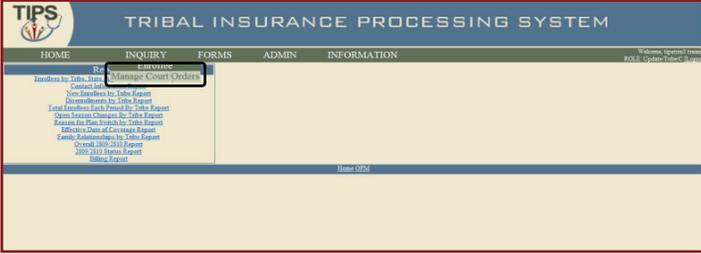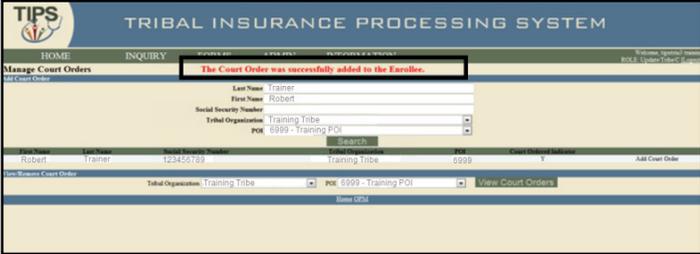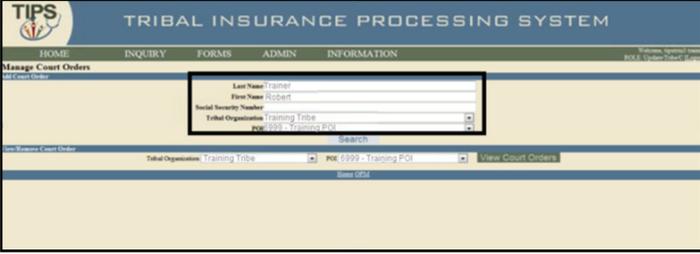# Tribal Employer Job Aid
Court Ordered Indicator

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

Step	Action
5.	**Receive** confirmation that the Court Order was successfully added to the enrollee
6.	If the Court Order needs to be removed, **search** for the enrollee
7.	**Select** the Remove Court Order button
8.	**Confirm** the Court Order was removed successfully from the enrollee