TIPS will allow Tribal Employers to use the Delete Function for non-processed and non-billed records. Forms eligible for deletion include:

- Health Benefits Election Form (SF 2809)
- Notice of Change in Health Benefits Enrollment (SF 2810)

The Delete button will be located at the bottom of any form eligible for deletion. Once deleted, it CANNOT be restored; it can be viewed under the “Deleted 2809/2810” option.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login to the TIPS web portal with username and password</td>
</tr>
<tr>
<td>2.</td>
<td>Search for the enrollee’s 2809/2810 to delete under the Inquiry Tab</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the View 2809/2810 button</td>
</tr>
<tr>
<td>4.</td>
<td>Click on the Mark for Deletion button</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Click</strong> the Deleted 2809s/2810s under the Inquiry Tab to view deleted list</td>
</tr>
</tbody>
</table>

![Deleted 2809s/2810s under Inquiry Tab](image1)

| 6.   | **Verify** confirmation of deletion by checking list for enrollee name |

![Deleted Forms List](image2)