



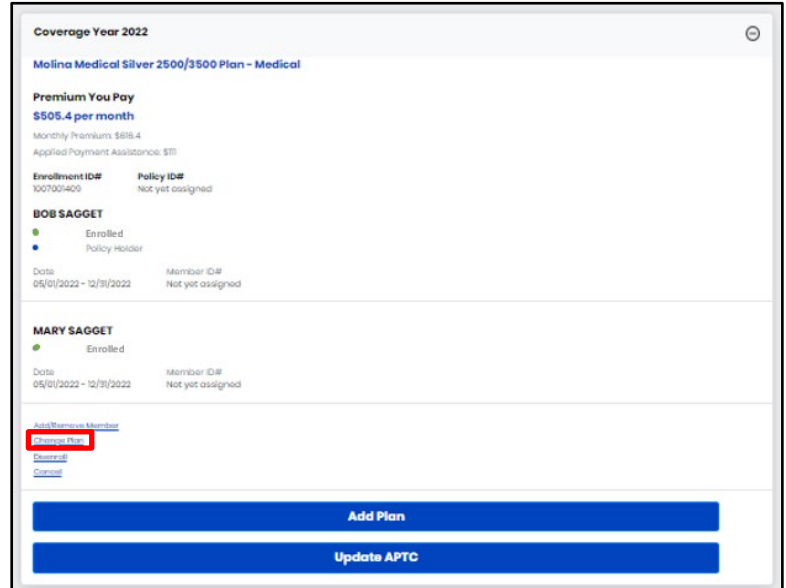
Updating Existing Enrollments in the Enrollment Management Module

Existing enrollments in health, dental, and/or vision insurance may be updated in the Enrollment Management Module during Open Enrollment or during a Special Enrollment Period (SEP). Residents, Agents, and kynectors may access the Enrollment Management Module on the **Resident Dashboard** through kynect benefits or Agent Portal. DCBS Caseworkers may access the Enrollment Management Module on the **Enrollment Module Home Page** screen.

Step 1: Click Change Plan

On the **Enrollment Manager** screen, the health coverage plans (Medical, Dental, Vision) that the Resident is enrolled displays. Click **Change Plan** in the coverage tile for the current enrollment.

Please Note: If the Resident would like to update more than one enrollment, they may need to change their enrollments at separate times as selecting **Change Plan** does not allow the Resident to change multiple enrollments at once.

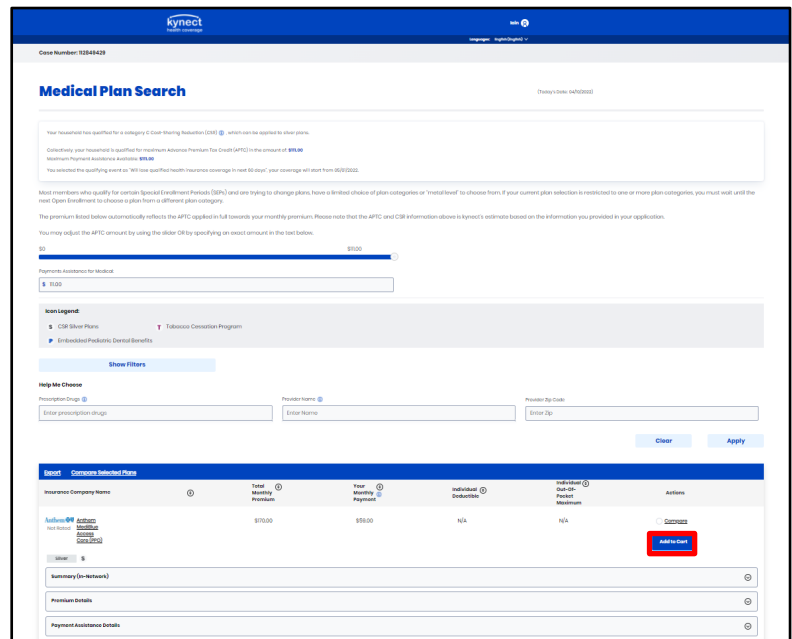


Step 2: Find a New Plan and Add to Cart

The **Medical Plan Search** screen displays the various plans available for the Resident to enroll in. The Resident may compare multiple plans, view benefits available for each plan, view the cost once Advance Premium Tax Credit (APTC) has been applied, search for providers included in the coverage area, and view various medications that are covered in the plan.

Once the Resident has determined which health coverage plan they would like to enroll in, select **Add to Cart**.

If the existing dental or vision insurance needs to be updated, navigate to the respective screens to update the enrollment.





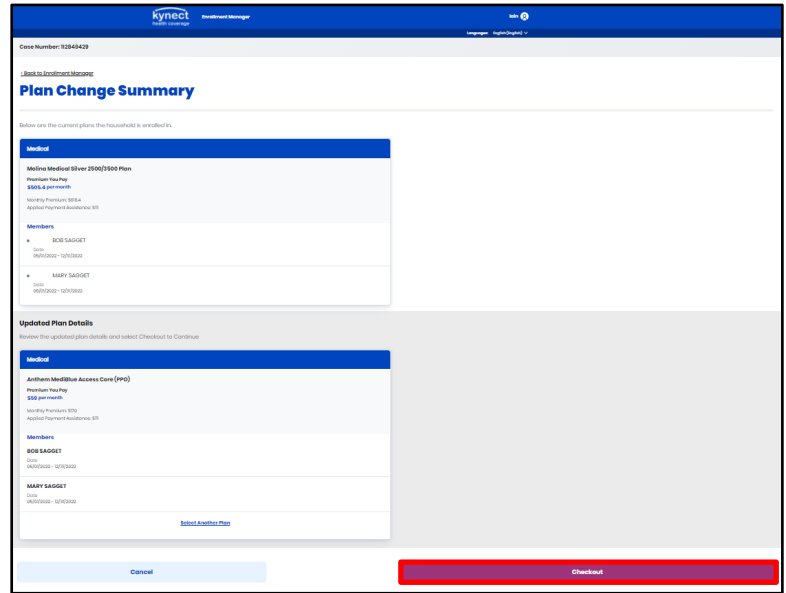
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Step 3: Review the New Plan and Checkout

On the **Plan Change Summary** screen, the plan the Resident is currently enrolled in, and the updated plan are visible.

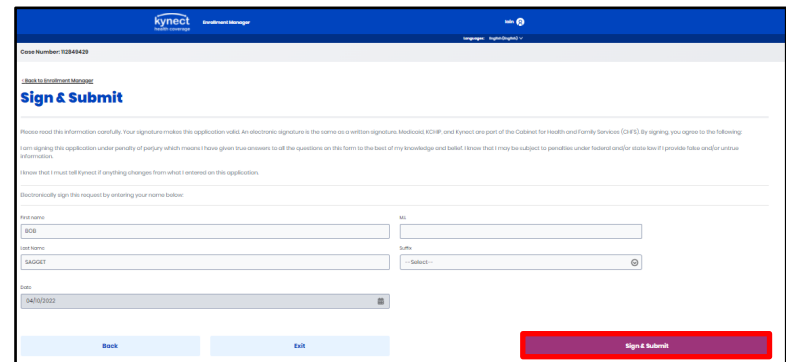
Review the updated plan on the **Plan Change Summary** screen. Verify that the new plan is the correct plan that the Resident would like to enroll in.

After confirming that the new plan is correct, click **Checkout** to confirm disenrollment from the current plan and enrollment in the new plan.



Step 4: Sign and Submit

On the **Sign & Submit** screen, enter the Resident's **First Name, Middle Initial, Last Name, and Suffix** if applicable. The **Date** automatically populates the current date. Click **Sign & Submit**.



Step 5: Review the Finalized Plan

The newly enrolled plan displays on the **Enrollment Manager** screen. During Open Enrollment, the amount of APTC may be updated from this screen for the plan, and the members on the plan may be updated.

Please Note: The newly enrolled plan displays as pending until the first premium payment is made by the Resident to the Issuer.

