

Benefit Manager Toolkit® Quick Guide

How to add a member

1. Click on **Manage Eligibility**.
2. Click on **Add Member** tab.
3. Select the desired Group ID or Group Name and press **Search**.
4. Once you search by a Group ID or Name, matching Groups will appear below. Select the desired Group for the new member.
5. After a Group is selected, the applicable Subgroups will appear.
6. Select the Subgroup to add the new member.
7. After a Group and Subgroup are selected, you will then need to enter a member ID for the new member.
8. Enter all required information, and click **Save Changes**.
9. When the process is complete, the user will be brought to the newly created **Member's Profile** page.

