



MASSACHUSETTS

# HOW TO USE BLUESENROLL

to enroll a newly eligible employee

# BluesEnroll – Plan management made simple

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## AN ONLINE TOOL TO STAY ORGANIZED, EFFICIENT, AND CONNECTED

BluesEnroll makes plan management seamless. Designed for accounts of any size, it provides paperless enrollment, real-time reporting, and 24/7 access to helpful resources.

### FEATURES:

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

# How to enroll a newly eligible employee in a Blue Cross Blue Shield of Massachusetts plan

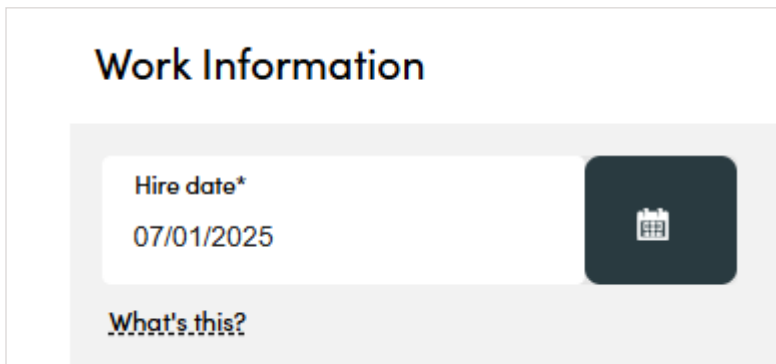
1. From the home page, click **Add a new employee** on the right-hand side:

The screenshot shows the BluesEnroll home page. On the left is a dark sidebar with navigation icons for Home, Employees, Data & Reporting, Content Manager, Resources, and Group Settings. The main content area has a 'Welcome' header. Below it is a search bar with the placeholder 'Search by Name or SSN or Member ID' and a 'Go' button. To the right of the search bar are two buttons: 'View all employees' and 'Add a new employee'. Below the search bar is a 'To-do list' section with a 'View by:' dropdown set to 'All Tasks' and a message 'There are no tasks.' Below that is a 'Benefit Participation' section with two dropdown menus: the first is set to '08/01/2024 - 07/31/2025' and the second is set to 'Medical'. On the right side of the page, there is an 'Additional tools' section with links for 'COBRA Manager', 'Find Medicare Eligible', and 'Job Status'. Below that is an 'Announcements' section with a warning icon and text about retroactive transactions/reimbursements.

2. Add your employee's information:

The screenshot shows the 'Add Employee' form. It has a header 'Add Employee'. Below it is a section titled 'Personal Information' with a '\*Required field' label. This section contains several input fields: 'First name\*', 'Middle name', 'Last name\*', 'Suffix' (with a dropdown arrow), 'Preferred name', and 'SSN\*'. Below these are 'Date of birth\*' (with a calendar icon), 'Gender\*' (with a dropdown arrow), and 'Marital status' (with a dropdown arrow). Below the 'Personal Information' section is a section titled 'Physical Address\*' with a '\*Required field' label. This section contains 'Address Line 1\*' (with a note 'Add apartment, suite or unit number to the end of Address Line 1'), 'Address Line 2', 'City\*', 'State / Province\*' (with a dropdown arrow), and 'ZIP / Postal code\*'. At the bottom is a 'Country\*' dropdown menu with 'United States' selected.

3. The **Hire date** field is required, as it determines any rules your account may have regarding hire dates or waiting periods. If the actual hire date is unknown, you can enter the plan's effective date instead.

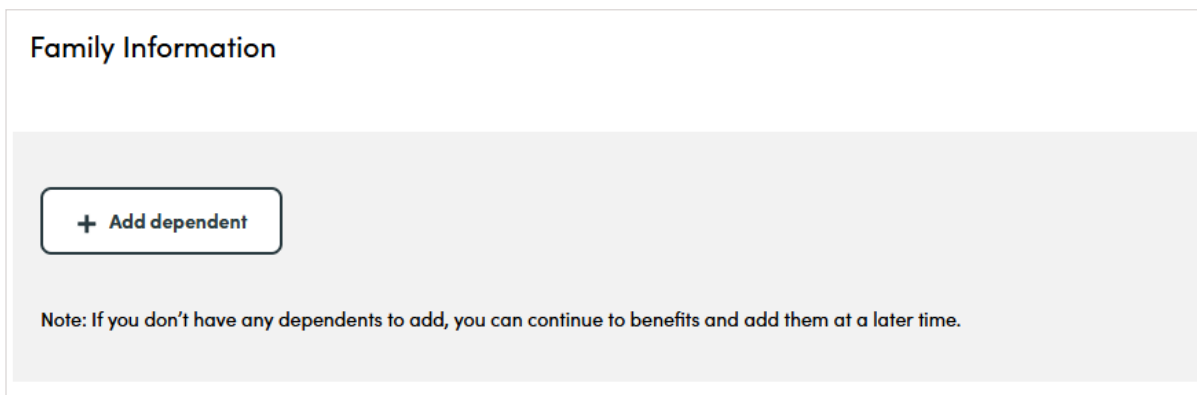


**Work Information**

Hire date\*  
07/01/2025

[What's this?](#)

4. To add dependents, click **Add dependent** (you can also do this later when electing benefits). If there are no dependents, skip to step six.

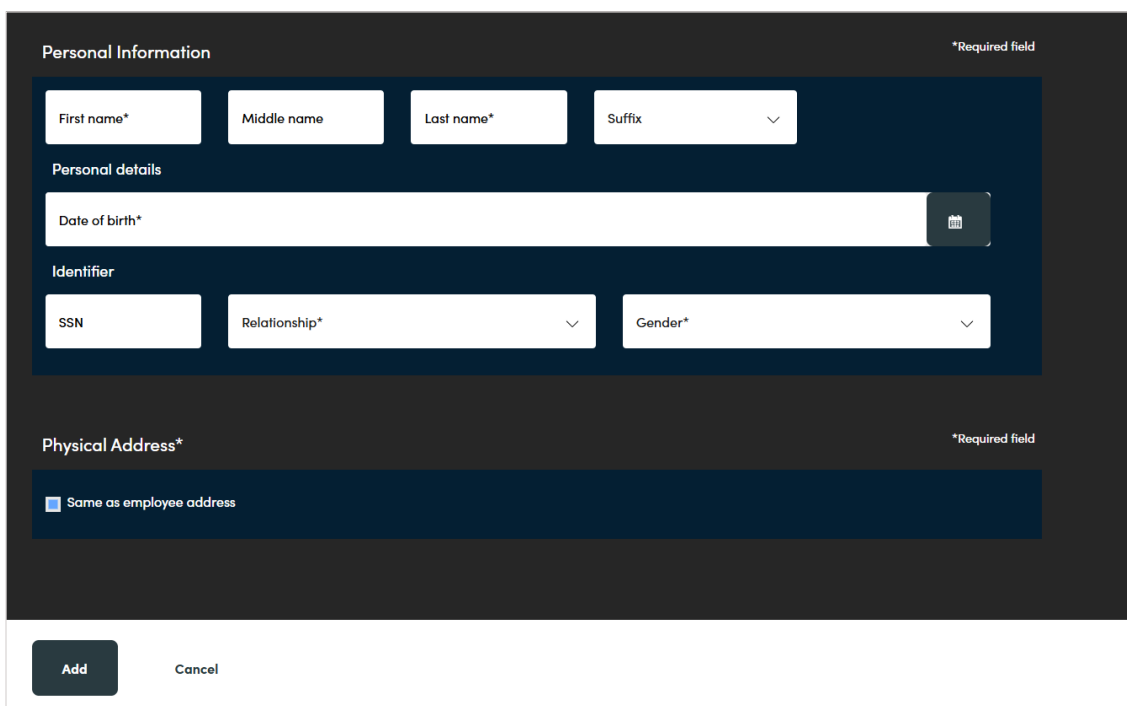


**Family Information**

+ Add dependent

Note: If you don't have any dependents to add, you can continue to benefits and add them at a later time.

5. Enter personal information and click **Add**. Repeat these steps if you're entering more than one dependent.



**Personal Information** \*Required field

First name\* Middle name Last name\* Suffix

**Personal details**

Date of birth\*

**Identifier**

SSN Relationship\* Gender\*

**Physical Address\*** \*Required field

☐ Same as employee address

Add Cancel

6. Click **Save & continue to benefits**.

Save & continue to benefits

Save & add another employee

Save & finish

Cancel

7. Click **Enroll in benefits**.

Decline All Benefits ?

BCBSMA PLANS 2025

Enroll in benefits

Decline 3 benefits

Wait Period: 08/05/2025 - 08/05/2025 | Initial Enrollment: 08/15/2025 - 10/04/2025

 Medical

Not started

 Dental

Not started

 Health Savings Account (HSA)

Not started

8. Select the appropriate plan and click **Next**.

Plan

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

☐ Preferred Blue PPO Saver \$1500 Deductible

☐ Preferred Blue PPO \$500 Deductible<sup>®</sup>

☐ HMO Blue NE Value Plus<sup>®</sup>

Decline Coverage

☐ Decline coverage for this person

Next

9. Verify the people to be covered. If you missed any dependents on the first step, click **Add dependent**.  
Note: dependents aren't automatically covered — you must click **Add to coverage**. In the screenshot below, the spouse isn't covered until **Add coverage** is selected. Then, click **Next**.

CURRENT BENEFITS

BCBSMA PLANS 2025

Medical

Accepted

Plan

Preferred Blue PPO Saver \$1500 Deductible

Persons Covered

Choose who you want to cover

Covered	Name	Relationship	
<input checked="" type="checkbox"/>		Subscriber	
<input type="checkbox"/>		Spouse	<div>Add to coverage</div>

Add Dependent

Next

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

Coverage Level

Employee and Spouse

?

Medicare

None

Edit

Additional Insurance

None

Edit

Effective Date

The Effective Date is auto-populated based on the business logic configured on the Initial Eligibility Date Rules. No action needed, unless a correction is necessary.

Enter an effective date. 08/05/2025

Next

11. If the employee is enrolling in dental coverage, repeat these steps. Once complete, verify the selections and click **Save changes** — your transaction isn't final until you click **Save**.

CURRENT BENEFITS

BCBSMA PLANS 2025

Enrollment Summary

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

Persons Covered

Edit

Name	Relationship
[REDACTED]	Subscriber
[REDACTED]	Spouse

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

Coverage Level

Employee and Spouse

?

Save changes

Save and go to benefits

Cancel

12. The employee is now active and their benefit selections will appear on the next page. You'll see their member ID under **Employee profile**.

Overview

Benefit details

Dependents

Benefit eligibility

Interactions

Employee history

EMPLOYEE REPORTS

[Employee Detail Report](#)

[Employee Benefit Summary Report](#)

[REDACTED] as 0 pending tasks

Benefits Snapshot

Medical

Edit

Preferred Blue PPO Saver \$1500 Deductible | Employee and Spouse | Effective as of 08/05/2025

Dental

Edit

Dental Blue Program 2 100/80/50 | Employee Only | Effective as of 08/05/2025

Health Savings Account (HSA)

Edit

HSA - Health Savings Account | Effective as of 08/05/2025

Employee profile

Edit

First Name:

[REDACTED]

Last Name:

[REDACTED]

Date of Birth:

[REDACTED]

SSN:

[REDACTED]

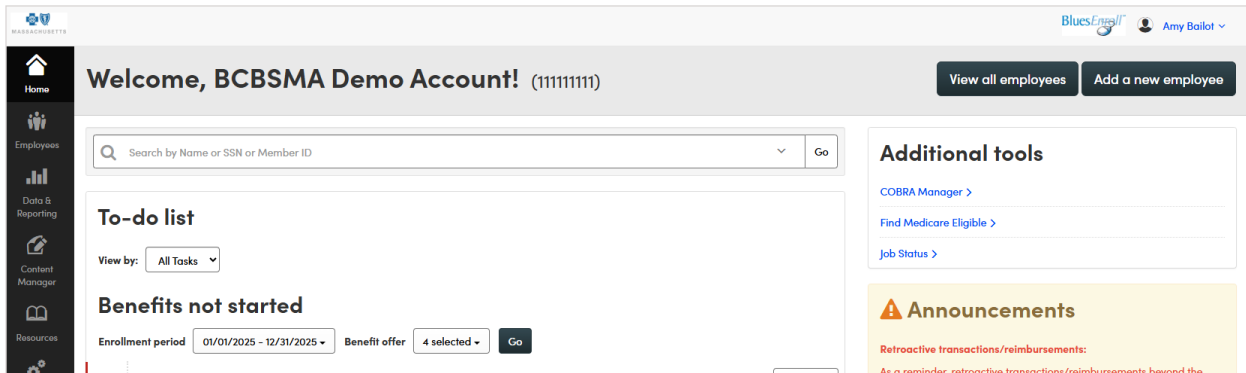
Blue Cross Blue Shield of

Massachusetts Member ID:

[REDACTED]

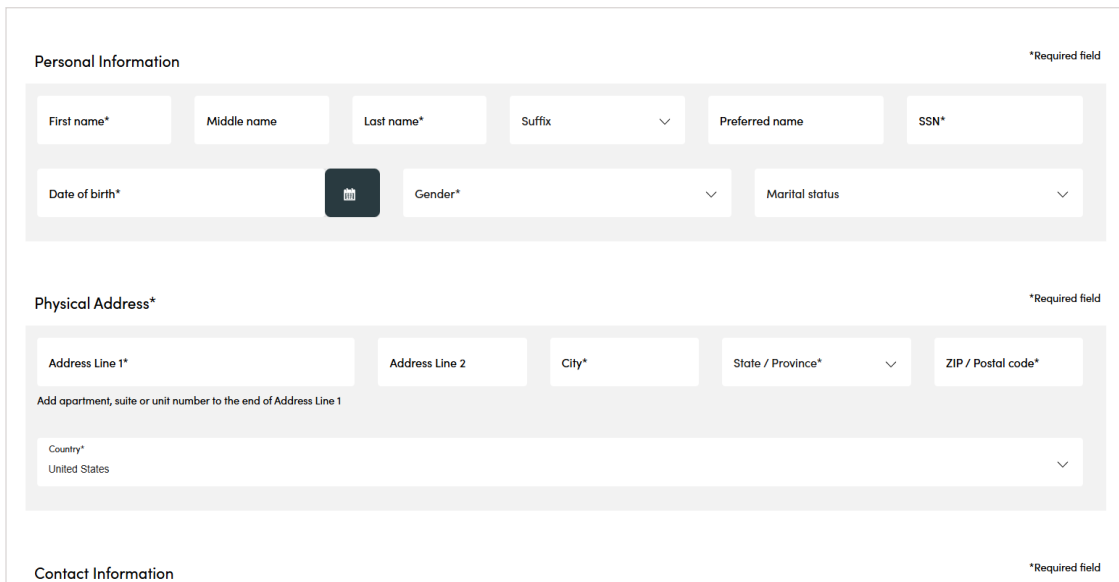
# How to enroll an employee in an HSA

1. From the home page, click **Add a new employee** in the upper-right corner.



The screenshot shows the BCBSMA Demo Account home page. The header includes the Massachusetts state logo, the account name "Welcome, BCBSMA Demo Account! (111111111)", and a user profile for "Amy Bailot". A navigation sidebar on the left contains links for Home, Employees, Data & Reporting, Content Manager, and Resources. The main content area features a search bar, a "To-do list" with a "View by:" dropdown set to "All Tasks", and a "Benefits not started" section with an enrollment period of "01/01/2025 - 12/31/2025" and "4 selected" benefit offers. On the right, there are buttons for "View all employees" and "Add a new employee", a section for "Additional tools" with links to "COBRA Manager", "Find Medicare Eligible", and "Job Status", and an "Announcements" section with a warning icon and text about retroactive transactions.

2. Add your employee's information in the required fields marked with an asterisk and click **Save**.  
(If you need help adding a new employee, follow the steps on pages 2-4.)



The screenshot shows the "Personal Information" form for adding a new employee. The form is divided into three sections: "Personal Information", "Physical Address", and "Contact Information". Each section has a "\*Required field" label. The "Personal Information" section includes fields for First name\*, Middle name, Last name\*, Suffix (dropdown), Preferred name, SSN\*, Date of birth\* (with a calendar icon), Gender\* (dropdown), and Marital status (dropdown). The "Physical Address" section includes fields for Address Line 1\*, Address Line 2, City\*, State / Province\* (dropdown), ZIP / Postal code\*, and Country\* (dropdown with "United States" selected). The "Contact Information" section is partially visible at the bottom.



3. On the next screen, select the applicable health plan and click **Next**.

## Plan

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

☒ Preferred Blue PPO Saver \$1500 Deductible

☐ Preferred Blue PPO \$500 Deductible<sup>®</sup>

☐ HMO Blue NE Value Plus<sup>®</sup>

**Decline Coverage**

☐ Decline coverage for this person

**Next**

4. Verify the members that should be listed. Click **Add to coverage** next to dependents and click **Next**.

## Persons Covered

Choose who you want to cover

Covered	Name	Relationship	
<input checked="" type="checkbox"/>	[Redacted]	Subscriber	
<input checked="" type="checkbox"/>	[Redacted]	Spouse	<b>Add to coverage</b>

**Add Dependent**

**Next**

5. Verify the employee's effective date. The effective date is editable and defaults to your custom settings. Click **Next**.

## Effective Date

*The Effective Date is auto-populated based on the business logic configured on the Initial Eligibility Date Rules. No action needed, unless a correction is necessary.*

Enter an effective date.

**Next**

6. Select **HSA – Health Savings Account** and click **Next**.

CURRENT BENEFITS

BCBSMA PLANS 2025

Plan

\*Select A Plan Offered By HealthEquity

☒ HSA – Health Savings Account

**Decline Coverage**

☐ Decline coverage for this person

Next

7. Verify the employee’s selections and click **Save changes**.

CURRENT BENEFITS

BCBSMA PLANS 2025

Enrollment Summary

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

Medical

Medical

Accepted

Cancel Benefits for All

Plan

Preferred Blue PPO Saver \$1500 Deductible

Edit

Persons Covered

Edit

Name	Relationship	Effective Date
	Subscriber	08/05/2025
	Member ID	
	Spouse	08/05/2025

Save changes

Save and go to benefits

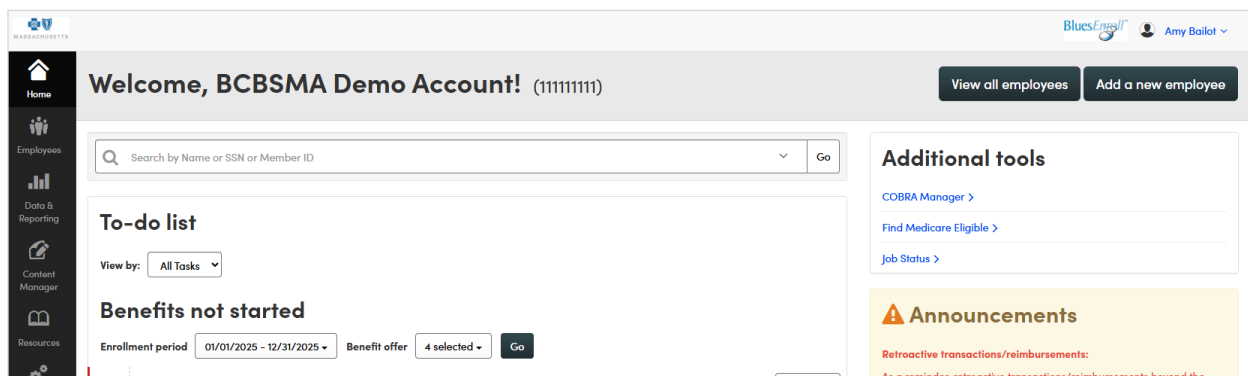
Cancel

8. The employee is now enrolled in the high-deductible health plan with HSA.



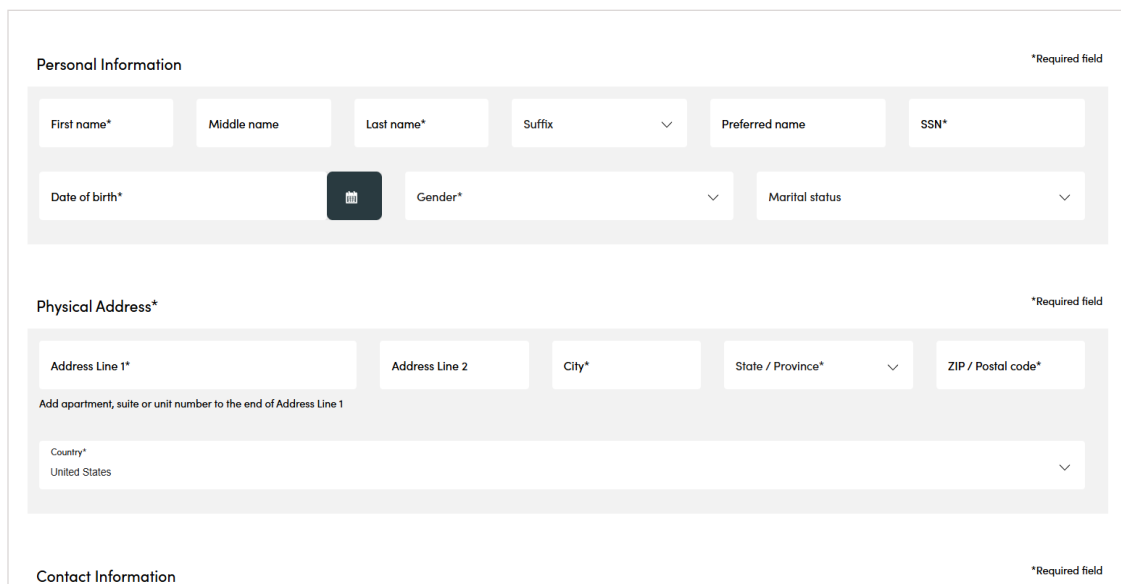
# How to enroll an employee in an FSA, dependent care FSA, and/or limited purpose FSA in addition to their medical plan

1. From the home page, click **Add a new employee** in the upper-right corner.



The screenshot shows the BCBSMA Demo Account home page. The header includes the BCBSMA logo, the text "Welcome, BCBSMA Demo Account! (11111111)", and two buttons: "View all employees" and "Add a new employee". The left sidebar contains navigation links: Home, Employees, Data & Reporting, Content Manager, and Resources. The main content area features a search bar, a "To-do list" section with a "View by" dropdown set to "All Tasks", and a "Benefits not started" section with an "Enrollment period" dropdown set to "01/01/2025 - 12/31/2025" and a "Benefit offer" dropdown set to "4 selected". The right sidebar contains "Additional tools" links: "COBRA Manager", "Find Medicare Eligible", and "Job Status", and an "Announcements" section with a warning icon and text about retroactive transactions/reimbursements.

2. Add your employee's information in the required fields marked with an asterisk and click **Save**.  
(If you need help adding a new employee, follow the steps on pages 2-4.)



The screenshot shows the employee information form. It is divided into three sections: "Personal Information", "Physical Address", and "Contact Information". Each section has a "\*Required field" label. The "Personal Information" section includes fields for "First name\*", "Middle name", "Last name\*", "Suffix" (with a dropdown arrow), "Preferred name", "SSN\*", "Date of birth\*" (with a calendar icon), "Gender\*" (with a dropdown arrow), and "Marital status" (with a dropdown arrow). The "Physical Address" section includes fields for "Address Line 1\*", "Address Line 2", "City\*", "State / Province\*" (with a dropdown arrow), "ZIP / Postal code\*", and "Country\*" (with a dropdown arrow showing "United States"). The "Contact Information" section is partially visible at the bottom.

3. On the next screen, select the plan and click **Next**.

## Plan

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

☒ Network Blue NE Deductible<sup>®</sup>

☐ Managed Blue Senior<sup>®</sup>

☐ Medex 2<sup>®</sup>

☐ Access Blue NE Saver Deductible

☐ Blue Care Elect Saver Deductible

☐ Blue Care Elect Deductible<sup>®</sup>

**Decline Coverage**

☐ Decline coverage for this person

**Next**

4. Verify the people to be covered. Click **Add to coverage** next to dependents and click **Next**.

## Persons Covered

Choose who you want to cover

Covered	Name	Relationship	
<input checked="" type="checkbox"/>	[Redacted]	Subscriber	
<input type="checkbox"/>	[Redacted]	Spouse	<b>Add to coverage</b>

**Add Dependent**

**Next**

5. Verify the effective date. The Effective Date field is editable and defaults to your custom settings. Click **Next**.

**Effective Date**  
The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.

Enter an effective date.\*

07/01/2025

Next

6. Depending on the plan design, the FSA will display for your employee to elect or decline. Click **Next**.

Current Benefits

CURRENT BENEFITS

BCBSMA PLANS 2025-2026

Reason for Change

Correction

Plan

\*Select A Plan Offered By HealthEquity

☒ FSA – Flexible Spending Account

**Decline Coverage**

☐ Decline coverage for this person

Next

7. Enter the contribution in a full dollar amount and click **Next**.

<b>Reason for Change</b>	Correction
<b>Health FSA</b>	Accepted
<b>Plan</b>	FSA - Flexible Spending Account
<b>Premium Deduction</b>	The premium will be deducted on a pre-tax basis.

### Health FSA

**Contribution Amount**

You can contribute between \$1.00 and \$3,300.00 per plan year.

\$

**Next**

8. Verify the employee's FSA effective date and click **Next**.

### Effective Date

*The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.*

Enter an effective date.

**Next**

9. Depending on the plan design, the DCFSA will display if your employee has elected this benefits, or select **Decline Coverage** and click **Next**.

### Plan

**\*Select A Plan Offered By HealthEquity**

☒ DCFSA - Dependent Care Flexible Spending Account

**Decline Coverage**

☐ Decline coverage for this person

**Next**


10. Enter the contribution in a full dollar amount and click **Next**.

Dependent Care FSA	Accepted	<a href="#">Cancel Benefits for All</a>
Plan	DCFSA - Dependent Care 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. \$

Next

11. Verify the employee's dependent care flexible spending account effective date and click **Next**.

**Effective Date**  
*The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.*  
Enter an effective date.  

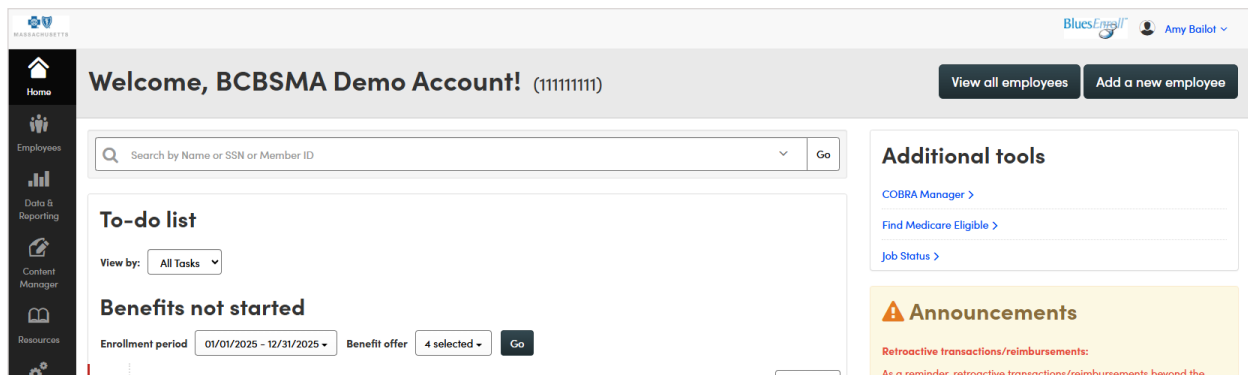
Next

12. Click **Save changes**.



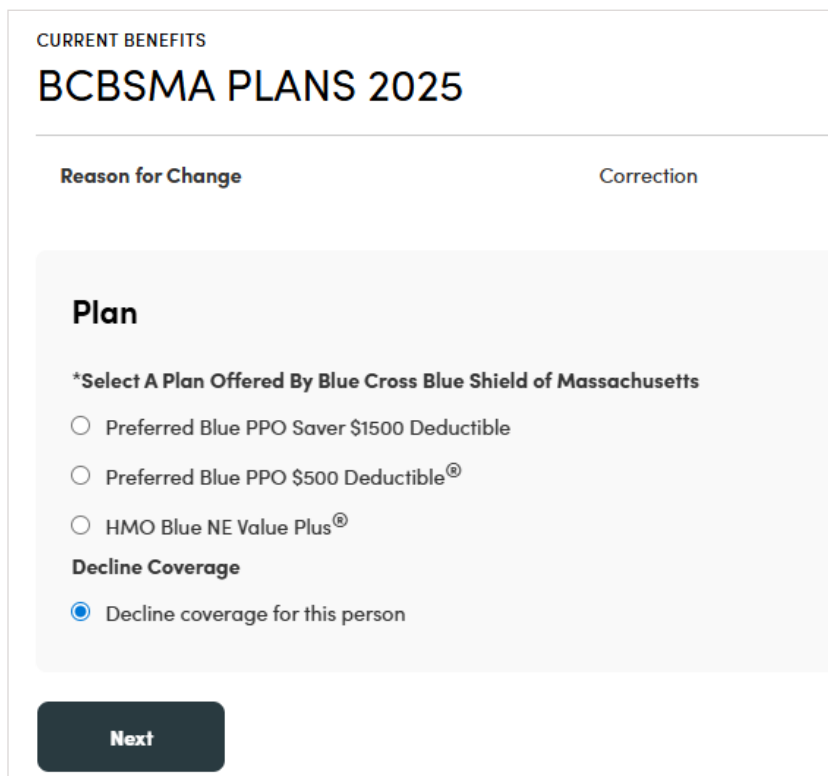
# How to enroll in an FSA or dependent care FSA without enrolling in Medical or Dental

1. Click **Add a new employee** from the home page and enter the required information. See pages 2–4 if you need help adding a new employee. When electing an FSA or DCFSA, enrollment is at the subscriber level.



The screenshot shows the BCBSMA Demo Account home page. The header includes the BCBSMA logo, the text "Welcome, BCBSMA Demo Account! (11111111)", and buttons for "View all employees" and "Add a new employee". A search bar is present with the placeholder "Search by Name or SSN or Member ID". The left sidebar contains navigation links: Home, Employees, Data & Reporting, Content Manager, and Resources. The main content area features a "To-do list" with a "View by:" dropdown set to "All Tasks". Below this is a "Benefits not started" section with an "Enrollment period" dropdown set to "01/01/2025 - 12/31/2025", a "Benefit offer" dropdown set to "4 selected", and a "Go" button. On the right, there is an "Additional tools" section with links for "COBRA Manager", "Find Medicare Eligible", and "Job Status". Below this is an "Announcements" section with a warning icon and text about retroactive transactions/reimbursements.

2. You'll see the medical plans that your group offers. Select **Decline coverage** for this person and then click **Next**. If you offer dental benefits, you'll also need to select **Decline coverage** for dental options.



The screenshot shows the "CURRENT BENEFITS" section for "BCBSMA PLANS 2025". It features a table with two columns: "Reason for Change" and "Correction". Below the table is a "Plan" section with the instruction "\*Select A Plan Offered By Blue Cross Blue Shield of Massachusetts". There are three radio button options: "Preferred Blue PPO Saver \$1500 Deductible", "Preferred Blue PPO \$500 Deductible<sup>®</sup>", and "HMO Blue NE Value Plus<sup>®</sup>". Below these is a "Decline Coverage" section with a radio button option "Decline coverage for this person" which is selected. At the bottom is a "Next" button.



3. The decline effective date will auto-populate. **Click Next.**

**Effective Date**  
The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.

Enter an effective date.

Next

4. Select **FSA – Flexible Spending Account**. (If the employee isn't electing the FSA, select **Decline coverage for this person**). Click **Next**.

Current Benefits

CURRENT BENEFITS

BCBSMA PLANS 2025-2026

Reason for Change	Correction
<div><div><b>Plan</b></div><div><b>*Select A Plan Offered By HealthEquity</b></div><div><input checked="" type="radio"/> FSA - Flexible Spending Account</div><div><b>Decline Coverage</b></div><div><input type="radio"/> Decline coverage for this person</div></div>	

Next

5. Enter the contribution in a full dollar amount and click **Next**.

<b>Reason for Change</b>	Correction
<b>Health FSA</b>	Accepted
<b>Plan</b>	FSA - Flexible Spending Account
<b>Premium Deduction</b>	The premium will be deducted on a pre-tax basis.

### Health FSA

**Contribution Amount**

You can contribute between \$1.00 and \$3,300.00 per plan year.

\$

Next

6. Verify the employee's FSA effective date. Click **Next**.

### Effective Date

*The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.*

Enter an effective date.

Next

7. Select **DCFSA — Dependent Care Flexible Spending Account**. (If the employee isn't electing the DCFSA, select **Decline coverage for this person**). Click **Next**.

### Plan

**\*Select A Plan Offered By HealthEquity**

☒ DCFSA - Dependent Care Flexible Spending Account

**Decline Coverage**

☐ Decline coverage for this person

Next


8. Enter the contribution in a full dollar amount and click **Next**.

Dependent Care FSA	Accepted	<a href="#">Cancel Benefits for All</a>
Plan	DCFSA - Dependent Care 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. \$

Next

9. Verify the employee's dependent care flexible spending account effective date and click **Next**.

**Effective Date**  
*The Effective Date is auto-populated based on the business logic configured on the Qualifying Life Event Date Rules. No action needed, unless a correction is necessary.*  
Enter an effective date.  

Next

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



# How to terminate an employee who's leaving the company

1. Enter the name or Social Security number of the employee you're terminating in the search box on the home page and click **Go**.



The screenshot shows the top section of a web application. On the left is a dark sidebar with icons for 'Home' (a house), 'Employees' (a group of people), and a bar chart. The main area has a light gray header with the word 'Welcome' in bold. Below the header is a search bar containing the text 'Tina TEST'. To the right of the search bar is a 'Go' button with a magnifying glass icon.

2. Once you're on the employee's overview page, click the **Manage Employee** drop-down menu in the top right and select **Terminate employee**.



The screenshot shows a dropdown menu that appears after clicking the 'Manage Employee' button in the top right corner. The menu is divided into four columns: 'Quick Links', 'Manage Benefits', 'Manage Employee', and 'Reports'. The 'Manage Employee' column contains the option 'Terminate employee'.

Quick Links	Manage Benefits	Manage Employee	Reports
<a href="#">Overview</a>	<a href="#">Edit/cancel benefits</a>	<a href="#">Personal information</a>	<a href="#">Employee Detail Report</a>
<a href="#">Benefit details</a>	<a href="#">Manage COBRA</a>	<a href="#">Change salary</a>	<a href="#">Employee Benefit Summary Report</a>
<a href="#">Dependents</a>	<a href="#">Manage Medicare</a>	<a href="#">Change categories</a>	
<a href="#">Benefit eligibility</a>		<a href="#">Terminate employee</a>	
<a href="#">Interactions</a>			
<a href="#">Employee history</a>			

3. Enter the employee's termination date and select a reason using the **Termination Reason** drop-down menu. Click **Next**.

### Dates

**Employment Termination Date\***

08/21/2025

### Termination Reason

**What is the reason for termination?\***

If employee Termination is due to gross misconduct which COBRA benefits are revoked please select 'Involuntary due to Gross Misconduct'.  
If the termination allows the employee to be eligible for COBRA benefits please select either 'Voluntary' or 'Involuntary'.  
If employee Termination is due to death of the employee please select 'Death of employee'.  
If the termination is due to the employee's failure to show for work please select 'No Show'.

---Please Select---

---Please Select---

Voluntary

Involuntary

Involuntary due to Gross Misconduct

Death of employee

No Show

Cancel without Saving

Next

4. Verify the termination and click **Save**. (Note: if you terminate the employee on 8/21, the employee's last day of coverage will be 8/20 and they will no longer be active on the plan beginning on 8/21.)

## Terminate Employment

Step 2 of 2

**Employment Termination Date**

08/21/2025

**Termination Reason**

Termination - COBRA Eligible

**Cancel Current Elections**

**BCBSMA PLANS 2025-2026**

Election	Cancellation	Information
Medical : Blue Care Elect Saver \$2000 Deductible	<div>08/21/2025</div>	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends
Dental : Dental Blue Freedom 100/80/50	<div>08/21/2025</div>	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	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends
Health FSA : FSA - Flexible Spending Account	<div>08/21/2025</div>	Retro-termination rule: You can only terminate benefit elections 60 days prior to today's date. Termination rule: Date that Employment Ends

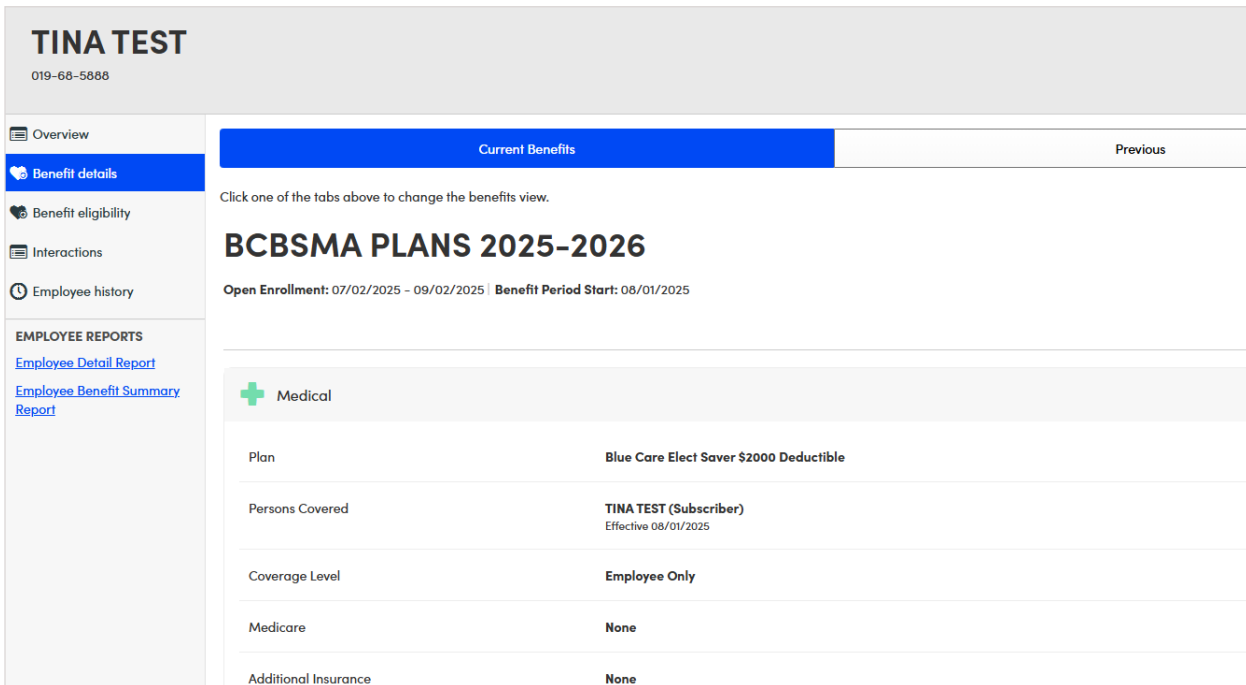
# How to cancel a current employee's benefits

1. Enter the name or Social Security number of the employee you're terminating in the search box on the home page and click **Go**.



The screenshot shows the 'Home' page of a system. On the left is a dark sidebar with icons for 'Home', 'Employees', and a bar chart. The main area has a 'Welcome' header. Below it is a search bar containing the text 'Tina TEST' and a 'Go' button.

2. Once you're on the employee's overview page, click **Benefit details** on the left side.



The screenshot shows the 'TINA TEST' employee overview page. The header displays the name 'TINA TEST' and the ID '019-68-5888'. The left sidebar contains navigation options: 'Overview', 'Benefit details' (highlighted), 'Benefit eligibility', 'Interactions', and 'Employee history'. Below these are 'EMPLOYEE REPORTS' with links for 'Employee Detail Report' and 'Employee Benefit Summary Report'. The main content area has tabs for 'Current Benefits' and 'Previous'. A message says 'Click one of the tabs above to change the benefits view.' Below this is the section 'BCBSMA PLANS 2025-2026' with dates for 'Open Enrollment' and 'Benefit Period Start'. A table titled 'Medical' shows details for the 'Blue Care Elect Saver \$2000 Deductible' plan.

Medical	
Plan	Blue Care Elect Saver \$2000 Deductible
Persons Covered	TINA TEST (Subscriber) Effective 08/01/2025
Coverage Level	Employee Only
Medicare	None
Additional Insurance	None

3. Click **Edit benefits** on the right.

TINA TEST

019-68-5888

Manage Employee

Overview

Benefit details

Benefit eligibility

Interactions

Employee history

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Current Benefits

Previous

Click one of the tabs above to change the benefits view.

BCBSMA PLANS 2025-2026

Open Enrollment: 07/02/2025 - 09/02/2025 | Benefit Period Start: 08/01/2025

Edit benefits

Medical

Accepted

Plan	Blue Care Elect Saver \$2000 Deductible
Persons Covered	TINA TEST (Subscriber) Effective 08/01/2025
Coverage Level	Employee Only
Medicare	None
Additional Insurance	None
Attributes	Group Number: 006901365

4. If the employee is canceling benefits for their entire family, click **Cancel Benefits for All**. If the employee is covered under multiple plans, you'll need to do this under each one.

Enrollment Summary

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

Medical

Medical

Accepted

Cancel Benefits for All

Plan

Blue Care Elect Saver \$2000 Deductible

Edit

Persons Covered

Edit

A pop-up box will ask you to confirm the cancellation. Click **OK**.

Warning: You are about to cancel benefits for the subscriber and all covered dependents. Do you wish to proceed?

OK

Cancel

5. Enter the end date of coverage and click **Next**.

CURRENT BENEFITS

BCBSMA PLANS 2025-2026

Medical

Cancelled

Edit

Persons Covered

End Date

The Effective Date is auto-populated based on the business logic configured on the Open Enrollment Date Rules. No action needed, unless a correction is necessary.

Enter an end date.\*

08/01/2025

Next

6. If you're canceling their family's plans (dental, personal spending accounts, etc.), follow steps 4-5. Once all coverage has been canceled, verify this on the summary screen and click **Save and go to benefits**.

CURRENT BENEFITS

BCBSMA PLANS 2025-2026

Enrollment Summary

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

Medical

Medical

Cancelled

Edit

End Date

08/01/2025

Edit

Dental

Save changes

Save and go to benefits





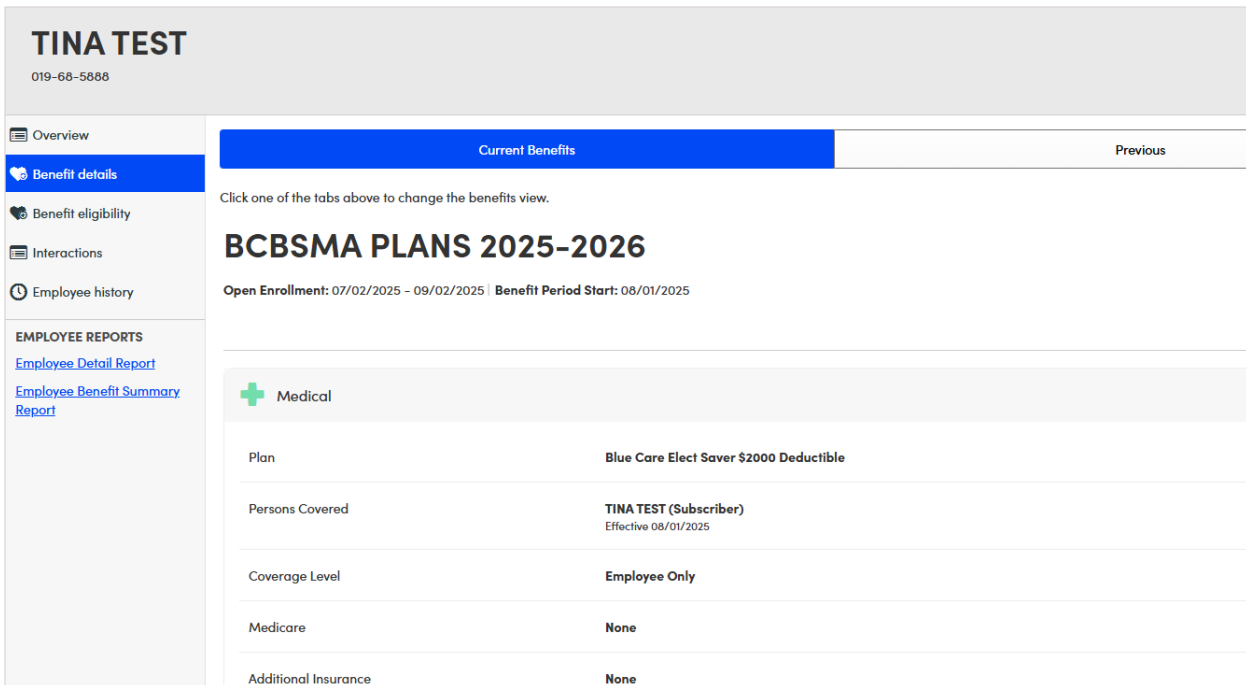
# How to cancel only one member from an employee's family plan

1. Enter the name or Social Security number of the employee you're terminating in the search box on the home page and click **Go**.



The screenshot shows the 'Home' page of a benefits portal. On the left is a dark sidebar with icons for 'Home', 'Employees', and a bar chart. The main area has a light gray header with the word 'Welcome'. Below the header is a search bar containing the text 'Tina TEST' and a 'Go' button.

2. Once you're on the employee's overview page, click **Benefit details** on the left side.



The screenshot shows the 'TINA TEST' employee overview page. The header includes the name 'TINA TEST' and the number '019-68-5888'. A left sidebar contains navigation links: 'Overview', 'Benefit details' (highlighted in blue), 'Benefit eligibility', 'Interactions', and 'Employee history'. Below these are 'EMPLOYEE REPORTS' with links to 'Employee Detail Report' and 'Employee Benefit Summary Report'. The main content area has tabs for 'Current Benefits' (active) and 'Previous'. A message says 'Click one of the tabs above to change the benefits view.' Below this is the section 'BCBSMA PLANS 2025-2026' with dates for 'Open Enrollment' and 'Benefit Period Start'. A table titled 'Medical' lists plan details.

Medical	
Plan	Blue Care Elect Saver \$2000 Deductible
Persons Covered	TINA TEST (Subscriber) Effective 08/01/2025
Coverage Level	Employee Only
Medicare	None
Additional Insurance	None

3. Click **Edit benefits** on the right.

TINA TEST

019-68-5888

Manage Employee

Overview

Benefit details

Benefit eligibility

Interactions

Employee history

EMPLOYEE REPORTS

Employee Detail Report

Employee Benefit Summary Report

Current Benefits

Previous

Click one of the tabs above to change the benefits view.

BCBSMA PLANS 2025-2026

Edit benefits

Open Enrollment: 07/02/2025 - 09/02/2025 | Benefit Period Start: 08/01/2025

Medical

Accepted

Plan

Blue Care Elect Saver \$2000 Deductible

Persons Covered

TINA TEST (Subscriber)  
Effective 08/01/2025

Coverage Level

Employee Only

Medicare

None

Additional Insurance

None

Attributes

Group Number: 006901365

4. Scroll down to **Persons Covered** and click **Edit** on the right side.

Enrollment Summary

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

Medical

Medical

Accepted

Cancel Benefits for All

Plan

Blue Care Elect Saver \$2000 Deductible

Edit

Persons Covered

Edit

Name	Relationship	Effective Date
TINA TEST (Late*)	Subscriber	08/01/2025
	Member ID: 9621617150000	
ROBERT TEST	Spouse	08/01/2025
	Member ID: 9621617150000	
JACKSON TEST	Child	08/01/2025

5. Click **Remove from coverage** next to the appropriate person and click **Next**.

### Persons Covered

Choose who you want to cover

Covered	Name	Relationship	Effective Date	
✓	TINA TEST	Subscriber	08/01/2025	
✓	ROBERT TEST	Spouse	08/01/2025	<a href="#">Remove from coverage</a>
✓	JACKSON TEST	Child	08/01/2025	<a href="#">Remove from coverage</a>

Add Dependent

Next

6. Enter the effective date for the removal of coverage and click **Next**.

### Persons Covered

Choose who you want to cover

Covered	Name	Relationship	Effective Date	End Date	
✓	TINA TEST	Subscriber	08/01/2025		
✗	ROBERT TEST	Spouse	08/01/2025	<input type="text" value="08/01/2025"/>	<div>Add to coverage</div>
✓	JACKSON TEST	Child	08/01/2025		<a href="#">Remove from coverage</a>

Add Dependent

Next

7. Verify the effective date. Click **Next** to proceed.

**Effective Date**

*The Effective Date is auto-populated based on the business logic configured on the Open Enrollment Date Rules. No action needed, unless a correction is necessary.*

Enter an effective date.

08/01/2025

Next

8. Verify the information you entered is correct on the summary screen and click **Save changes**.

CURRENT BENEFITS

BCBSMA PLANS 2025-2026

**Enrollment Summary**

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

**Medical**

Medical

Accepted

Cancel Benefits for All

Plan

Blue Care Elect Saver \$2000 Deductible

Edit

Persons Covered

Edit

Name	Relationship	Effective Date
TINA TEST (Late*)	Subscriber	08/01/2025
	Member ID: 9621617150000	
JACKSON TEST	Child	08/01/2025
	Member ID: 9621617150000	

\*This family member is considered a late enrollee because he/she was enrolled outside of an initial eligibility period.

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

Coverage Level

Employee and Child(ren)

?

Save changes

Save and go to benefits

Cancel

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# QUESTIONS?

For questions about the BluesEnroll platform including navigation, reporting, or general assistance, call **1-888-426-8811**, Monday through Friday, 8:30 a.m. to 4:30 p.m. ET, or email **[blue.enroll@bcbsma.com](mailto:blue.enroll@bcbsma.com)**.



MASSACHUSETTS

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