



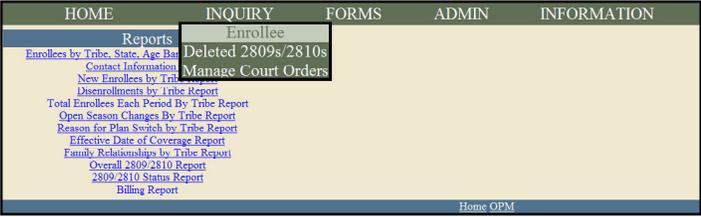
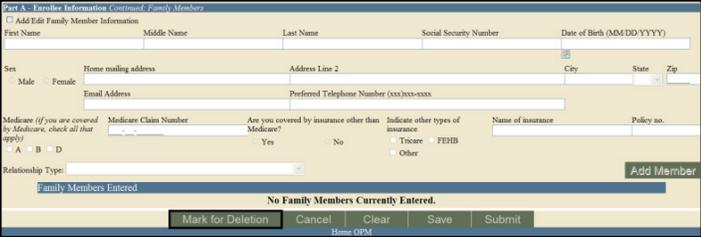
TIPS Delete Function Job Aid

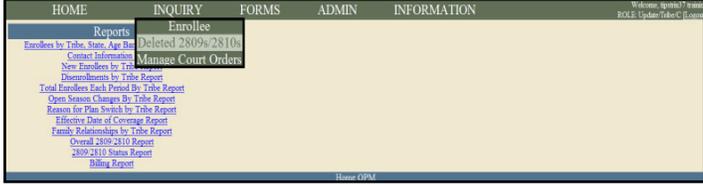
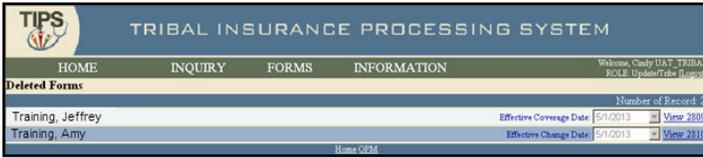
Deleting a Non Processed SF 2809

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.

Step	Action
1.	<p>Login to the TIPS web portal with username and password</p> 
2.	<p>Search for the enrollee’s 2809/2810 to delete under the Inquiry Tab</p> 
3.	<p>Click on the View 2809/2810 button</p> 
4.	<p>Click on the Mark for Deletion button</p> 

Step	Action									
5.	<p>Click the Deleted 2809s/2810s under the Inquiry Tab to view deleted list</p>  <p>The screenshot shows the TIPS system interface with the 'INQUIRY' tab selected. Under the 'Reports' section, the link 'Deleted 2809s/2810s' is highlighted in a yellow box. Other visible links include 'Enrollees by Tribe, State, Age Band', 'Custom Information', 'New Enrollees by Tribe', 'Disenrollments by Tribe Report', 'Total Enrollees Each Period By Tribe Report', 'Open Season Changes By Tribe Report', 'Reason for Plan Switch by Tribe Report', 'Effective Date of Coverage Report', 'Family Relationships by Tribe Report', 'Overall 2809-2810 Report', '2809-2810 Status Report', and 'Billing Report'.</p>									
6.	<p>Verify confirmation of deletion by checking list for enrollee name</p>  <p>The screenshot shows the 'Deleted Forms' section of the TIPS system. It displays a table with two rows of data:</p> <table border="1"> <thead> <tr> <th data-bbox="532 758 1019 779">Name</th> <th data-bbox="1019 758 1235 779">Effective Coverage Date</th> <th data-bbox="1235 758 1235 779">Number of Records</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 779 1019 800">Training, Jeffrey</td> <td data-bbox="1019 779 1166 800">5/1/2013</td> <td data-bbox="1166 779 1235 800">View 2809</td> </tr> <tr> <td data-bbox="532 800 1019 821">Training, Amy</td> <td data-bbox="1019 800 1166 821">5/1/2013</td> <td data-bbox="1166 800 1235 821">View 2810</td> </tr> </tbody> </table> <p>Each row includes a 'View' button and a 'Home' link at the bottom of the page.</p>	Name	Effective Coverage Date	Number of Records	Training, Jeffrey	5/1/2013	View 2809	Training, Amy	5/1/2013	View 2810
Name	Effective Coverage Date	Number of Records								
Training, Jeffrey	5/1/2013	View 2809								
Training, Amy	5/1/2013	View 2810								