

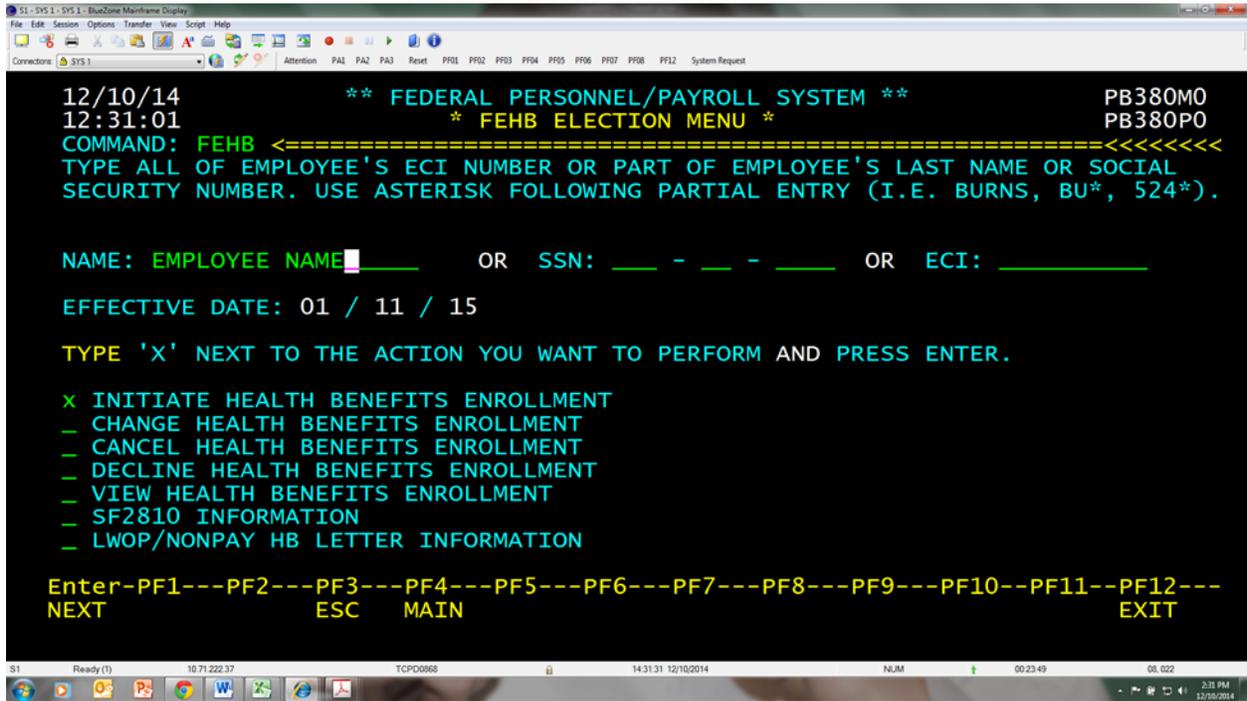
INITIAL ENROLLMENT

USE COMMAND FEHB

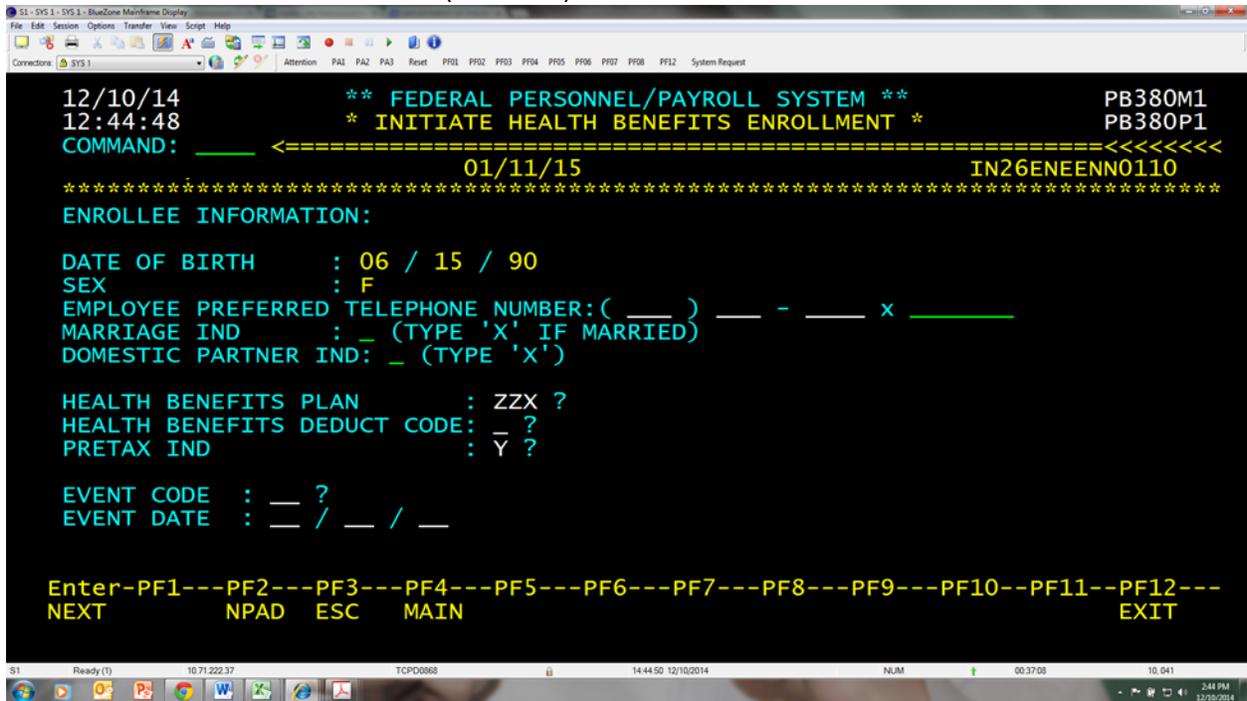
ENTER EMPLOYEE'S LAST NAME OR SSN

ENTER EFFECTIVE DATE

"X" INITIATE HEALTH BENEFITS ENROLLMENT

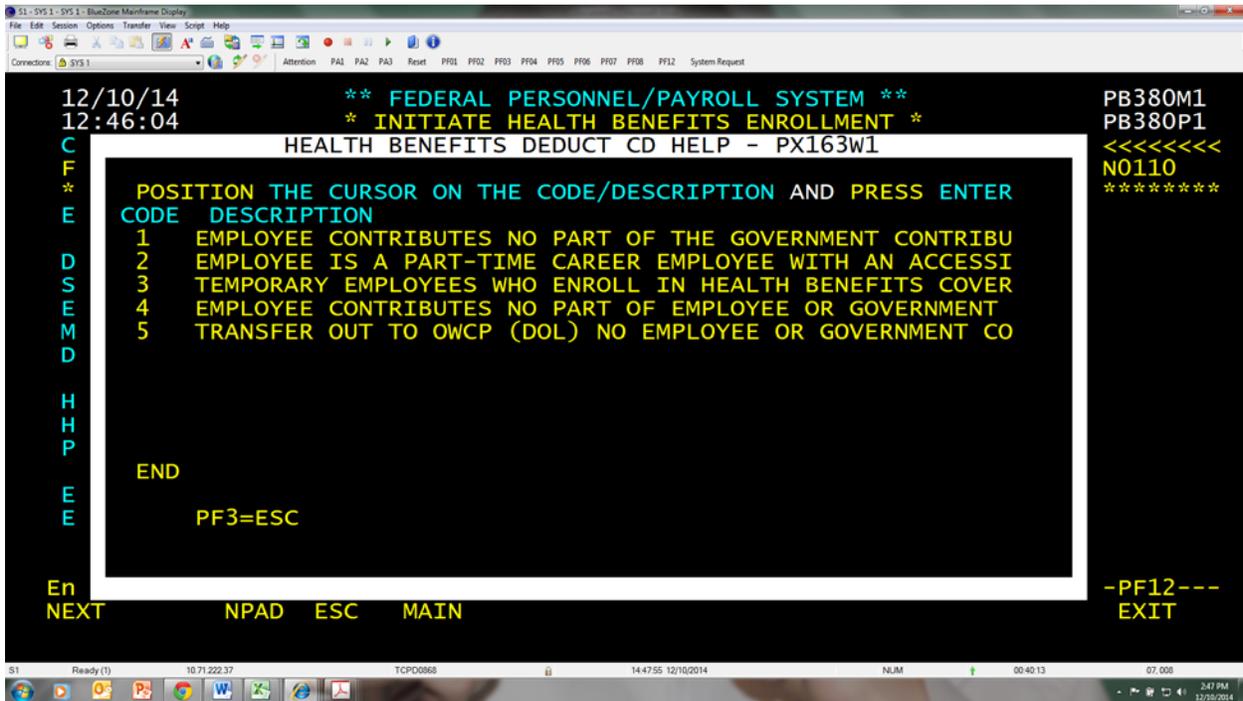
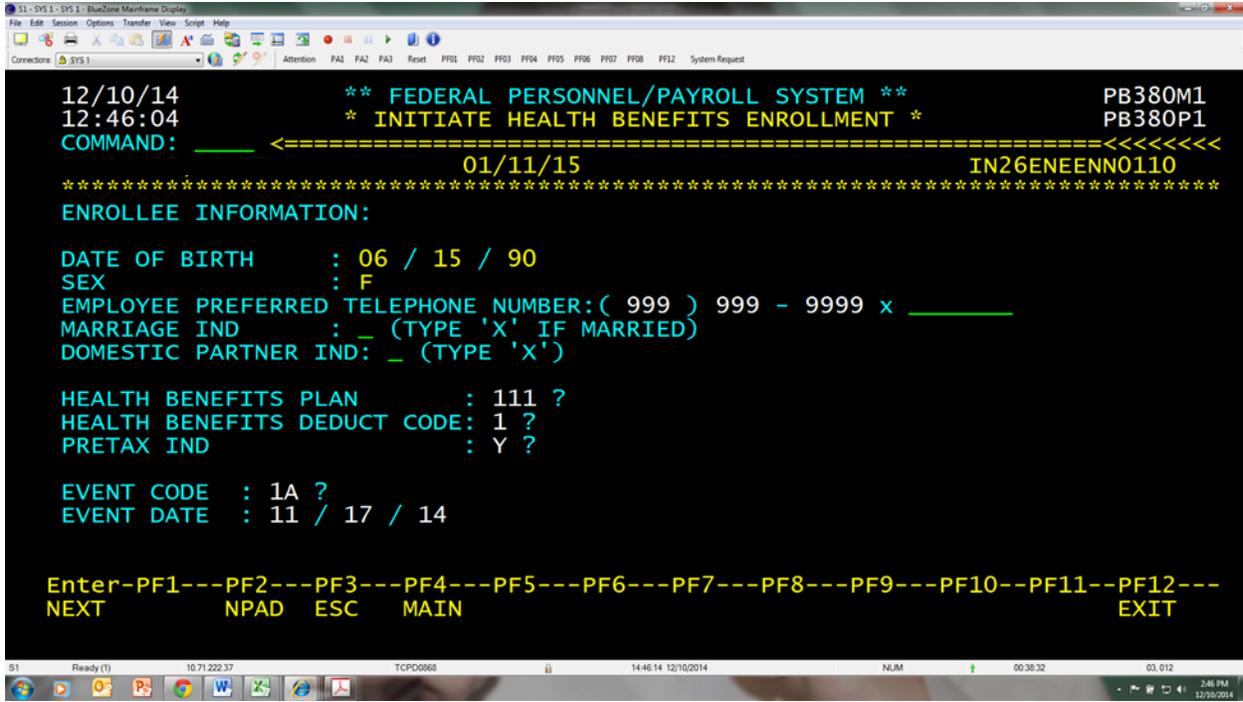


HEALTH BENEFITS PLAN WILL REFLECT "ZZX" (PENDING)

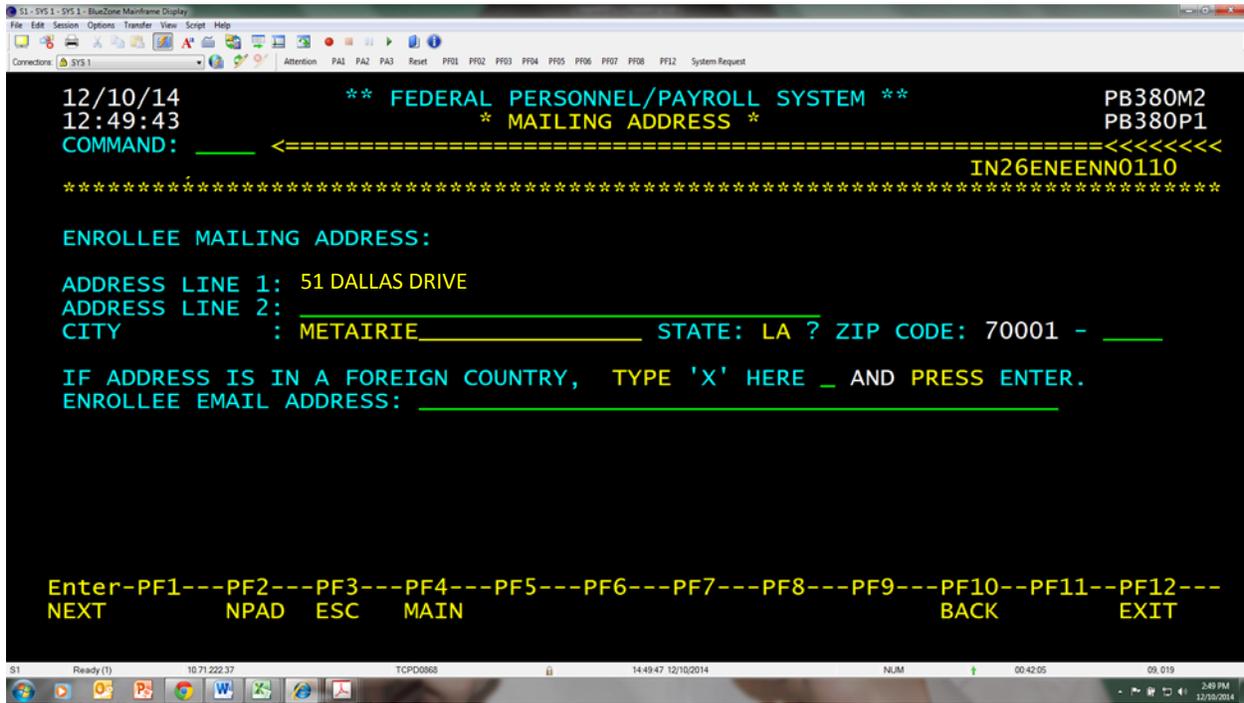


ENTER IN THE INFORMATION ON THE SF2809 HEALTH BENEFITS ELECTION FORM INTO THIS SCREEN.

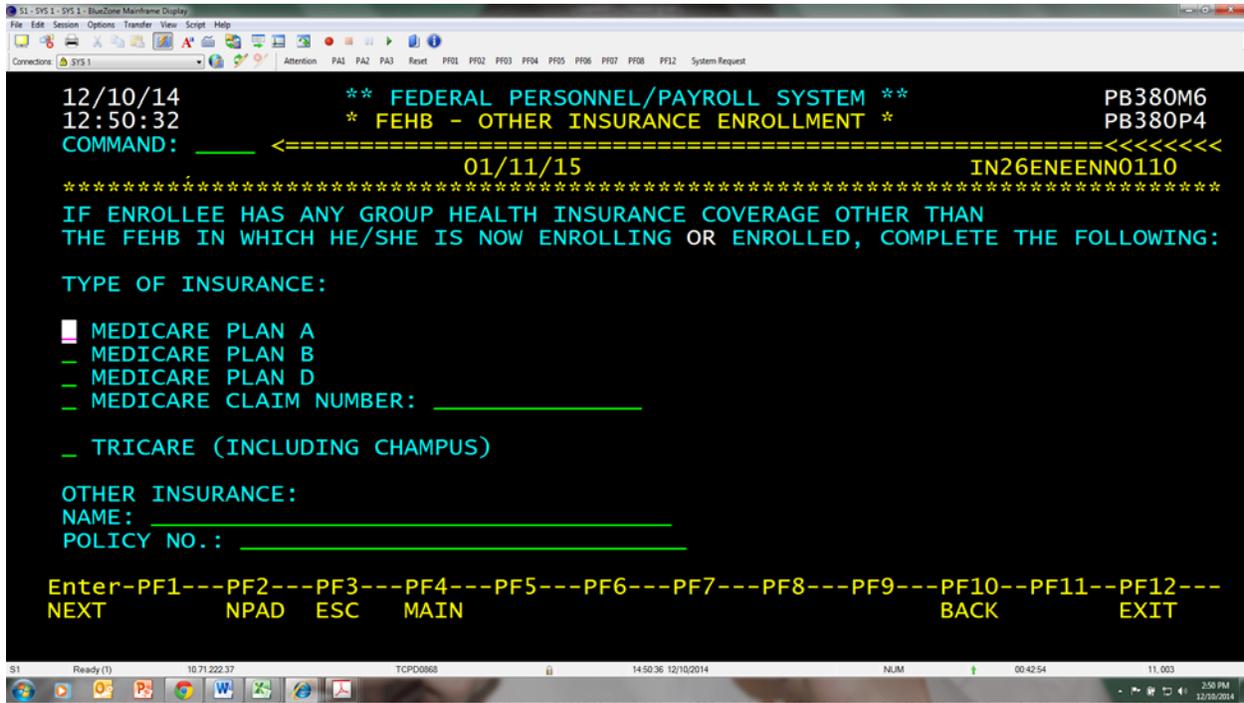
- CHANGE HEALTH BENEFIT PLAN TO PLAN THE EMPLOYEE ELECTED ON SF2809
- HEALTH BENEFITS DEDUCT CODE IS A "1" FOR EMPLOYEE CONTRIBUTES NO PART OF THE GOVERNMENT CONTRIBUTION
- ENTER EVENT CODE "1A" FOR INITIAL ENROLLMENT
- ENTER EVENT DATE



ENTER / UPDATE EMPLOYEE'S MAILING ADDRESS FOR FEHB CARDS

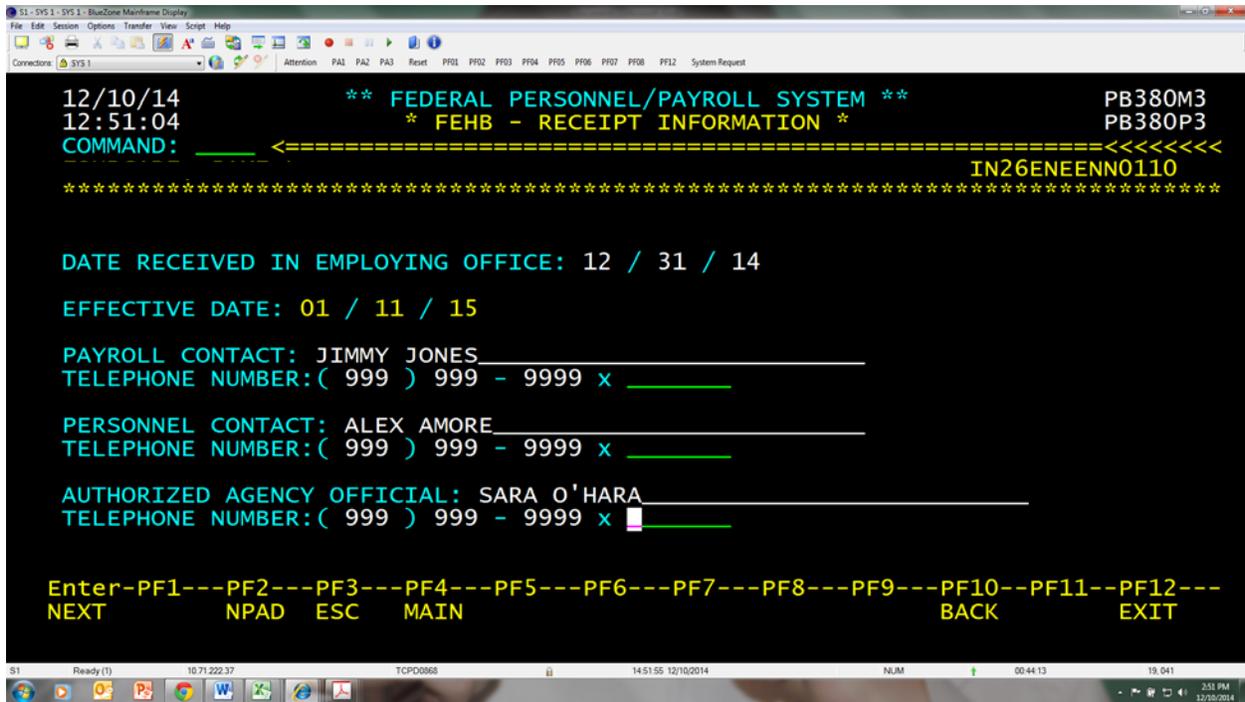


ENTER OTHER INSURANCE INFORMATION, IF PROVIDED ON THE SF2809

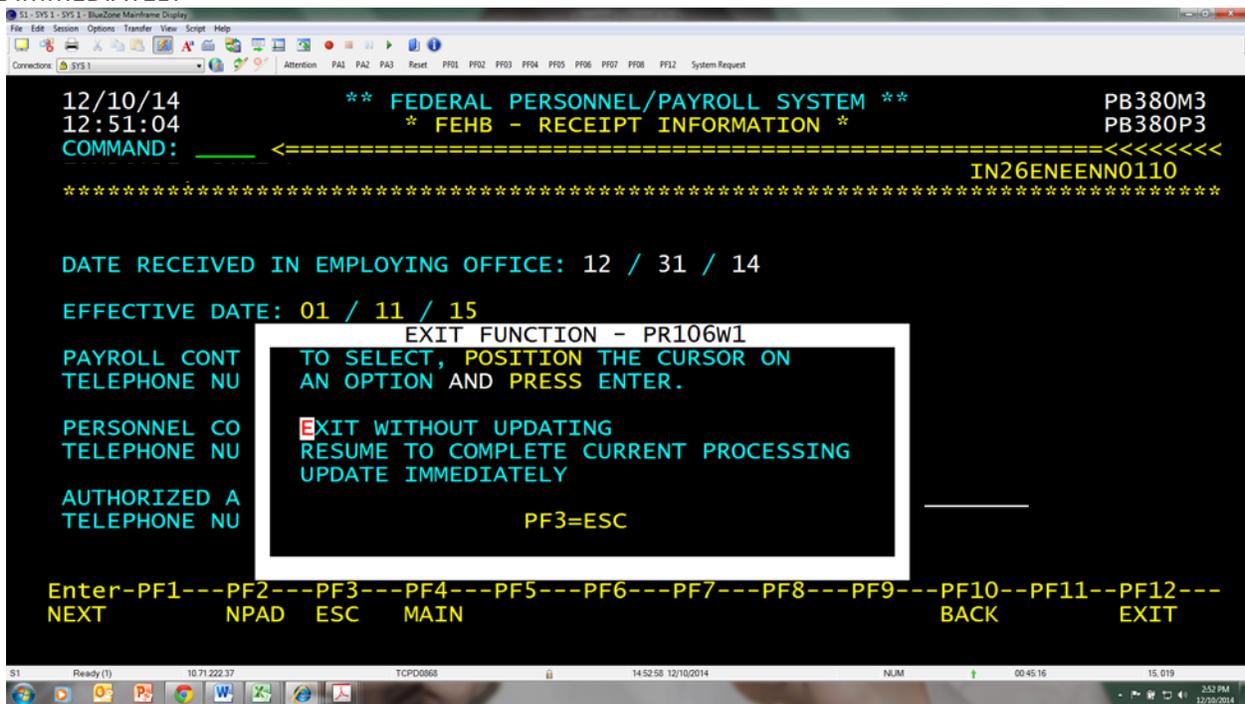


ENTER THE DATE HR REC'D SF2809

ENTER POC INFORMATION

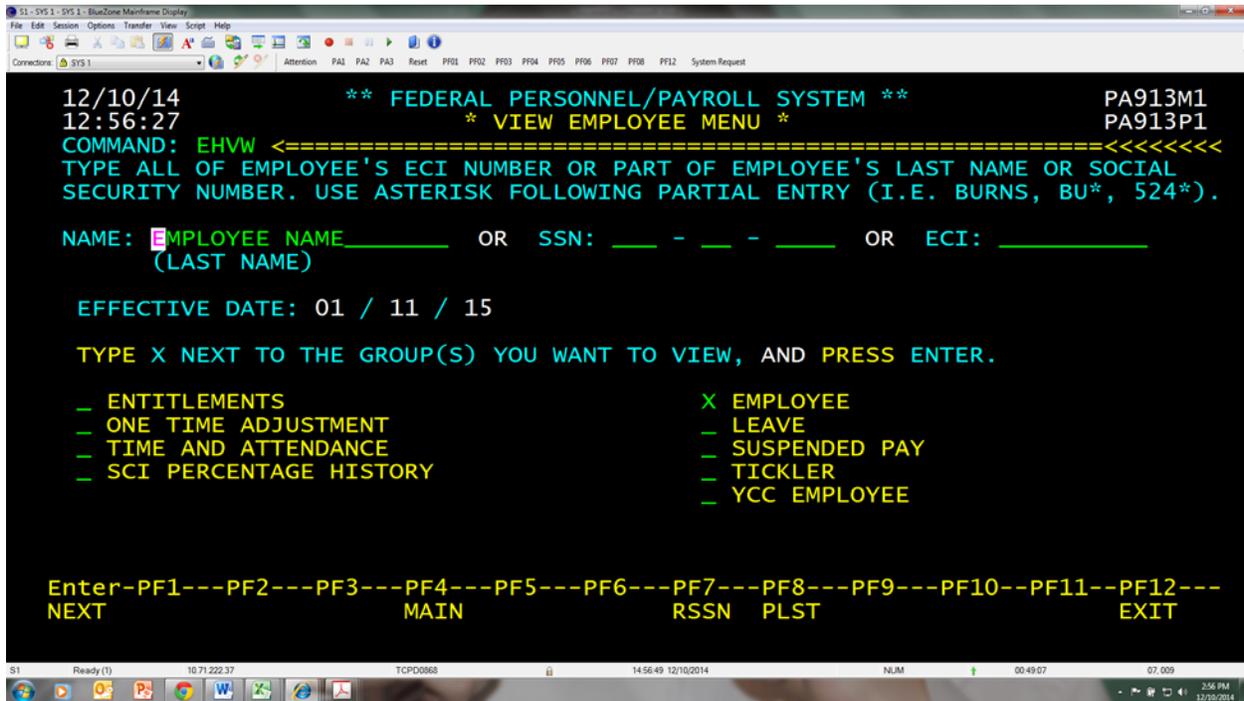


UPDATE IMMEDIATELY



THIS WILL UPDATE IN FPPS AND REFLECT IN EHW ON THE EFFECTIVE DATE AND THEREAFTER.

TO DOUBLE CHECK YOUR PROCESSING, USE COMMAND EHVW.
 ENTER EMPLOYEE'S NAME OR SSN
 ENTER THE EFFECTIVE DATE THE FEHB IS TO BE EFFECTIVE
 "X" EMPLOYEE



"X" EMPLOYEE PERSONNEL INFORMATION

