Adding Members | New Hires New Hires should be added within the first 90 days of coverage.

Select ADD Member from the home page or the menu bar



masonsilva@masonmasonry.com 👻

Welcome Mason's Masonry

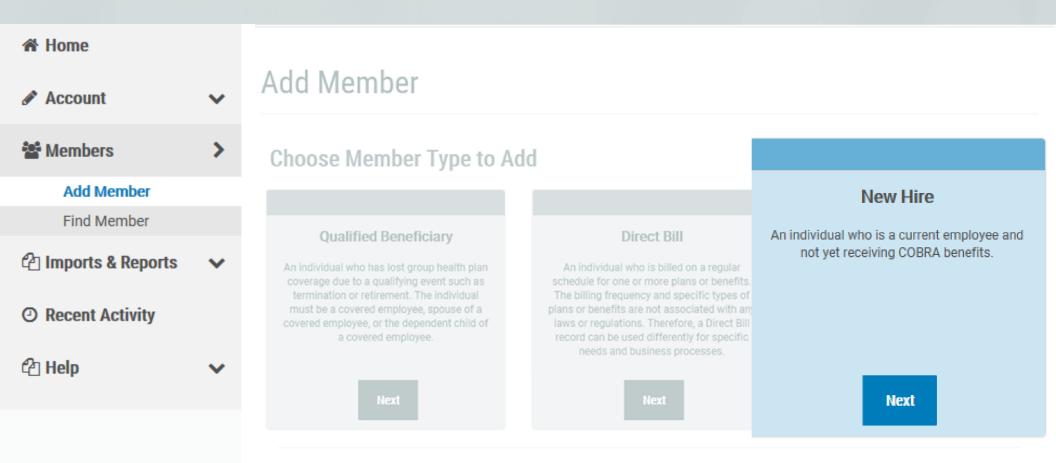
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② Recent Activity		SSN Individual ID	
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		ALL V	

Adding Members | New Hires Choose Next under New Hire



masonsilva@masonmasonry.com 👻

Welcome Mason's Masonry



Adding Members | New Hires



- Fields with a red asterisk are required*
- Enter demographics
- Check Use '& Family' addressing for mailings if there are dependents.
- The Hire Date is optional, but encouraged. Keep in mind that if someone comes off of your benefits, but later rejoins, they would need another General Rights Notice when they rejoin the plan (most often occurs with a re-hire).
- Select Add Member to complete the entry.

Notice will be automatically generated and mailed the next business day.

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Add Member		
Find Member		
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Enter Profile Information Step 1 of 1

	Employer Name: Mason's Masonry		Division: *		
			Mason's Masonry	~	
•	Salutation	Pł	none		
	Choose	6	ххх) ххх-хххх		
	First Name *	Ph	none 2		
*	Carmela	6	хох) хох-хоох		
	Middle Initial	En	nail		
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	999-88-7777				
	Individual Identifier	Ci	ty *		
		C	akwood		
	Gender *	St	ate *		
	Female	N	٨D		
	Hire Date	Zij	p *		
	06/01/2018 🗙 🛗	9	9922		
	☐ Has waived all coverage ☑ Send General Rights letter when finished	Co	buntry		
			Use '& Family' Addressing for mail	-	

Add Member