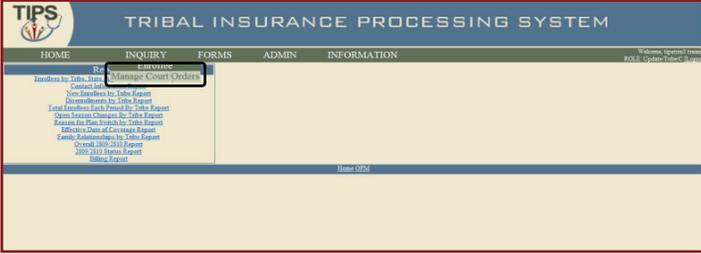


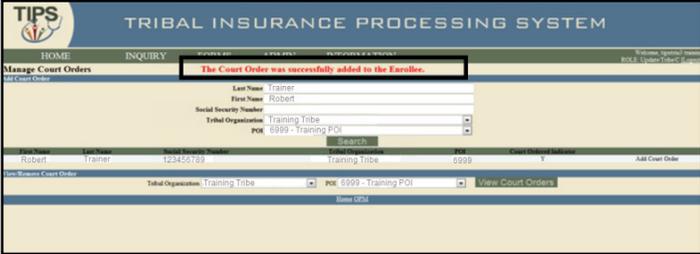
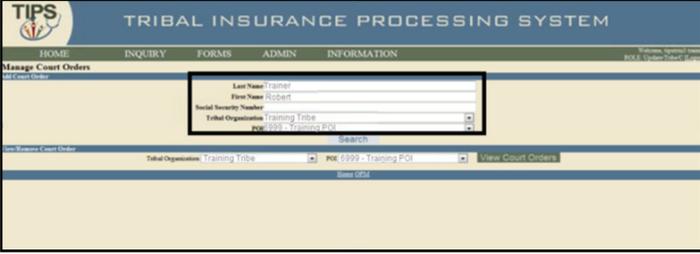


Tribal Employer Job Aid Court Ordered Indicator

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 or self plus one 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 fields are: 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>
7.	<p>Select the Remove Court Order button</p>  <p>The screenshot shows the TIPS interface with the 'Remove Court Order' button highlighted. The search area and table are the same as in the previous screenshots. The 'Remove Court Order' button is located at the bottom right of the table row.</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 the same as in the previous screenshots. The 'Remove Court Order' button is no longer visible.</p>