Terminating Insurance for a person

1. From the left side menu bar, choose "Insurance"

	L Welcome!							
🛕 Alerts & Messages 🛛 🗸 🗸	+ Home ★ ← →							
Messages	Record displayed.							
Employer Reporting V	Home							
Employer Report Summary	Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information.							
Demographic Header	Here is a brief description of the various activities that you can do:							
Demographic Detail								
Enrollment Header								
Enrollment Detail	Alerts and Messages (0) unread	Upload File						
Payroll Header	Click here to navigate to the message board screen to view messages	Click here to navigate to the upload file screen						
Payroll Detail								
Upload File								
Processed Files	view more \ominus	view more 🔿						
Processed Records								
457 SDA File	<u>.</u>							
Covered Payroll Reporting by Fiscal Year	Enroll New Employee	Employee Data						
Covered Payroll Reporting by Pay Date								
🚯 Financial Information 🗸 🗸	Circk here to havigate to the enforment tookup screen	Click here to havigate to the enrollment lookup screen Click here to havigate to the person lookup screen						
Invoice Receivable								
Credit Memo	view more	view more						
Service Credit Purchase								
Adjustment Summary								
Payment								
 Organization Information 	Payments							
Messages	Click here to navigate to the payment lookup screen							
Organization								
Limitation Maintenance	view more \ominus							

2. On the Insurance Maintenance screen search for the person that insurance needs to be terminated for. Once, you have found them, click on their Retiree Insurance ID.

+ Insurance Maintenance * X + ->									
[All changes successfully saved.] Refresh									
Retiree Insurance Criteria									
Person ID : Insurance Organization : V Plan ID : V Status : V Search Refiree Insurance Results									
New Open Export To Excel									
Retiree Insurance ID Person ID Person Name	Insurance Organization ID Insurance Organization	Name Plan ID	Effective Date End Date	Current Rate	Future Rate	Status			
. 23709	8306	005130	08/19/2020	\$828.00	\$0.00	Active			

3. On the Retiree Insurance Maintenance screen, in the End Date box, enter the date you would like to have the insurance terminated and click save. (Note: If the date is entered as a date after the 16th of the month in which you are making the change, the termination will not be effective until the following month). The status will not change to Inactive until the batch runs.

Retiree Insurance Maintenance						
Save Refresh						
Organization Information						
Organization ID :	Organization Name :					
Insurance Details						
* Person ID :		Person Name:				
* Insurance Organization :	· _ ·	Insurance Organization ID :				
* Plan ID :	5130/828.00	Plan Description :				
		* Current Rate :	\$828.00			
* Effective Date :	08/19/2020	End Date :	12/02/2021			
Status :	Active	Retiree Insurance ID :	23709			