
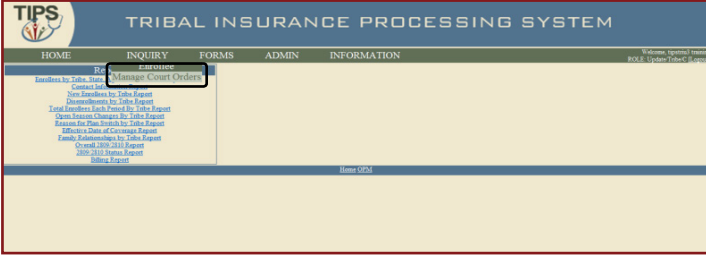
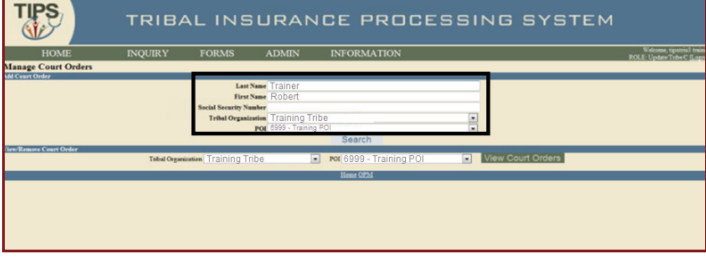
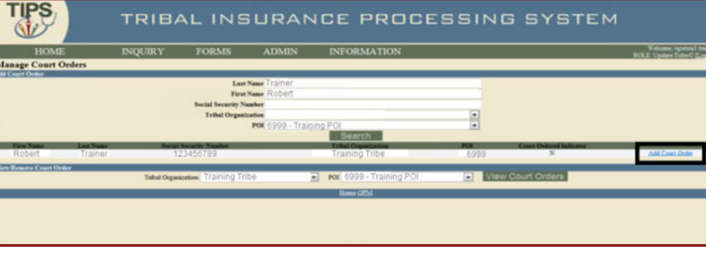


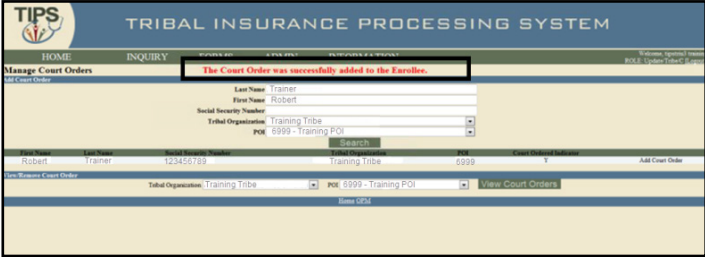
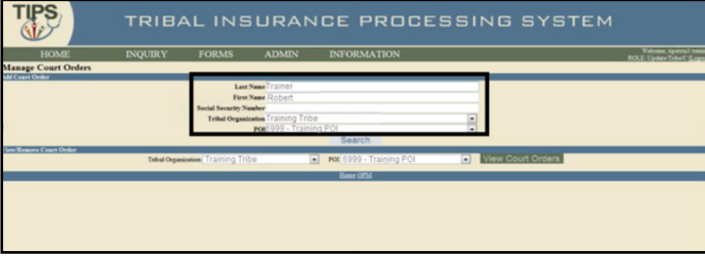
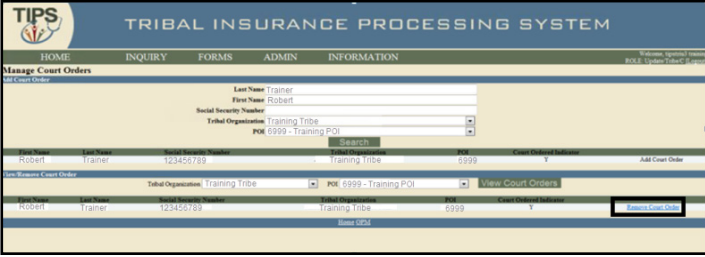
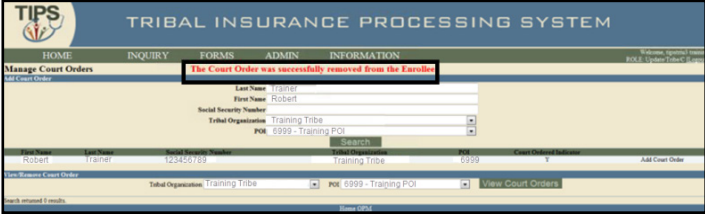


# Tribal Employer Job Aid Court Ordered Indicator

## Adding and Removing a Court Ordered Indicator

Tribal Benefit Officers can place a Court Ordered Indicator on any enrollment for which the Tribal Employer has been instructed to ensure continuous coverage of a dependent through a valid court order. This new indicator will be a safeguard to prevent a Tribal Employer from changing an enrollment from family or self plus one coverage to self-only coverage before the court order has been lifted. The chart below outlines the step-by-step process for adding and removing a Court Ordered indicator.

Step	Action
1.	<p><b>Login to the TIPS web portal with username and password</b></p> 
2.	<p><b>Select the Manage Court Orders option on the Inquiry Tab</b></p> 
3.	<p><b>Input enrollee's information in all listed fields and click search</b></p> 
4.	<p><b>Click Add Court Order button</b></p> 

Step	Action
5.	<p>Receive confirmation that the Court Order was successfully added to the enrollee</p>  <p>The screenshot shows the TIPS (Tribal Insurance Processing System) interface. At the top, there are navigation tabs: HOME, INQUIRY, FORMS, ADMIN, and INFORMATION. Below the tabs, there's a search area with fields for Last Name (Trainer), First Name (Robert), Social Security Number, Tribal Organization (Training Tribe), and POC (6999 - Training POC). A search button is visible. Below the search area, there's a table with columns for Last Name, First Name, Social Security Number, Tribal Organization, POC, and a checkbox for 'Add Court Order'. The table contains one entry for Robert Trainer with SSN 123456789, Tribal Organization Training Tribe, and POC 6999. A confirmation message at the top of the page reads: "The Court Order was successfully added to the Enrollee."</p>
6.	<p>If the Court Order needs to be removed, search for the enrollee</p>  <p>The screenshot shows the TIPS system search interface. It features the same navigation tabs as the previous screenshot. The search area is highlighted with a red box. The search criteria are: Last Name: Trainer, First Name: Robert, Social Security Number, Tribal Organization: Training Tribe, and POC: 6999 - Training POC. A search button is located below the search area. Below the search area, there's a table with columns for Last Name, First Name, Social Security Number, Tribal Organization, POC, and a checkbox for 'Add Court Order'. The table contains one entry for Robert Trainer with SSN 123456789, Tribal Organization Training Tribe, and POC 6999. A 'View Court Orders' button is visible below the table.</p>
7.	<p>Select the Remove Court Order button</p>  <p>The screenshot shows the TIPS system search interface. It features the same navigation tabs as the previous screenshots. The search area is highlighted with a red box. The search criteria are: Last Name: Trainer, First Name: Robert, Social Security Number, Tribal Organization: Training Tribe, and POC: 6999 - Training POC. A search button is located below the search area. Below the search area, there's a table with columns for Last Name, First Name, Social Security Number, Tribal Organization, POC, and a checkbox for 'Add Court Order'. The table contains one entry for Robert Trainer with SSN 123456789, Tribal Organization Training Tribe, and POC 6999. A 'Remove Court Order' button is highlighted with a red box below the table.</p>
8.	<p>Confirm the Court Order was removed successfully from the enrollee</p>  <p>The screenshot shows the TIPS system search interface. At the top, there's a confirmation message: "The Court Order was successfully removed from the Enrollee." Below the message, the search area is highlighted with a red box. The search criteria are: Last Name: Trainer, First Name: Robert, Social Security Number, Tribal Organization: Training Tribe, and POC: 6999 - Training POC. A search button is located below the search area. Below the search area, there's a table with columns for Last Name, First Name, Social Security Number, Tribal Organization, POC, and a checkbox for 'Add Court Order'. The table contains one entry for Robert Trainer with SSN 123456789, Tribal Organization Training Tribe, and POC 6999. A 'View Court Orders' button is visible below the table.</p>