

MyCCSB Portal: How to Terminate Coverage for an Employee and/or their Dependent(s)

Step 1:

Login to your account at MyCCSB.com and click the Eligibility Maintenance button on the Dashboard or select Eligibility in the toolbar, which will direct you to the same location.

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Reference Plan: Blue Shield Silver 70 PPO 2250/50 + Child	Previous Amount Due: Previous Payment:	3,948.38 -3,948.38	Eligibility N	laintenance	
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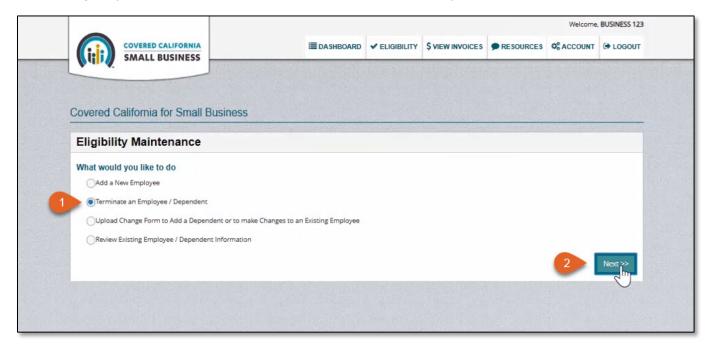
1 Covered California for Small Business Phone: 877-453-9198 Monday - Friday 8:00 a.m. – 5:00 p.m. | E-mail: <u>smallbusiness@covered.ca.gov</u>

All names and personal information contained in this document are fictitious. No identification with actual persons (living or deceased) is intended or should be inferred.



Step 2:

On the Eligibility Maintenance screen, select Terminate an Employee / Dependent and click Next.



Step 3:

You will be redirected to the first of three Termination screens. Select the **Employee and/or Dependent** you would like to terminate and click **Next**.

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Step 4:

On the second Termination screen, you will **select or deselect an Employee and/or Dependent(s)** by clicking the check mark box under the "select" column to the right. A check mark should only be selected for those Employee and/or Dependent(s) that need their coverage terminated. Please note that if you terminate an Employee, you also terminate all their dependents in that action.

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🗲 Mar 🔻 2020 🔻 🖈	3 assistance.						

Enter the **Date of Qualifying Life Event** using the calendar drop down and the **Termination Date**, which will auto adjust to the upcoming coming month. Select the **Termination Reason** dropdown menu and choose the reason that applies to the Employee and/or Dependents. Termination lists include:

Employee:

- Death of Participant
- Decline Coverage
- Employment Termination
- Gross Misconduct

Spouse:

- Deceased Dependent
- Decline of Coverage
- Divorce
- Loss of Dependent Status
- Loss of Domestic Partner Status

- Reduction in Hours
- Retirement Medicare Eligible
- Retirement Not Medicare Eligible

<u>Dependent</u>

- Deceased Dependent
- Decline Coverage
- Loss of Dependent Status

Click Next after you have chosen the Termination Reason

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Step 5:

On the third screen, review your termination selection. If you need to make a correction or amendment, click the "Prev" button to return to the previous screen. If the information is correct and you want to proceed, click **Submit Termination** to complete the termination request.

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Step 6:

After submitting the termination, you will be redirected to the Eligibility Maintenance screen where a green box with a confirmation message will notify you that your request was successfully submitted. Please note it can take 1 to 2 business days for these changes to appear in the portal.

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Terminat	te an Employee / Dependent							
	hange Form to Add a Depende	ent or to make Changes to	an Existing Employee					
OReview E	xisting Employee / Dependent	Information						
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							2	Next >>

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