

How To Add, Edit, and Delete a subsidy

When a member is not responsible for paying full premiums, a subsidy schedule will be utilized. Subsidies can be entered as a flat rate or a percentage. Instructions on adding, editing, and deleting a subsidy schedules are below:

ADDING A SUBSIDY

Step 1: From the members profile, select **SUBSIDIES** from the menu tab on the left.

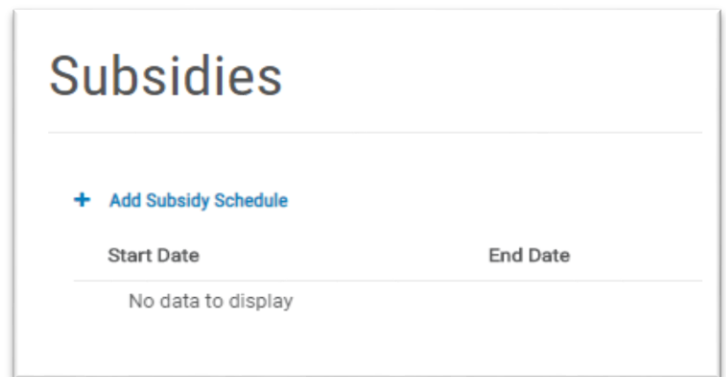
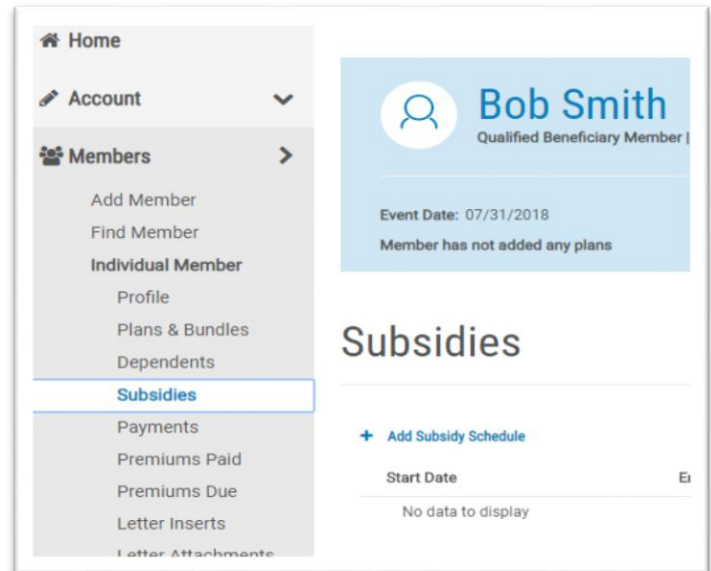
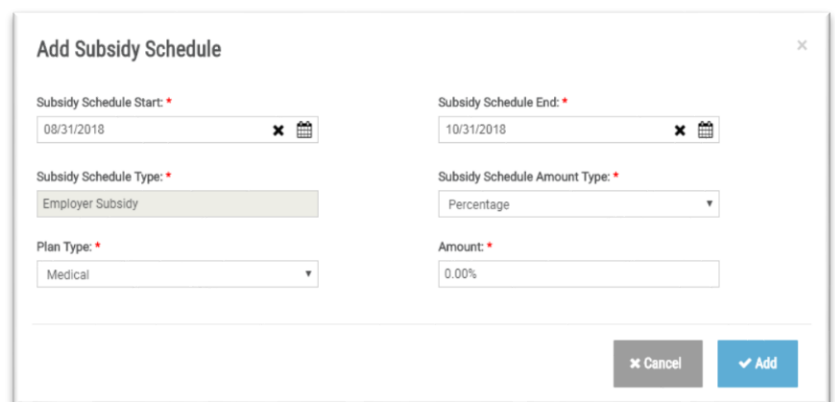
Step 2: On the Subsidies page, click **ADD SUBSIDY SCHEDULE**.

Step 3: Create the subsidy schedule by entering the **SUBSIDY SCHEDULE START** date. If benefit starts mid-month, the system will prorate the premiums due. Enter the **SUBSIDY SCHEDULE END** date. If the subsidy ends 7/31 and full premiums start 8/1, you would put an end date of 7/31. The **SUBSIDY SCHEDULE TYPE** will always be **Employer Subsidy**. The **SUBSIDY SCHEDULE AMOUNT TYPE** will be either **FLAT** or **PERCENTAGE** depending on the subsidy for the employee.

Select the **PLAN TYPE** for the plan you are

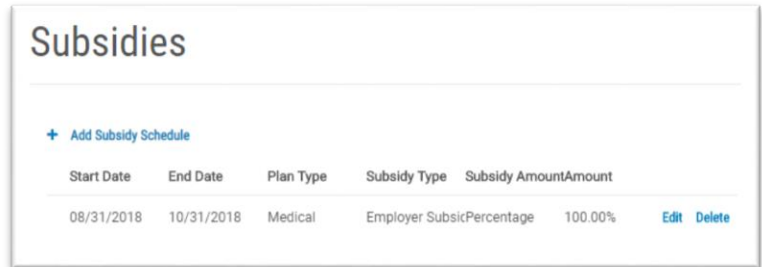
adding a subsidy for. Finally, in the **AMOUNT**

field enter the **flat rate** or the **percentage** that is being covered by your company. Once all fields are completed, click **ADD** to save the subsidy schedule.

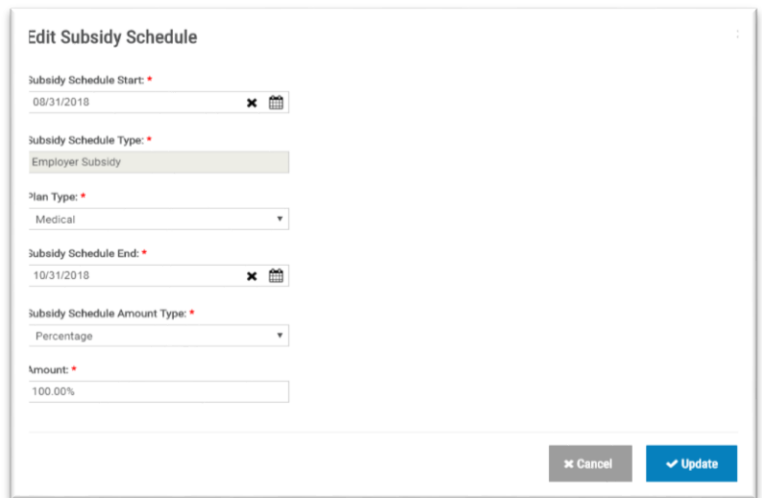
EDITING A SUBSIDY

Step 1: From the **SUBSIDIES** tab of the member's record, select the **EDIT** link associated with the existing subsidy to be edited



Subsidies					
+ Add Subsidy Schedule					
Start Date	End Date	Plan Type	Subsidy Type	Subsidy Amount	Amount
08/31/2018	10/31/2018	Medical	Employer Subsidy	Percentage	100.00%
					Edit Delete

Step 2: In the **SUBSIDY SCHEDULE** section, the subsidy start date should remain the first of the month for the system to calculate correctly. You can adjust the **SUBSIDY SCHEDULE END** date, the **SUBSIDY SCHEDULE AMOUNT TYPE**, the **AMOUNT**, and the **PLAN TYPE**. Once all updates have been made click **UPDATE** to save the **SUBSIDY SCHEDULE**.



Edit Subsidy Schedule

Subsidy Schedule Start: *
 08/31/2018 [X] [Calendar Icon]

Subsidy Schedule Type: *
 Employer Subsidy

Plan Type: *
 Medical

Subsidy Schedule End: *
 10/31/2018 [X] [Calendar Icon]

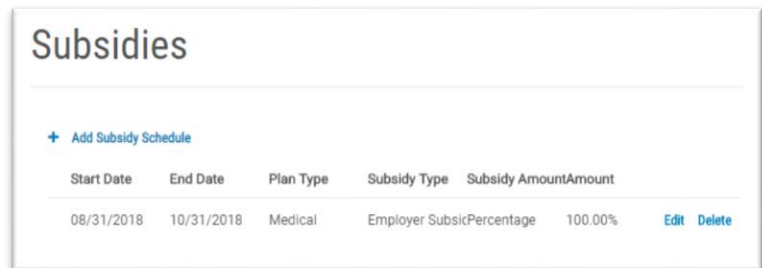
Subsidy Schedule Amount Type: *
 Percentage

Amount: *
 100.00%

[X] Cancel [Update]

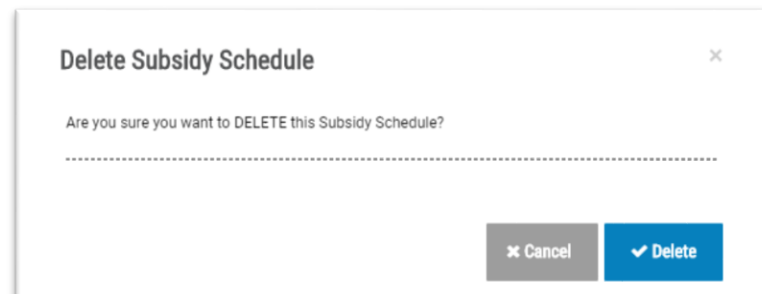
DELETING A SUBSIDY

Step 1: From the **SUBSIDIES** tab of the member's record, select the **DELETE** link associated with the existing subsidy to be removed



Subsidies					
+ Add Subsidy Schedule					
Start Date	End Date	Plan Type	Subsidy Type	Subsidy Amount	Amount
08/31/2018	10/31/2018	Medical	Employer Subsidy	Percentage	100.00%
					Edit Delete

Step 2: Choose **DELETE** in the **SUBSIDY SCHEDULE DELETE CONFIRMATION** window to remove the selected subsidy.



Delete Subsidy Schedule [X]

Are you sure you want to DELETE this Subsidy Schedule?

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[X] Cancel [Delete]