
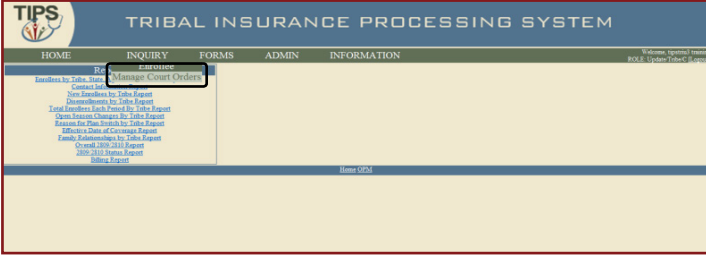




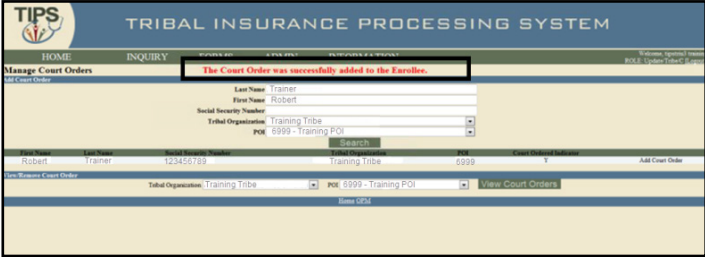
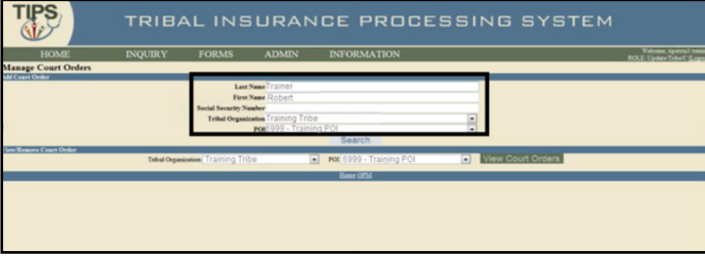
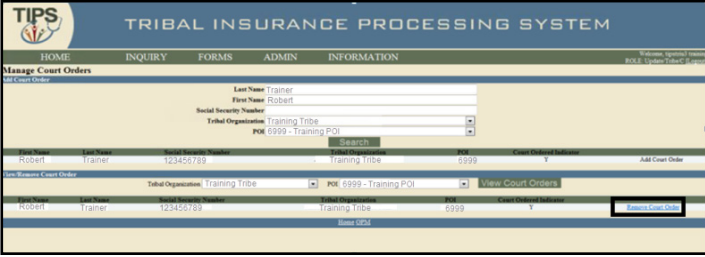
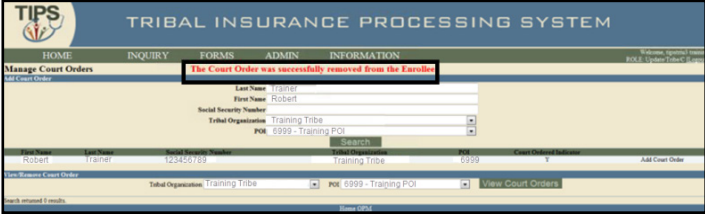


Tribal Employer Job Aid Court Ordered Indicator

Adding and Removing a Court Ordered Indicator

Tribal Benefit Officers can place a Court Ordered Indicator on any enrollment for which the Tribal Employer has been instructed to ensure continuous coverage of a dependent through a valid court order. This new indicator will be a safeguard to prevent a Tribal Employer from changing an enrollment from family coverage to self-only coverage before the court order has been lifted. The chart below outlines the step-by-step process for adding and removing a Court Ordered indicator.

Step	Action
1.	<p>Login to the TIPS web portal with username and password</p> 
2.	<p>Select the Manage Court Orders option on the Inquiry Tab</p> 
3.	<p>Input enrollee's information in all listed fields and click search</p> 
4.	<p>Click Add Court Order button</p> 

Step	Action
5.	<p>Receive confirmation that the Court Order was successfully added to the enrollee</p>  <p>The screenshot shows the TIPS (Tribal Insurance Processing System) interface. At the top, there are navigation tabs: HOME, INQUIRY, FORMS, ADMIN, and INFORMATION. Below the tabs, there's a search area with fields for Last Name (Trainer), First Name (Robert), Social Security Number, Tribal Organization (Training Tribe), and POC (6999 - Training POC). A search button is visible. Below the search area, there's a table with columns: POC, Last Name, First Name, Social Security Number, Tribal Organization, POC, and a checkbox. The table contains one row: 6999, Trainer, Robert, 123456789, Training Tribe, 6999, and a checked checkbox. Below the table, there are dropdown menus for Tribal Organization (Training Tribe) and POC (6999 - Training POC), and a 'View Court Orders' button.</p>
6.	<p>If the Court Order needs to be removed, search for the enrollee</p>  <p>The screenshot shows the TIPS interface with the search area highlighted. The search criteria are: Last Name: Trainer, First Name: Robert, Social Security Number, Tribal Organization: Training Tribe, and POC: 6999 - Training POC. The search button is visible.</p>
7.	<p>Select the Remove Court Order button</p>  <p>The screenshot shows the TIPS interface with the 'Remove Court Order' button highlighted in the table row. The table row is: 6999, Trainer, Robert, 123456789, Training Tribe, 6999, and a checked checkbox. The 'Remove Court Order' button is located to the right of the checkbox.</p>
8.	<p>Confirm the Court Order was removed successfully from the enrollee</p>  <p>The screenshot shows the TIPS interface with a confirmation message: 'The Court Order was successfully removed from the Enrollee.' The search area and table are visible, but the table is empty.</p>