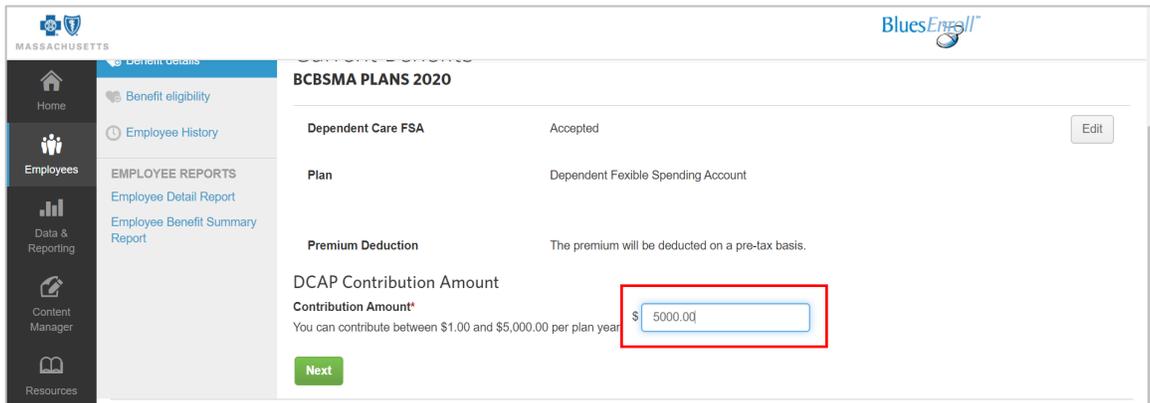
Dependent Flexible Spending Account

Decline Coverage

Decline coverage for this person

Next

10. Enter the contribution amount and click **Next**.



MASSACHUSETTS BluesEngage

Benefit details

BCBSMA PLANS 2020

Dependent Care FSA Accepted

Plan Dependent Flexible Spending Account

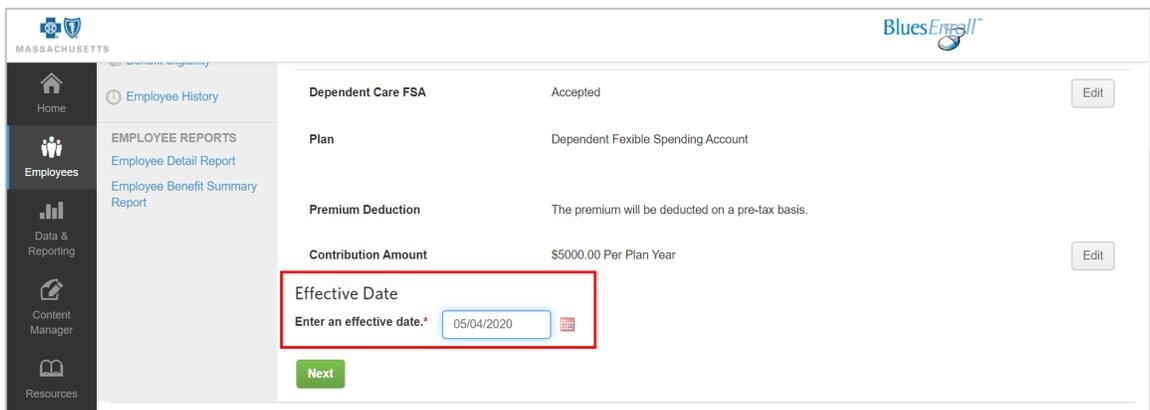
Premium Deduction The premium will be deducted on a pre-tax basis.

DCAP Contribution Amount

Contribution Amount*

You can contribute between \$1.00 and \$5,000.00 per plan year

11. Verify the employee's Dependable Care Flexible Spending Account effective date and click **Next**.



MASSACHUSETTS BluesEngage

Benefit details

BCBSMA PLANS 2020

Dependent Care FSA Accepted

Plan Dependent Flexible Spending Account

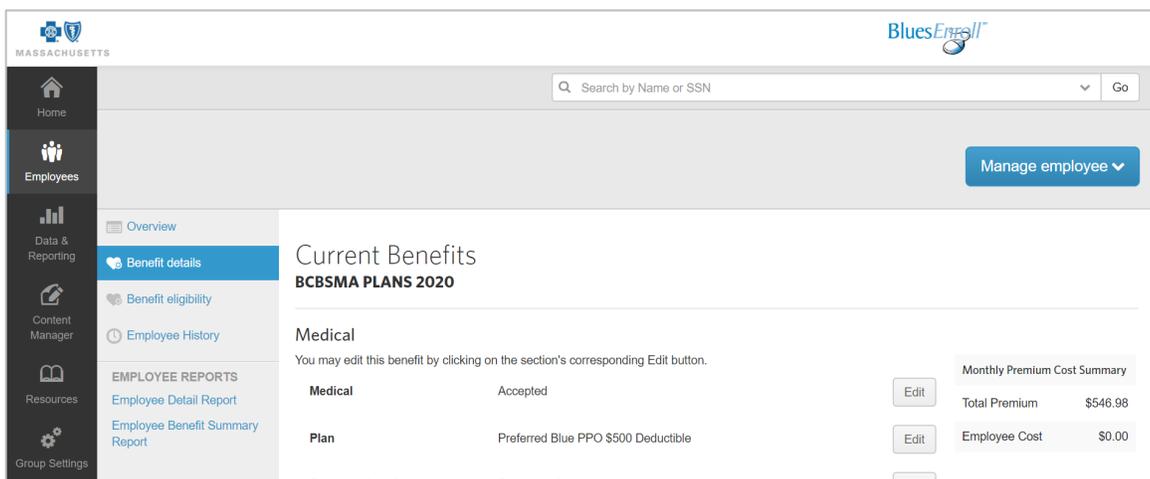
Premium Deduction The premium will be deducted on a pre-tax basis.

Contribution Amount \$5000.00 Per Plan Year

Effective Date

Enter an effective date.*

12. Verify the employee's selections and click **Save**.



MASSACHUSETTS BluesEngage

Search by Name or SSN

Home

Employees

Data & Reporting

Content Manager

Resources

Group Settings

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Current Benefits

BCBSMA PLANS 2020

Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Medical Accepted

Plan Preferred Blue PPO \$500 Deductible

Coverage Level Employee Only

Monthly Premium Cost Summary

Total Premium	\$546.98
Employee Cost	\$0.00



MASSACHUSETTS BluesEnergis™

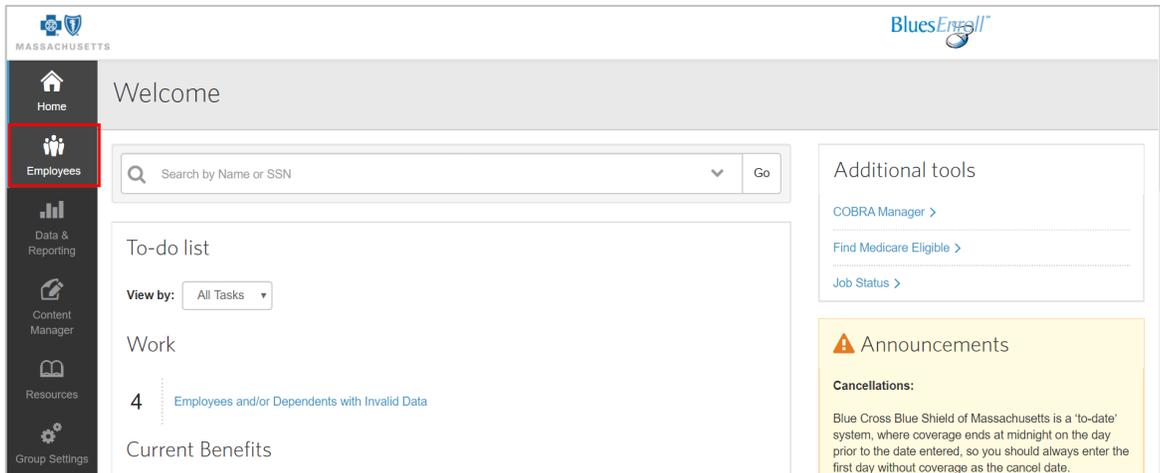
- Home
- Employees**
- Data & Reporting
- Content Manager
- Resources
- Group Settings

Effective Date	05/04/2020	Edit
Dependent Care FSA You may edit this benefit by clicking on the section's corresponding Edit button.		
Dependent Care FSA	Accepted	Edit
Plan	Dependent Flexible Spending Account	
Premium Deduction	The premium will be deducted on a pre-tax basis.	
Contribution Amount	\$5,000.00 Per Plan Year	Edit
Effective Date	05/04/2020	Edit

[Cancel without Saving](#) [Save](#)

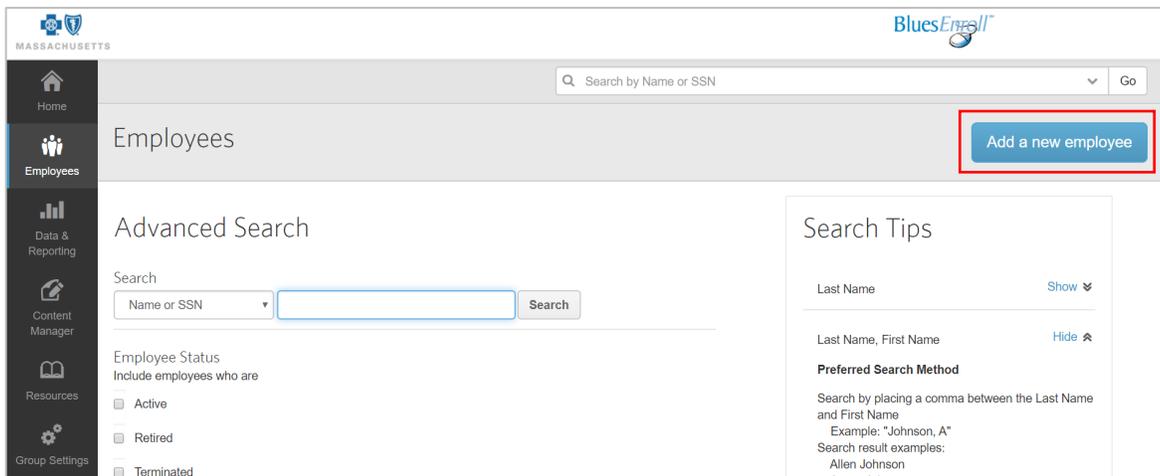
HOW TO ENROLL AN EMPLOYEE WITHOUT A MEDICAL PLAN IN A FSA, DEPENDENT CARE FSA, OR LIMITED PURPOSE FSA

1. From the home page, click **Employees** on the left-hand side.



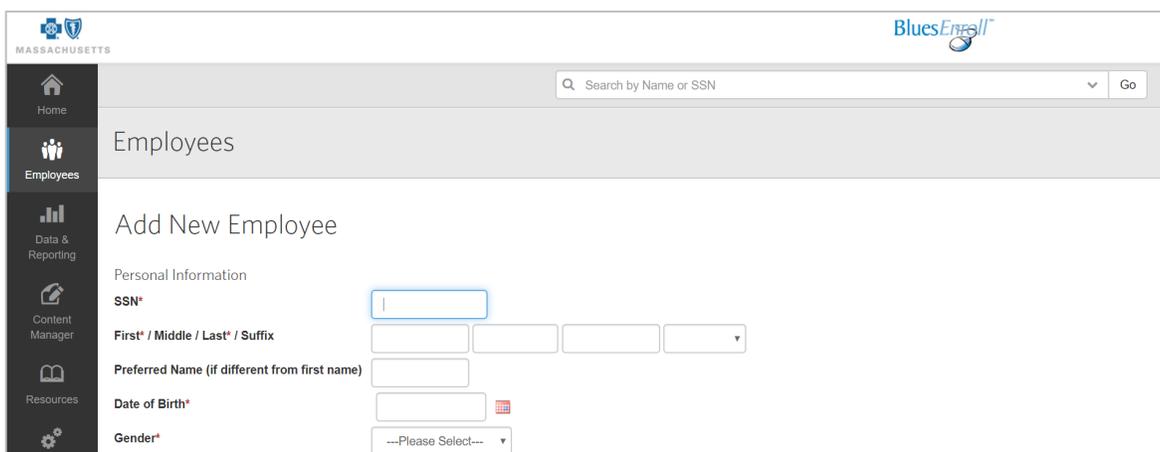
The screenshot shows the BluesEnroll home page. On the left-hand side, the 'Employees' link is highlighted with a red box. The main content area includes a 'Welcome' message, a search bar, a 'To-do list' with 4 items, and an 'Announcements' section.

2. Click **Add a new employee** in the upper right-hand corner.



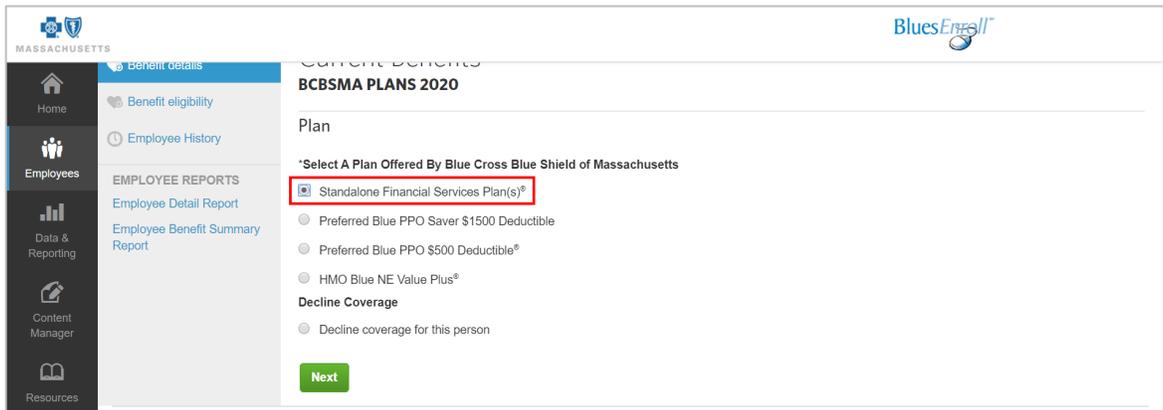
The screenshot shows the BluesEnroll 'Employees' page. The 'Add a new employee' button in the upper right-hand corner is highlighted with a red box. The page includes an 'Advanced Search' section and 'Search Tips'.

3. Then, add your employee's demographic information.



The screenshot shows the BluesEnroll 'Add New Employee' form. The form fields for 'Personal Information' are visible, including SSN, First/Middle/Last/Suffix, Preferred Name, Date of Birth, and Gender.

4. Select the **Standalone Financial Services Plan(s)**.



MASSACHUSETTS BluesEnroll™

Benefit details

Home Benefit eligibility Employee History

EMPLOYEE REPORTS
Employee Detail Report
Employee Benefit Summary Report

Employees
Data & Reporting
Content Manager
Resources

BCBSMA PLANS 2020

Plan

*Select A Plan Offered By Blue Cross Blue Shield of Massachusetts

Standalone Financial Services Plan(s)*

Preferred Blue PPO Saver \$1500 Deductible

Preferred Blue PPO \$500 Deductible*

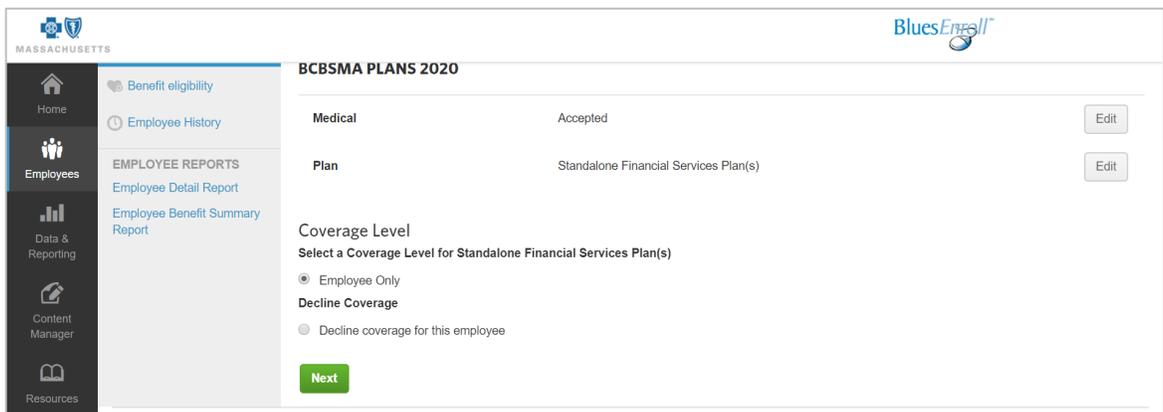
HMO Blue NE Value Plus®

Decline Coverage

Decline coverage for this person

Next

5. Select the coverage level for the employee and click **Next**.



MASSACHUSETTS BluesEnroll™

Benefit eligibility Employee History

EMPLOYEE REPORTS
Employee Detail Report
Employee Benefit Summary Report

Employees
Data & Reporting
Content Manager
Resources

BCBSMA PLANS 2020

Medical	Accepted	Edit
Plan	Standalone Financial Services Plan(s)	Edit

Coverage Level
Select a Coverage Level for Standalone Financial Services Plan(s)

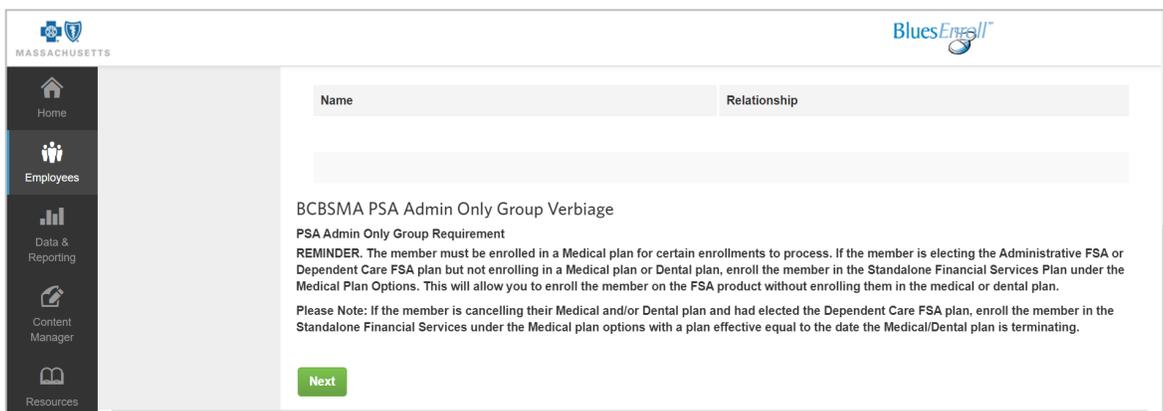
Employee Only

Decline Coverage

Decline coverage for this employee

Next

6. Read the reminder that the employee is enrolling in the FSA only and not a medical plan. Then, click **Next**.



MASSACHUSETTS BluesEnroll™

Home Employees
Data & Reporting
Content Manager
Resources

Name	Relationship

BCBSMA PSA Admin Only Group Verbiage

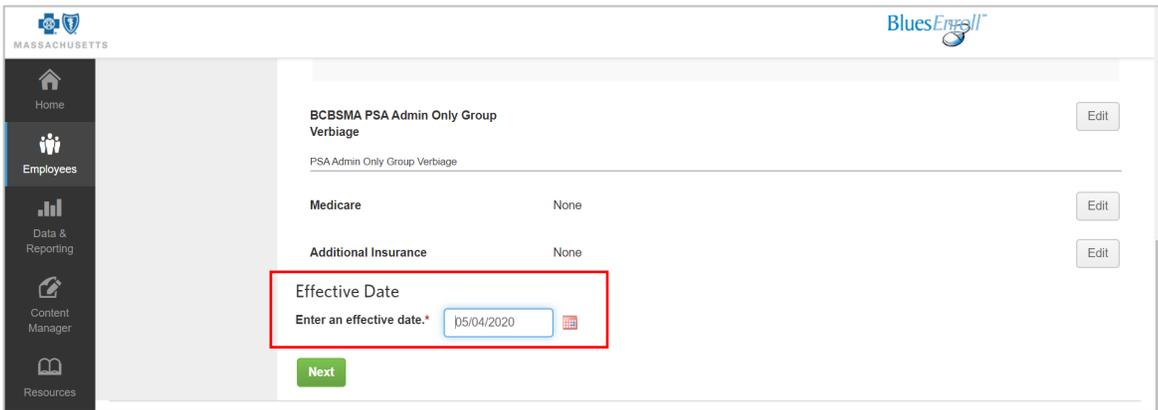
PSA Admin Only Group Requirement

REMINDER. The member must be enrolled in a Medical plan for certain enrollments to process. If the member is electing the Administrative FSA or Dependent Care FSA plan but not enrolling in a Medical plan or Dental plan, enroll the member in the Standalone Financial Services Plan under the Medical Plan Options. This will allow you to enroll the member on the FSA product without enrolling them in the medical or dental plan.

Please Note: If the member is cancelling their Medical and/or Dental plan and had elected the Dependent Care FSA plan, enroll the member in the Standalone Financial Services under the Medical plan options with a plan effective equal to the date the Medical/Dental plan is terminating.

Next

7. Verify the employee's FSA effective date.



MASSACHUSETTS BluesEngage

Home

Employees

Data & Reporting

Content Manager

Resources

BCBSMA PSA Admin Only Group Verbiage Edit

PSA Admin Only Group Verbiage

Medicare None Edit

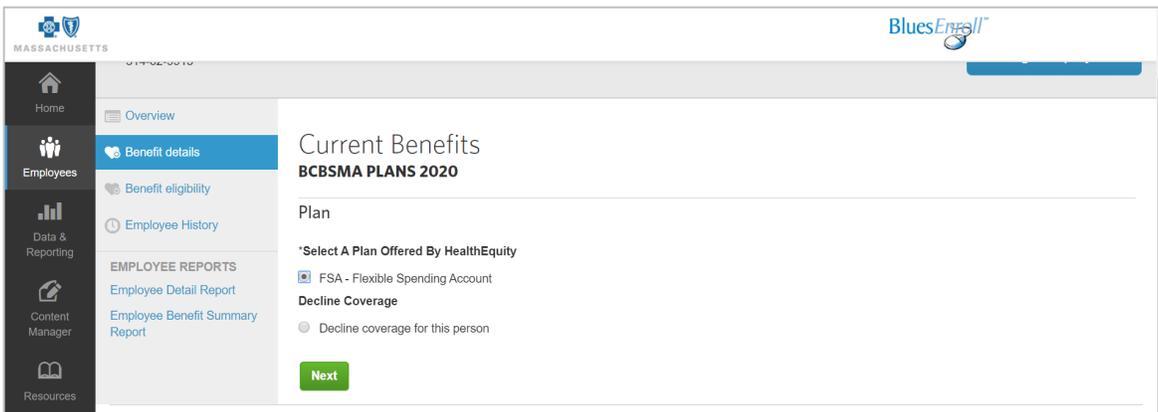
Additional Insurance None Edit

Effective Date

Enter an effective date.* 📅

Next

8. Select **FSA – Flexible Spending Account**. If the employee isn't electing the FSA, click **Decline coverage for this person**. Then, click **Next**.



MASSACHUSETTS BluesEngage

Home

Employees

Data & Reporting

Content Manager

Resources

Overview

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Current Benefits

BCBSMA PLANS 2020

Plan

*Select A Plan Offered By HealthEquity

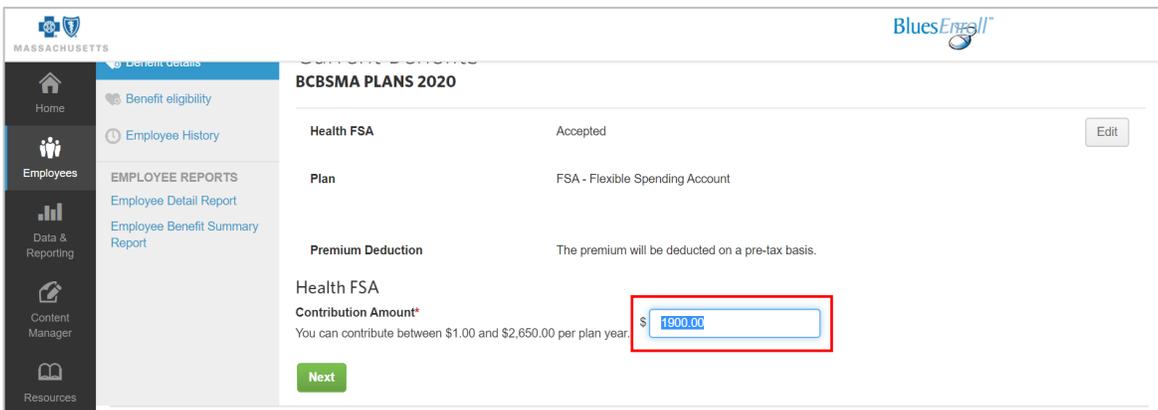
FSA - Flexible Spending Account

Decline Coverage

Decline coverage for this person

Next

9. Enter the contribution amount and click **Next**.



MASSACHUSETTS BluesEngage

Home

Employees

Data & Reporting

Content Manager

Resources

Benefit details

Benefit eligibility

Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

BCBSMA PLANS 2020

Health FSA Accepted Edit

Plan FSA - Flexible Spending Account

Premium Deduction The premium will be deducted on a pre-tax basis.

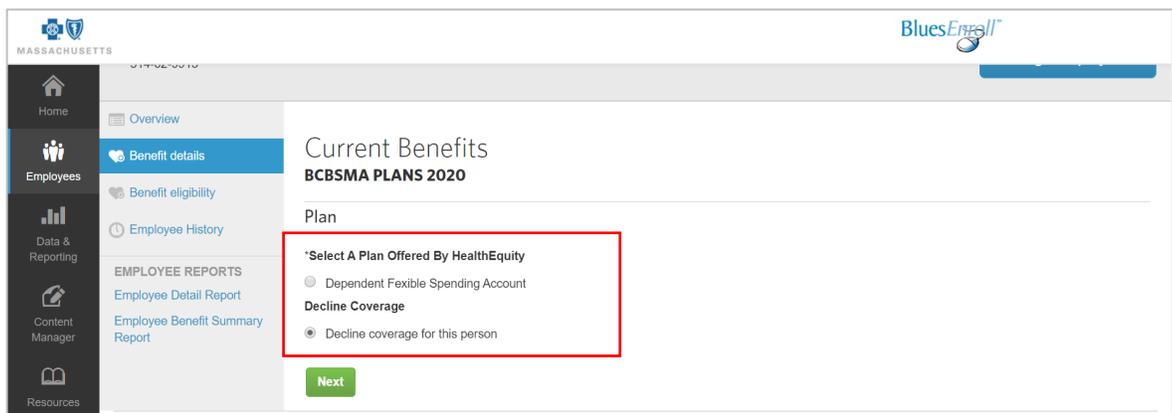
Health FSA

Contribution Amount*

You can contribute between \$1.00 and \$2,650.00 per plan year.

Next

10. Select the **Dependent Flexible Spending Account**. If the employee didn't elect the Dependent Care FSA, click **Decline coverage for this person**.



MASSACHUSETTS BluesEnroll™

Home Overview

Employees **Benefit details** Current Benefits
Benefit eligibility BCBSMA PLANS 2020
Employee History Plan

*Select A Plan Offered By HealthEquity

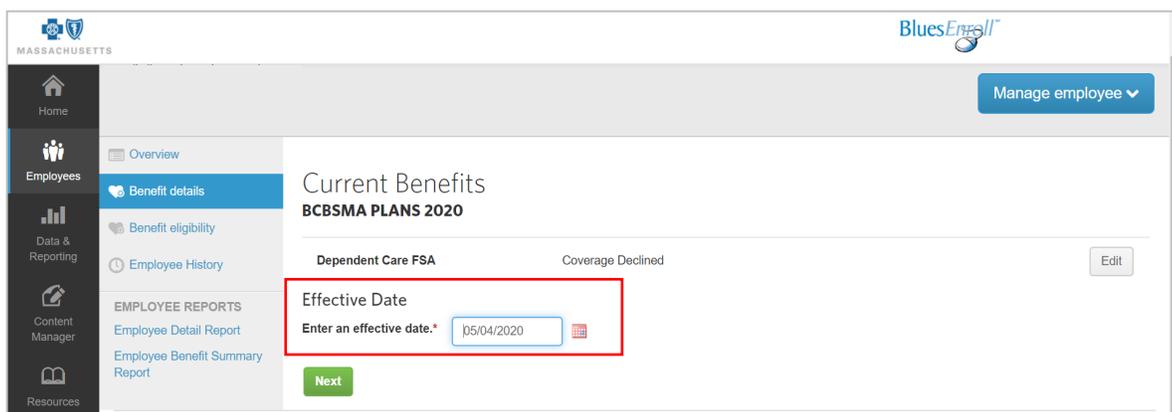
Dependent Flexible Spending Account

Decline Coverage

Decline coverage for this person

Next

11. Verify the employee's Dependent Care FSA effective date and click **Next**.



MASSACHUSETTS BluesEnroll™

Home Manage employee ▼

Employees **Benefit details** Current Benefits
Benefit eligibility BCBSMA PLANS 2020
Employee History

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

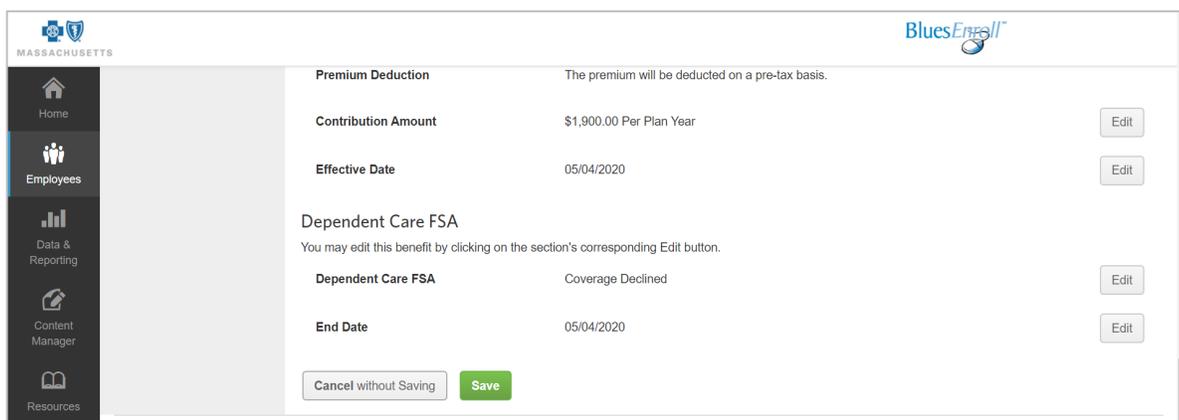
Dependent Care FSA Coverage Declined Edit

Effective Date

Enter an effective date.* 📅

Next

12. Verify the elections are correct and click **Save**. The employee is now enrolled in the FSA.



MASSACHUSETTS BluesEnroll™

Home

Employees **Benefit details**

Data & Reporting

Content Manager

Resources

Premium Deduction The premium will be deducted on a pre-tax basis. Edit

Contribution Amount \$1,900.00 Per Plan Year Edit

Effective Date 05/04/2020 Edit

Dependent Care FSA

You may edit this benefit by clicking on the section's corresponding Edit button.

Dependent Care FSA Coverage Declined Edit

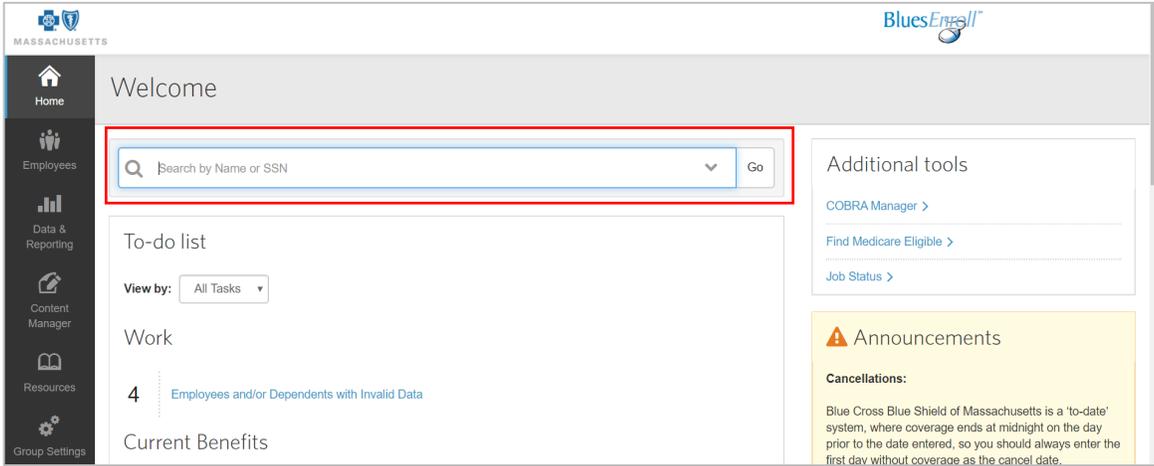
End Date 05/04/2020 Edit

Cancel without Saving **Save**

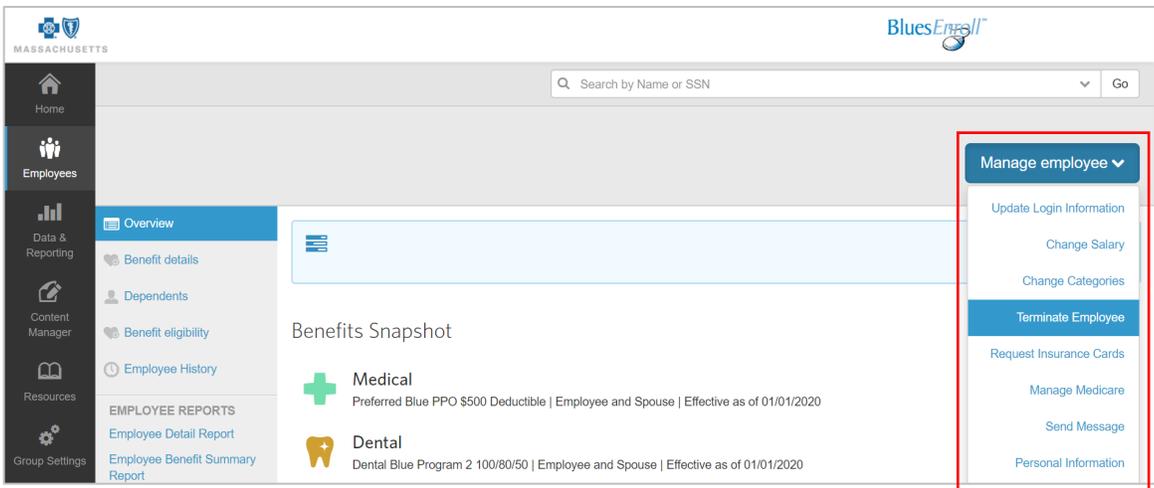
For a complete video demo of how to add an employee to a financial account, visit:
<https://www.benefitfocusmedia.com/content/bcbsma/customer-video-library>

HOW TO TERMINATE AN EMPLOYEE ON YOUR PLAN (IF THE EMPLOYEE IS LEAVING EMPLOYMENT)

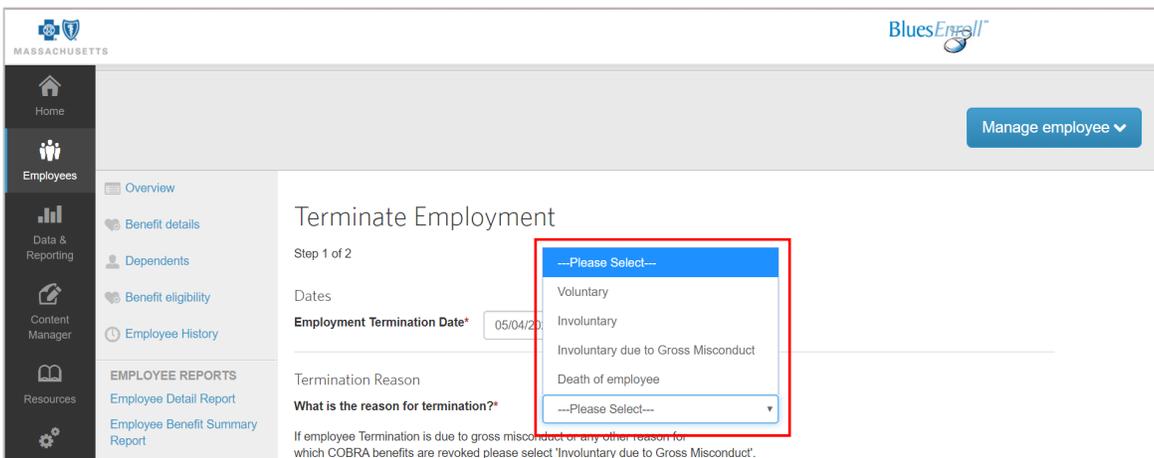
1. Enter the name or social security number of the employee you're terminating.



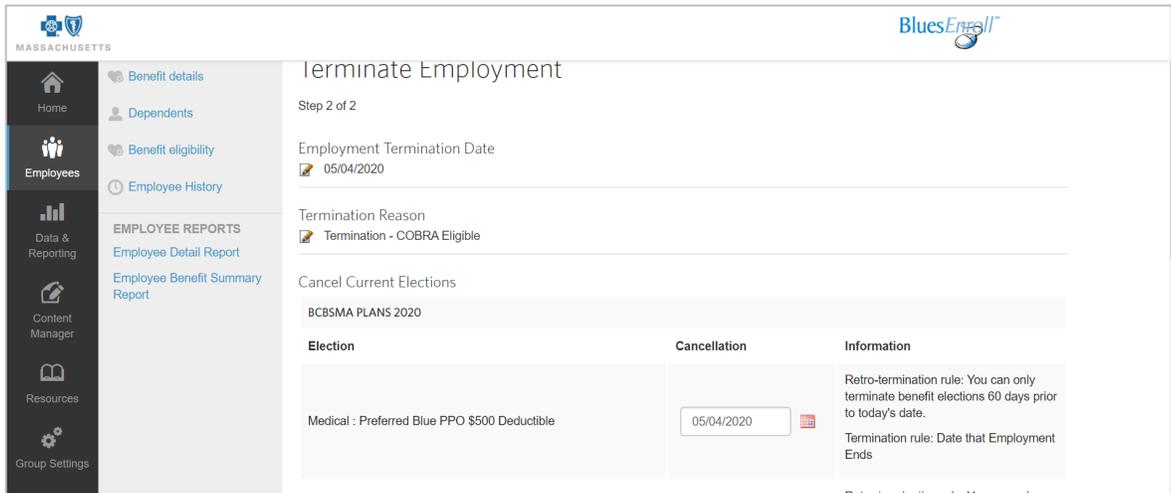
2. Under **Manage employee** on the right-hand side, click **Terminate Employee**.



3. Enter in the termination date, select the reason for the termination, and click **Next**.



Verify the termination and click **Save**. (Note: If you terminate the employee on 5/4, the employee's last day of coverage will be 5/3, and the employee will no longer be active on the plan beginning 5/4.



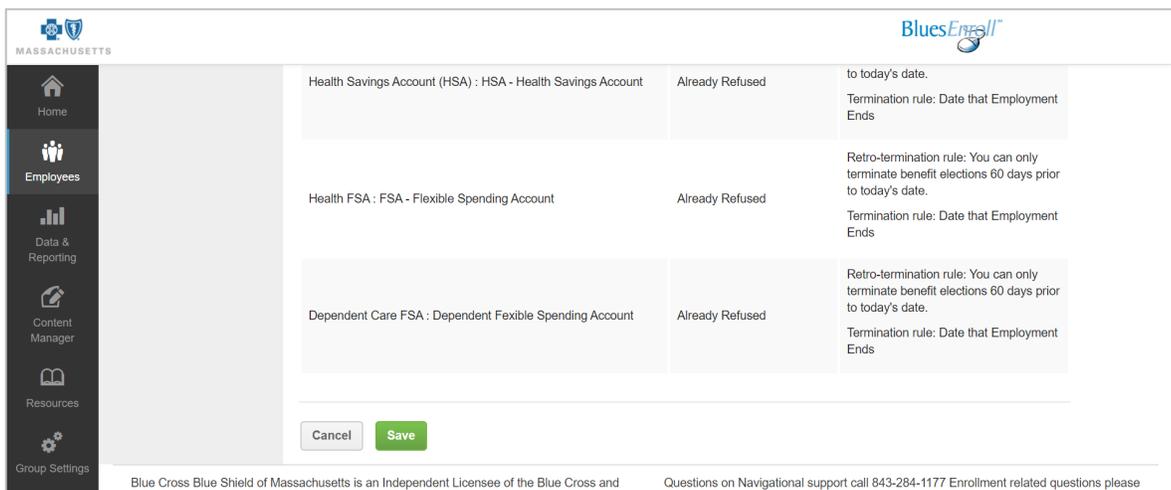
Terminate Employment
Step 2 of 2

Employment Termination Date
05/04/2020

Termination Reason
Termination - COBRA Eligible

Cancel Current Elections
BCBSMA PLANS 2020

Election	Cancellation	Information
Medical : Preferred Blue PPO \$500 Deductible	05/04/2020	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends



Health Savings Account (HSA) : HSA - Health Savings Account	Already Refused	to today's date. Termination rule: Date that Employment Ends
Health FSA : FSA - Flexible Spending Account	Already Refused	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends
Dependent Care FSA : Dependent Flexible Spending Account	Already Refused	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends

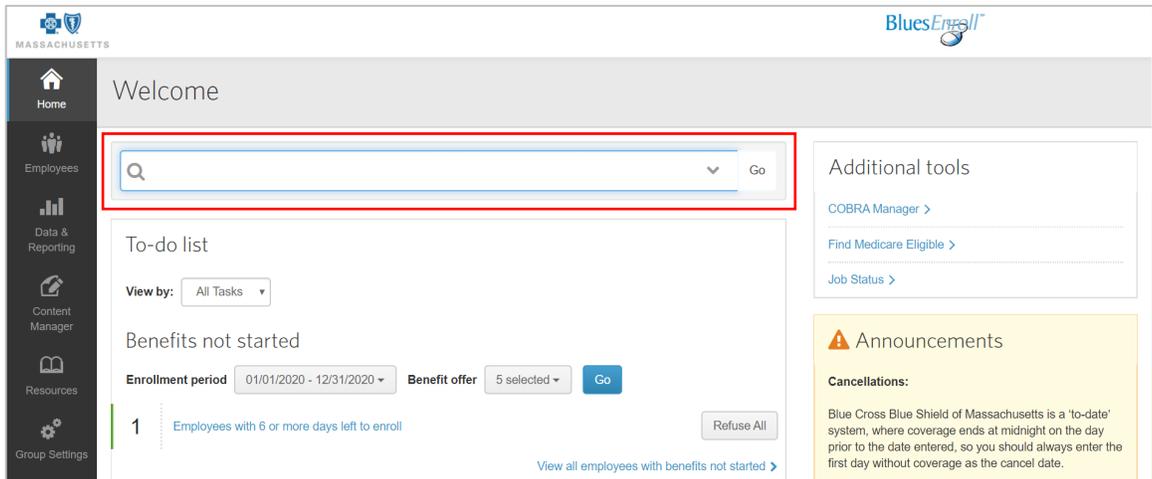
Cancel Save

Blue Cross Blue Shield of Massachusetts is an Independent Licensee of the Blue Cross and Questions on Navigational support call 843-284-1177 Enrollment related questions please

For a complete video demo of how to terminate an employee on BluesEnroll, visit:
<https://www.benefitfocusmedia.com/content/bcbsma/customer-video-library>

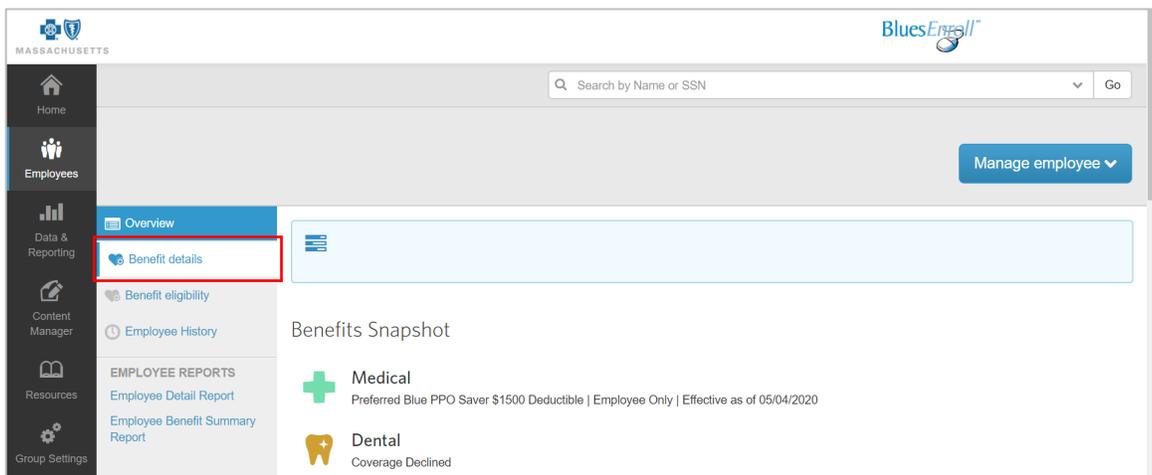
HOW TO CANCEL AN EMPLOYEE ON YOUR PLAN (IF THE EMPLOYEE IS STILL EMPLOYED BY YOU, BUT MOVING TO ANOTHER HEALTH CARE PLAN)

Enter the name or social security number of the employee whose plan you're canceling.



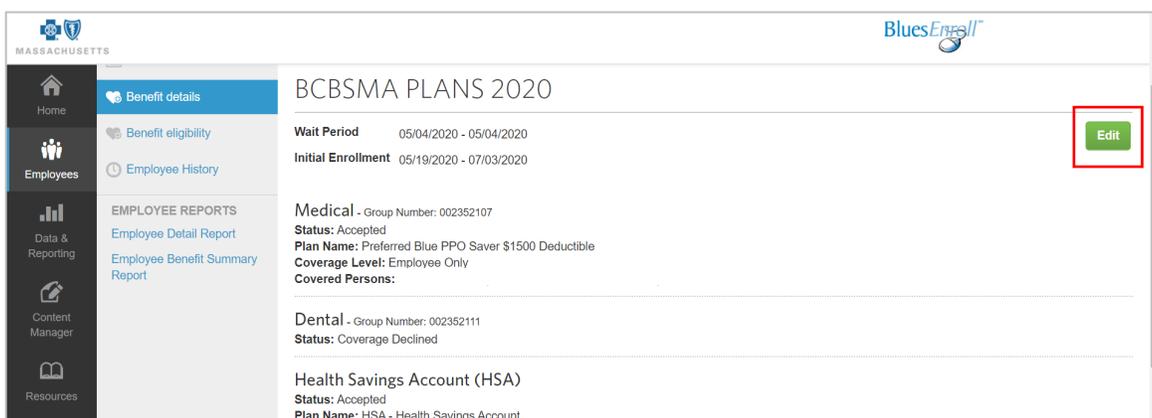
The screenshot shows the BluesEnroll dashboard. A search bar is highlighted with a red box. The dashboard includes a navigation menu on the left, a 'Welcome' header, a 'To-do list' section with a 'View by' dropdown set to 'All Tasks', and an 'Enrollment period' section with a date range of 01/01/2020 - 12/31/2020 and a 'Benefit offer' of 5 selected. There is also an 'Announcements' section with a warning icon and text about the 'to-date' system.

2. Click **Benefit details** on the left-hand side.



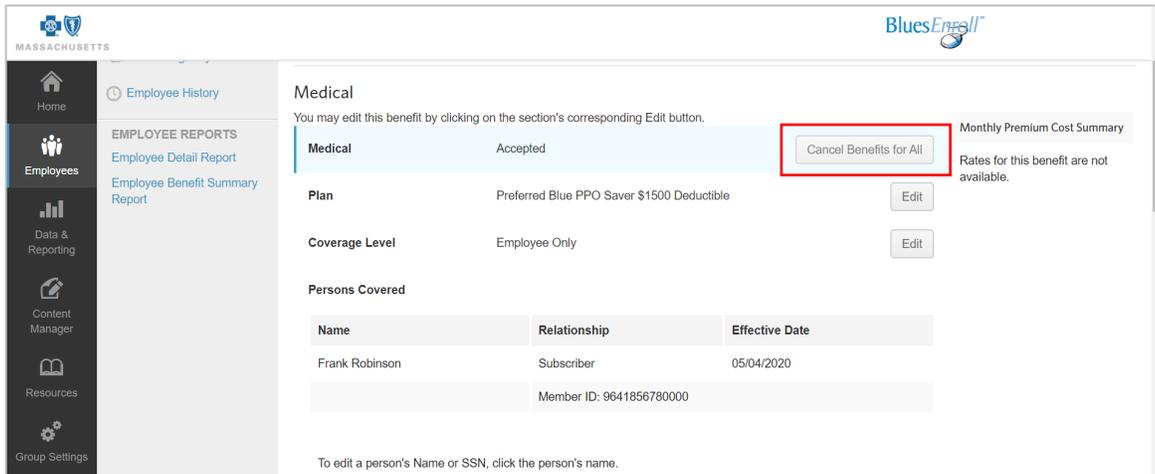
The screenshot shows the 'Benefit details' page. The 'Benefit details' menu item in the left-hand navigation is highlighted with a red box. The page displays a 'Benefits Snapshot' with details for Medical (Preferred Blue PPO Saver \$1500 Deductible | Employee Only | Effective as of 05/04/2020) and Dental (Coverage Declined). There is a 'Manage employee' button in the top right.

3. Click **Edit** on the right-hand side.



The screenshot shows the 'Benefit details' page for 'BCBSMA PLANS 2020'. The 'Edit' button is highlighted with a red box. The page displays details for Wait Period (05/04/2020 - 05/04/2020), Initial Enrollment (05/19/2020 - 07/03/2020), Medical (Group Number: 002352107, Status: Accepted, Plan Name: Preferred Blue PPO Saver \$1500 Deductible, Coverage Level: Employee Only, Covered Persons:), Dental (Group Number: 002352111, Status: Coverage Declined), and Health Savings Account (HSA) (Status: Accepted, Plan Name: HSA - Health Savings Account).

4. If the employee is canceling benefits for their entire family, click **Cancel Benefits for All**. If the employee is covered under multiple benefits, like medical and dental, you'll need to do this under each benefit plan.



MASSACHUSETTS BluesEngage

Home Employee History

EMPLOYEE REPORTS

- Employee Detail Report
- Employee Benefit Summary Report

Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Medical	Accepted	Cancel Benefits for All	Monthly Premium Cost Summary
Plan	Preferred Blue PPO Saver \$1500 Deductible	<input type="button" value="Edit"/>	Rates for this benefit are not available.
Coverage Level	Employee Only	<input type="button" value="Edit"/>	

Persons Covered

Name	Relationship	Effective Date
Frank Robinson	Subscriber	05/04/2020
	Member ID: 9641856780000	

To edit a person's Name or SSN, click the person's name.

5. Enter the cancellation date and click **Next**.



MASSACHUSETTS BluesEngage

Home Benefit details

Current Benefits

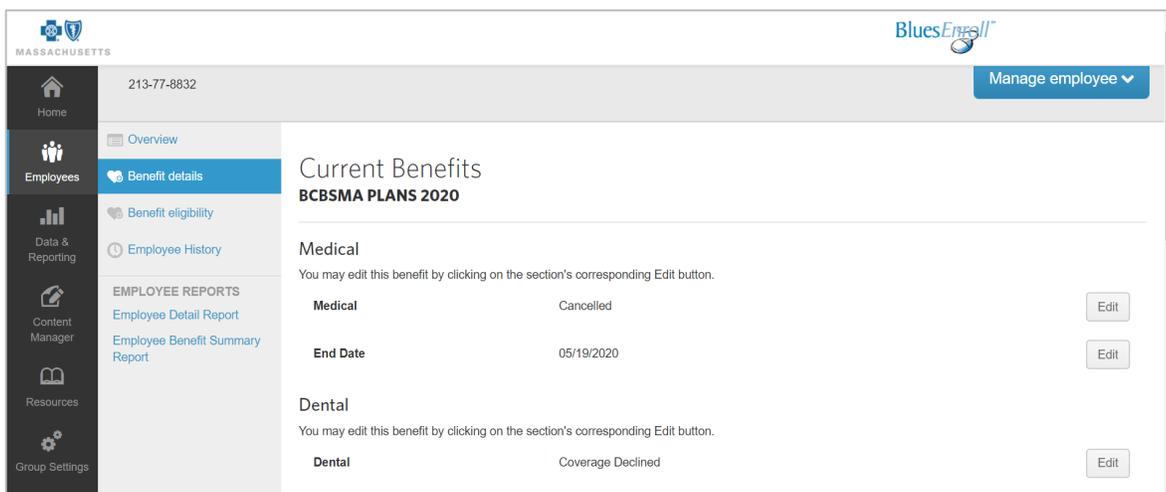
BCBSMA PLANS 2020

Medical	Cancelled	<input type="button" value="Edit"/>
Declination Reason	Reason: Reason for Waiver of Coverage I am covered as a spouse or dependent under another group plan. Company: Blue Cross Blue Shield of Massachusetts	<input type="button" value="Edit"/>

End Date

Enter an end date.*

6. You'll see the employee's plan canceled on the **Benefit details** page.



MASSACHUSETTS BluesEngage

Home 213-77-8832

Benefit details

Current Benefits

BCBSMA PLANS 2020

Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Medical	Cancelled	<input type="button" value="Edit"/>
End Date	05/19/2020	<input type="button" value="Edit"/>

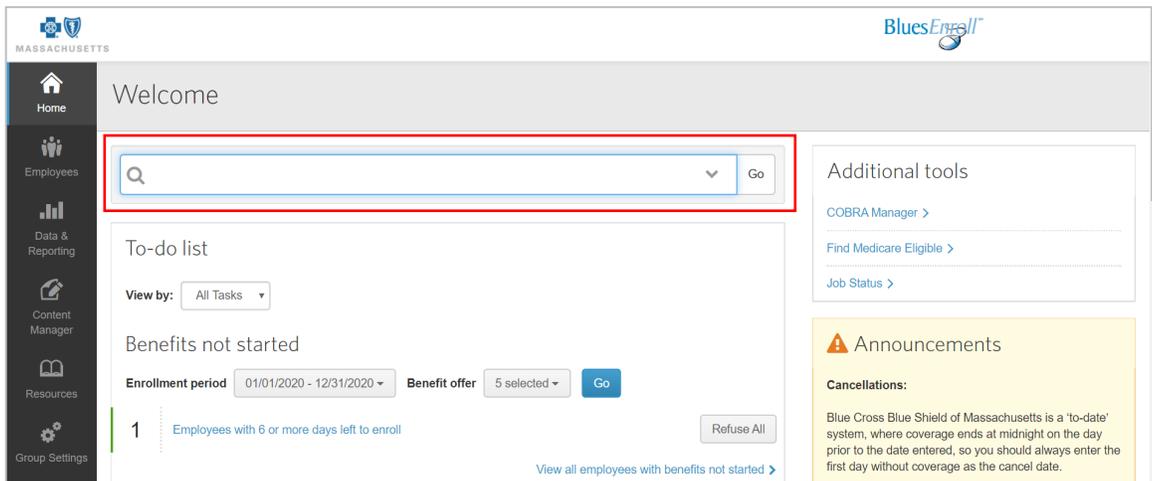
Dental

You may edit this benefit by clicking on the section's corresponding Edit button.

Dental	Coverage Declined	<input type="button" value="Edit"/>
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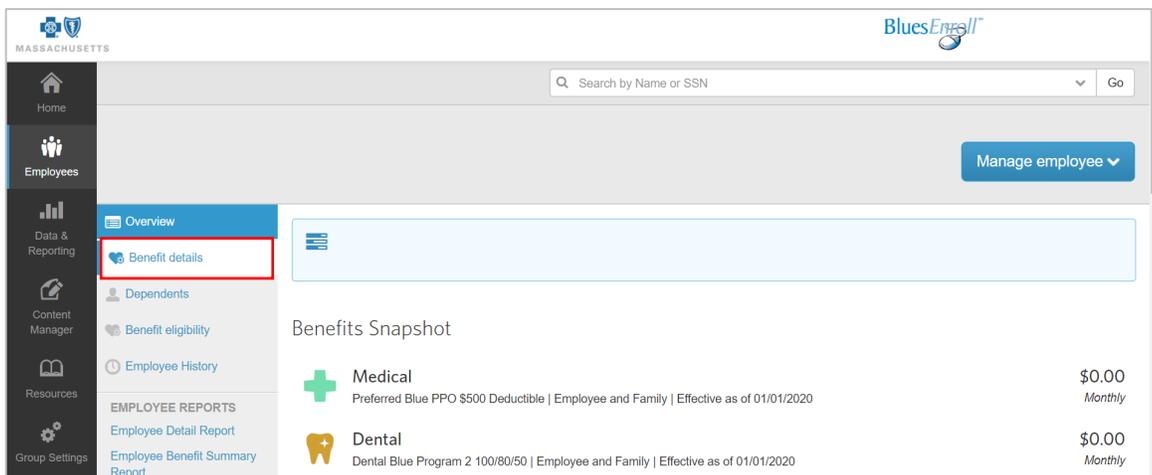
HOW TO CANCEL ONLY ONE MEMBER OF AN EMPLOYEE'S FAMILY ON YOUR PLAN

1. Enter the name or social security number of the person you're canceling.



The screenshot shows the BluesEnroll dashboard. A search bar is highlighted with a red box. The dashboard includes a navigation menu on the left, a 'Welcome' header, a 'To-do list' section with a 'Benefits not started' notification, and an 'Additional tools' section with links for COBRA Manager, Find Medicare Eligible, and Job Status. An 'Announcements' section is also visible.

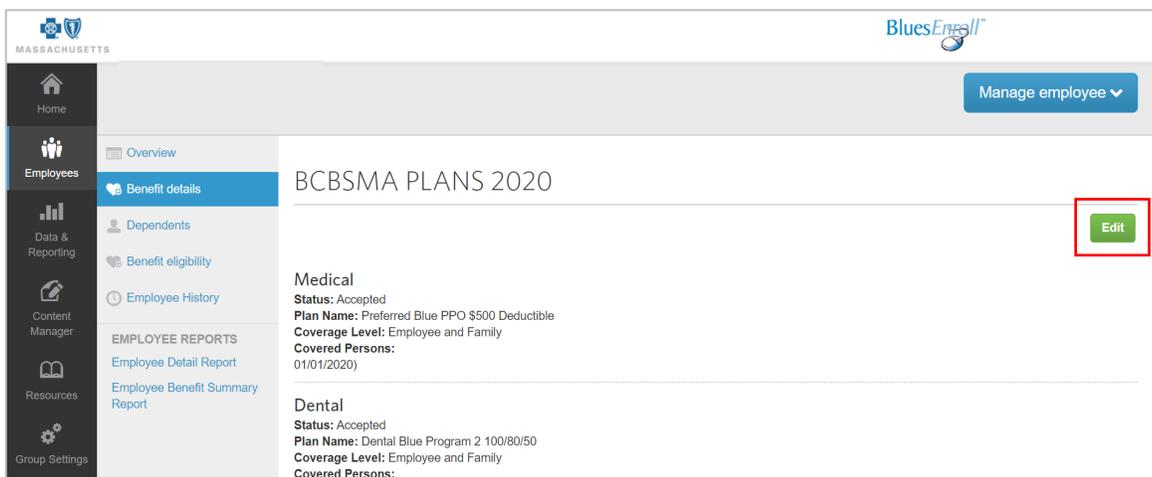
2. Click **Benefit details** on the left-hand side.



The screenshot shows the 'Benefit details' page for an employee. The 'Benefit details' menu item in the left navigation is highlighted with a red box. The page displays a 'Benefits Snapshot' table with the following information:

Benefit Type	Plan Name	Cost
Medical	Preferred Blue PPO \$500 Deductible Employee and Family Effective as of 01/01/2020	\$0.00 Monthly
Dental	Dental Blue Program 2 100/80/50 Employee and Family Effective as of 01/01/2020	\$0.00 Monthly

3. Click **Edit** on the right-hand side.

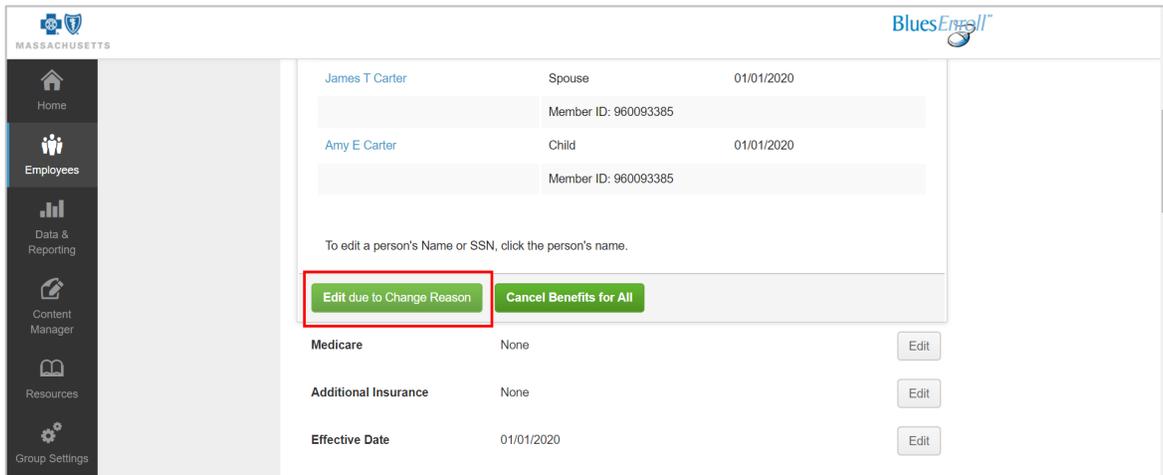


The screenshot shows the 'Benefit details' page for an employee, specifically for 'BCBSMA PLANS 2020'. The 'Edit' button is highlighted with a red box. The page displays the following information:

Medical
 Status: Accepted
 Plan Name: Preferred Blue PPO \$500 Deductible
 Coverage Level: Employee and Family
 Covered Persons: 01/01/2020)

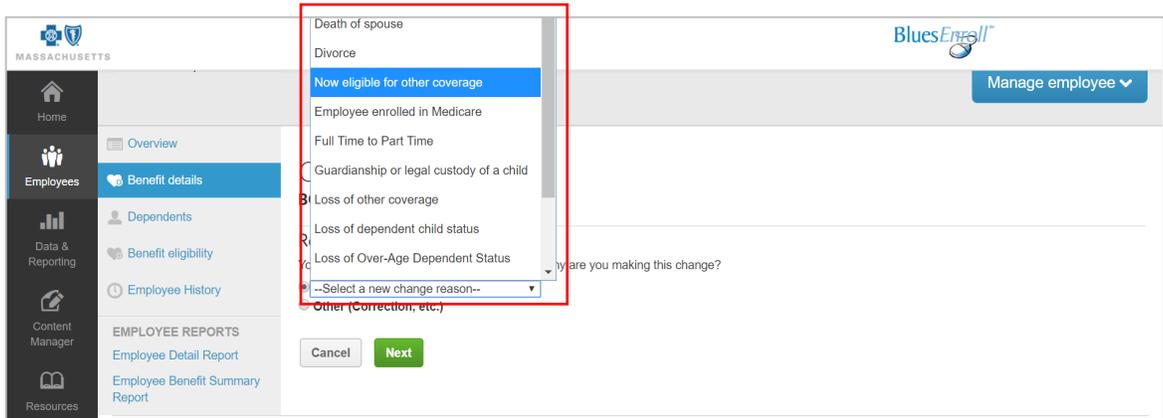
Dental
 Status: Accepted
 Plan Name: Dental Blue Program 2 100/80/50
 Coverage Level: Employee and Family
 Covered Persons:

4. Click **Edit Due to Change Reason**.



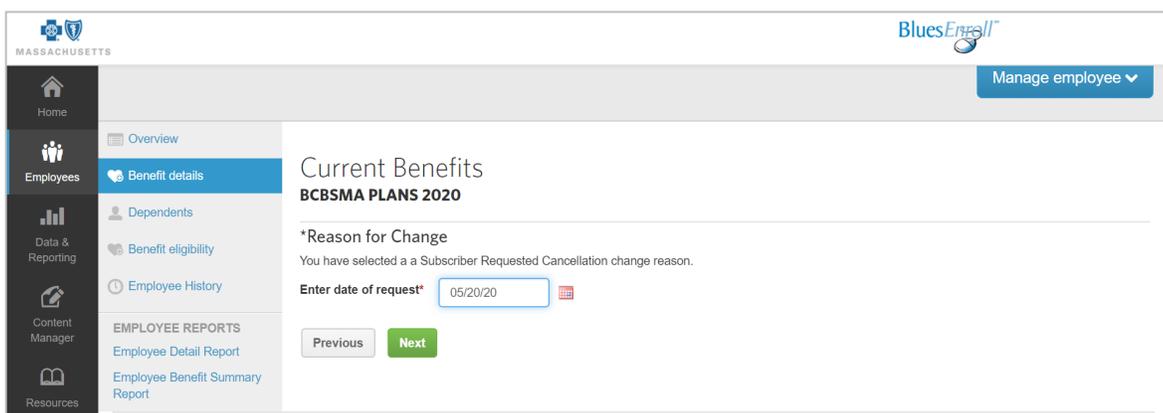
The screenshot shows the BluesEnroll interface for an employee named James T Carter. The interface includes a sidebar with navigation options like Home, Employees, Data & Reporting, Content Manager, Resources, and Group Settings. The main content area displays the employee's details, including their name, relationship (Spouse), and effective date (01/01/2020). Below this, there are two buttons: 'Edit due to Change Reason' (highlighted with a red box) and 'Cancel Benefits for All'. Further down, there are sections for Medicare, Additional Insurance, and Effective Date, each with an 'Edit' button.

5. Select the reason for cancellation.



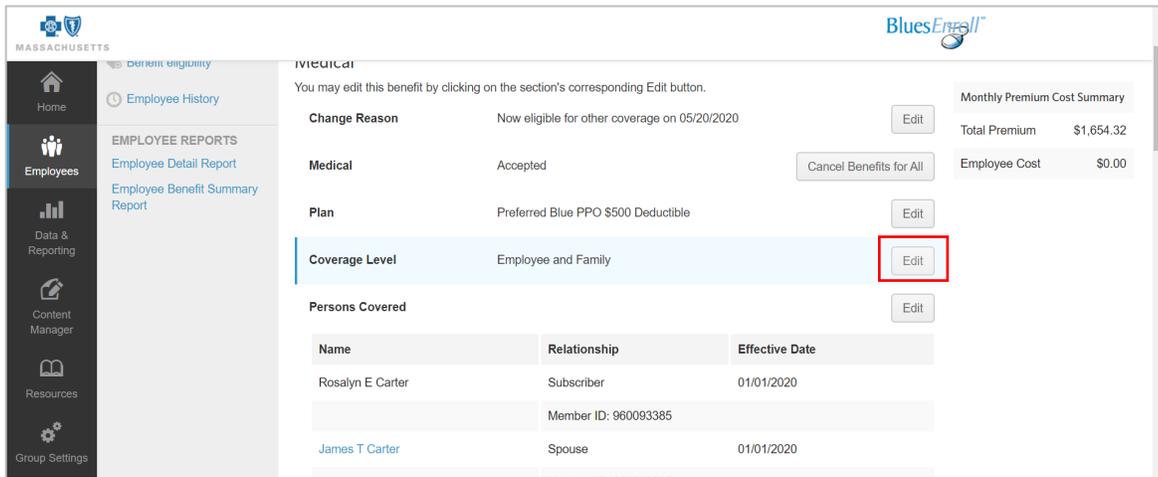
The screenshot shows the BluesEnroll interface with a dropdown menu open for selecting a reason for cancellation. The dropdown menu lists several options: Death of spouse, Divorce, Now eligible for other coverage (highlighted in blue), Employee enrolled in Medicare, Full Time to Part Time, Guardianship or legal custody of a child, Loss of other coverage, Loss of dependent child status, Loss of Over-Age Dependent Status, and --Select a new change reason--. Below the dropdown menu, there are 'Cancel' and 'Next' buttons. The interface also shows a 'Manage employee' dropdown menu in the top right corner.

6. Enter the cancellation date and click **Next**.



The screenshot shows the BluesEnroll interface with the 'Current Benefits' page. The page displays the employee's current benefits, including 'BCBSMA PLANS 2020'. Below this, there is a section for '*Reason for Change' with a message: 'You have selected a a Subscriber Requested Cancellation change reason.' Below the message, there is a field for 'Enter date of request*' with the date '05/20/20' entered. Below the date field, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted.

7. Click **Edit** next to **Coverage Level**.



BluesEnergize

Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Change Reason Now eligible for other coverage on 05/20/2020 Edit

Medical Accepted Cancel Benefits for All

Plan Preferred Blue PPO \$500 Deductible Edit

Coverage Level Employee and Family Edit

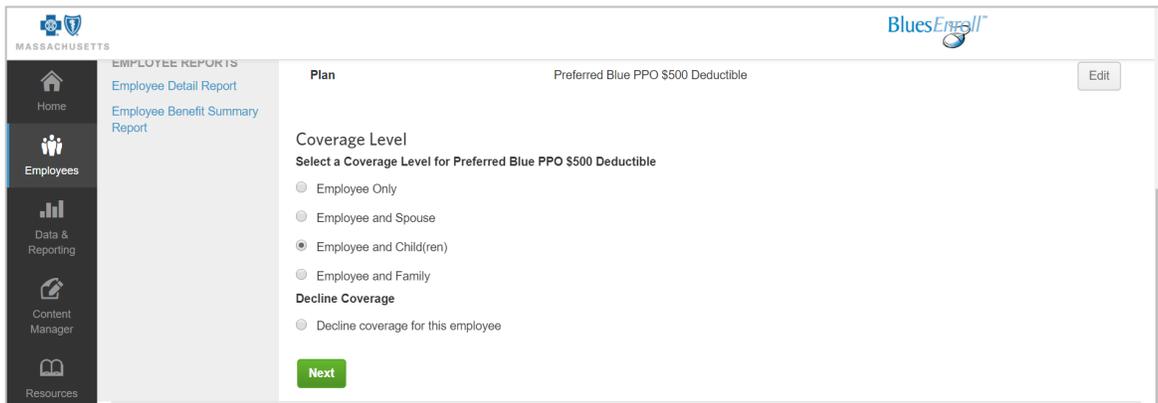
Persons Covered Edit

Name	Relationship	Effective Date
Rosalyn E Carter	Subscriber	01/01/2020
	Member ID: 960093385	
James T Carter	Spouse	01/01/2020

Monthly Premium Cost Summary

Total Premium	\$1,654.32
Employee Cost	\$0.00

8. Select the new coverage level and click **Next**.



BluesEnergize

Plan Preferred Blue PPO \$500 Deductible Edit

Coverage Level

Select a Coverage Level for Preferred Blue PPO \$500 Deductible

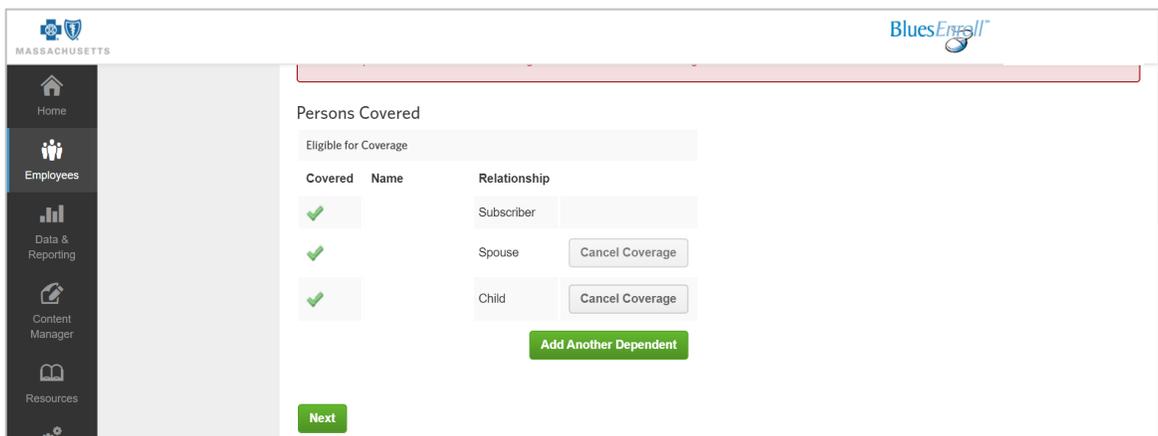
- Employee Only
- Employee and Spouse
- Employee and Child(ren)
- Employee and Family

Decline Coverage

- Decline coverage for this employee

Next

9. Select the member you're canceling.



BluesEnergize

Persons Covered

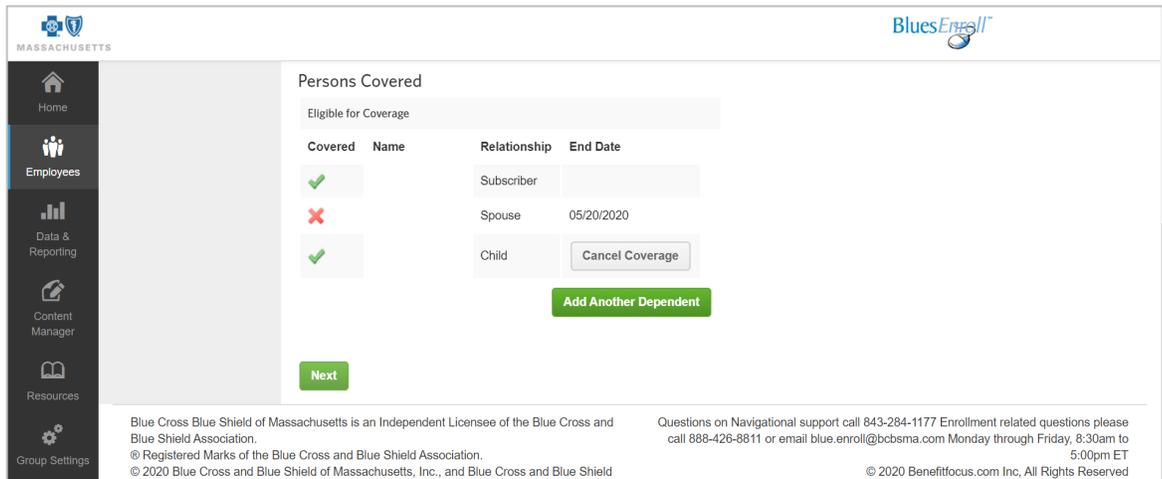
Eligible for Coverage

Covered	Name	Relationship
<input checked="" type="checkbox"/>		Subscriber
<input checked="" type="checkbox"/>		Spouse Cancel Coverage
<input checked="" type="checkbox"/>		Child Cancel Coverage

Add Another Dependent

Next

10. Click **Next**.



MASSACHUSETTS BluesEnroll™

Home

Employees

Data & Reporting

Content Manager

Resources

Group Settings

Persons Covered

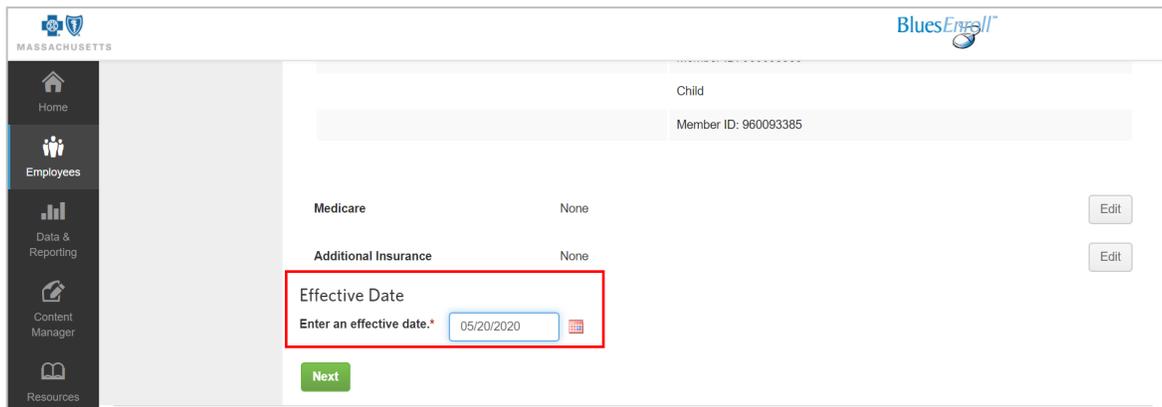
Eligible for Coverage

Covered	Name	Relationship	End Date
✓		Subscriber	
✗		Spouse	05/20/2020
✓		Child	<input type="button" value="Cancel Coverage"/>

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Questions on Navigational support call 843-284-1177 Enrollment related questions please call 888-426-8811 or email blue.enroll@bcbsma.com Monday through Friday, 8:30am to 5:00pm ET
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11. Enter the cancellation date and click **Next**.



MASSACHUSETTS BluesEnroll™

Home

Employees

Data & Reporting

Content Manager

Resources

Child

Member ID: 960093385

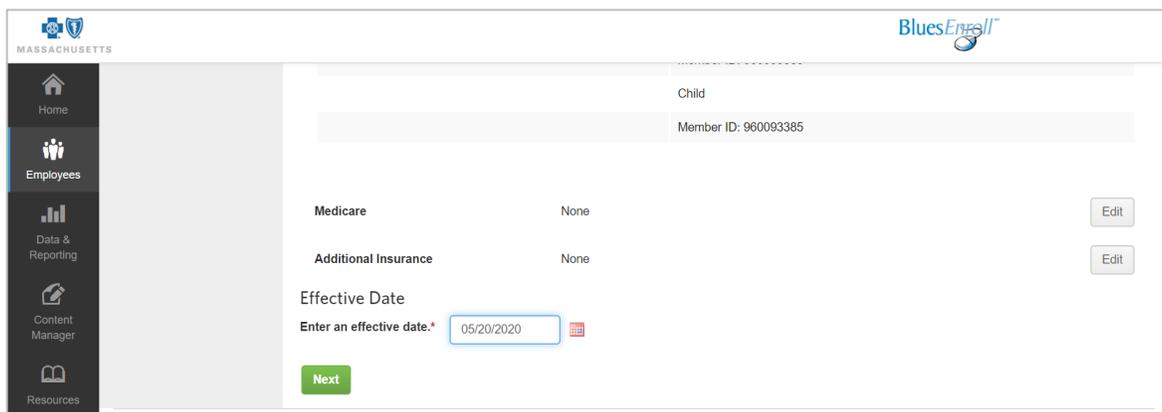
Medicare None

Additional Insurance None

Effective Date

Enter an effective date.*

12). Confirm the cancellation and click **Save**.



MASSACHUSETTS BluesEnroll™

Home

Employees

Data & Reporting

Content Manager

Resources

Child

Member ID: 960093385

Medicare None

Additional Insurance None

Effective Date

Enter an effective date.*

For a complete video demo of how to cancel only one member of an employee's family on your plan, visit:
<https://www.benefitfocusmedia.com/content/bcbsma/customer-video-library>



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