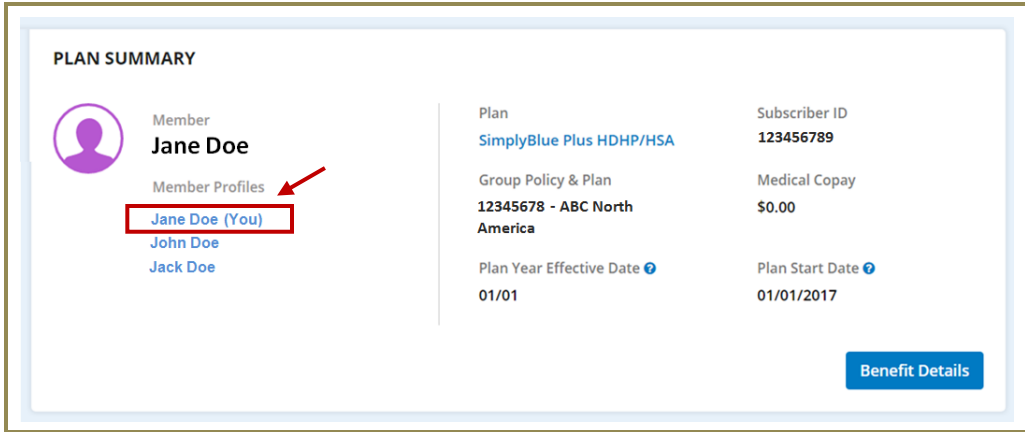


# Updating Your Social Security Numbers

Once you have logged in...

**Step 1:** Select a Member to update their Social Security Number



**PLAN SUMMARY**

Member **Jane Doe**

Member Profiles

- Jane Doe (You)
- John Doe
- Jack Doe

Plan: SimplyBlue Plus HDHP/HSA

Subscriber ID: 123456789

Group Policy & Plan: 12345678 - ABC North America

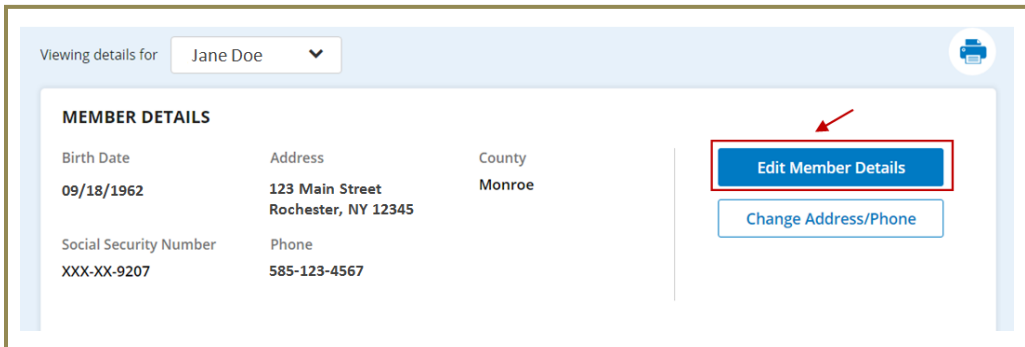
Medical Copay: \$0.00

Plan Year Effective Date: 01/01

Plan Start Date: 01/01/2017

[Benefit Details](#)

**Step 2:** Click the 'Edit Member Details' button



Viewing details for Jane Doe

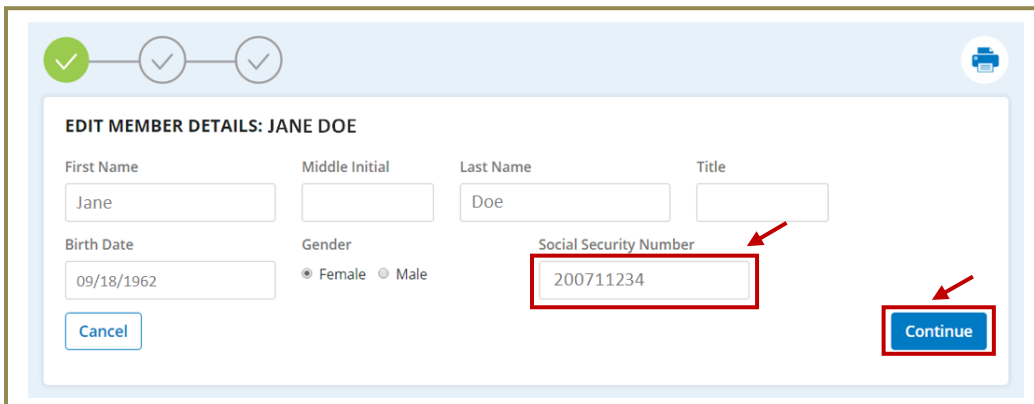
**MEMBER DETAILS**

Birth Date	Address	County
09/18/1962	123 Main Street Rochester, NY 12345	Monroe
Social Security Number	Phone	
XXX-XX-9207	585-123-4567	

[Edit Member Details](#)

[Change Address/Phone](#)

**Step 3:** Edit SSN and click the 'Continue' button



**EDIT MEMBER DETAILS: JANE DOE**

First Name: Jane

Middle Initial:

Last Name: Doe

Title:

Birth Date: 09/18/1962

Gender:  Female  Male

Social Security Number: 200711234

[Cancel](#)

[Continue](#)

**Step 4:** Confirm the Social Security Number entered is correct and click the 'Submit' button

The screenshot shows a summary page for Jane Doe. At the top, there are three progress indicators: the first two are green with checkmarks, and the third is a grey circle with a checkmark. Below this is a 'SUMMARY: JANE DOE' section. A message reads: 'Take a moment to review the information below. Use the 'Edit Information' link to make changes. If all the information is correct, finalize by clicking 'submit'.' The information is displayed in a table:

First Name	Middle Initial	Last Name	Title
Jane		Doe	

Birth Date	Gender	Social Security Number
09/18/1962	Female	200-71-1234

On the right side, there are two links: 'Edit Information' (with a pencil icon) and 'Download As PDF' (with a PDF icon). At the bottom left, there are 'Cancel' and 'Back' buttons. At the bottom right, there is a blue 'Submit' button, which is highlighted with a red box and a red arrow pointing to it.

**Step 5:** Select 'Return to Member Information' to update the next SSN

The screenshot shows a confirmation page titled 'CONFIRMATION: JANE DOE'. It features a large green checkmark icon on the left. The main heading is 'Member Information Changes Successful'. Below this, a message reads: 'Thank you, your personal information change has been accepted. For Policy Holder name changes, we will send you a new set of ID cards within 7 to 10 days.' At the bottom, there is a blue button labeled 'Return To Member Information', which is highlighted with a red box and a red arrow pointing to it.

**Step 6:** Select the next member to update

The screenshot shows a 'MEMBER DETAILS' page. At the top, it says 'Viewing details for' followed by a dropdown menu currently set to 'Jane Doe'. The dropdown menu is open, showing three options: 'Jane Doe (You)', 'John Doe', and 'Jack Doe'. 'John Doe' is highlighted with a red box and a red arrow pointing to it. Below the dropdown, the member's details are displayed:

MEMBER DET			
Birth Date		s	County
09/18/1962		.in Street	Monroe
		Rochester, NY 12345	
Social Security Number	Phone		
XXX-XX-1234	585-123-4567		

On the right side, there are two buttons: 'Edit Member Details' (blue) and 'Change Address/Phone' (white with blue border).

Repeat **Steps 2-6** for each member.