How to Reinstate a Member

1. To Reinstate a Member, begin by navigating to the Member tab within the Member Eligibility section and searching for the desired Member.

2. Search for a Member from the returned list to continue.

3. Click on the inactive enrollment you wish to Reinstate.

4. Select Reinstate in the Member Details section and begin the popup workflow.

1. Select the member(s) you wish to Reinstate.

2. Applicable attributes will populate and allow you to Reinstate any attributes previously associated with the Member.

3. The Eligibility Effective Date reflects the most recent Termination date.

Reinstate Member(s)   ✕

1. Selection > 2. Attributes > **3. Status**

Adjust fields to reflect criteria for reinstate

Eligibility Status

Active

Eligibility Status Reason

Reinstatement   ▾

Eligibility Effective Date

01/05/2022   📅

Received Date

01/05/2022

BACK   **REINSTATE**

ℹ️   A success notice with all applicable details will appear once the Member has been Reinstated.

Reinstate Member(s)   ✕

Eligibility Status: **Active**   Eligibility Status Reason: **Reinstatement**

Eligibility Effective Date: **01/05/2022**   Override Paid Claims: **No**

Override Retro Eligibility Limits: **No**   Override Eligibility Age Limits: **No**

Name	Member Type	Details
Shelly Rain	Spouse	Success

Changes are effective immediately. To terminate member, select terminate in member details.

CLOSE