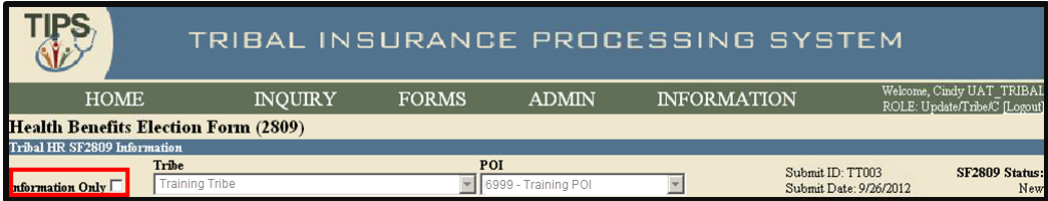
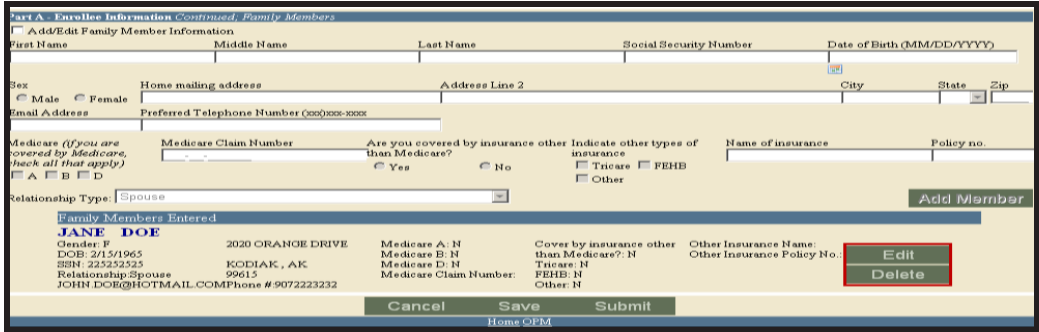




Tribal Employer Job Aid Information Only 2809

Adding, Editing, or Removing Dependents on Information Only 2809

The Information Only 2809 function will be used by Tribal Employers to **add, edit, or remove** a dependent by selecting the Information Only option on the 2809. The status of the enrollment will not change. When enrolling a dependent of an active enrollee, the user will receive an error message stating that the Social Security Number of the enrollee has been found on the dependent record of an active enrollee. To continue the enrollment, an Information Only 2809 must be processed on the active enrollee to remove the dependent, prior to the completion of the 2809 enrollment of the dependent.

Step	Action
1	Login to the TIPS web portal with username and password
2	Select the Enrollee option on the Inquiry Tab. Input enrollee's information in all listed fields and click search
3	In the Inquiry results displayed, click the Create 2809 button for the enrollee. The 2809 form is displayed.
4	<p>Check the Information Only checkbox.</p> 
5	<p>Click the Add Member, Edit, or Delete button to edit or delete the Dependent information in the Family member section. Make the desired changes</p> 
6	Select the Submit button