National Finance Center

U. S. Department of Agriculture

NEW ORLEANS, LA

National Finance Center

Direct Premium Remittance Web System Training

Participant Guide

Version 1.0

March 26, 2014

Table of Contents

1.0. Course Information

1.1. Agenda

This course will include the following chapters:

Chapter	Duration
Course Information	TBD
DPRW	TBD
Basic Navigation	TBD
Searching for Existing Records	TBD
Processing New Enrollments	TBD
Editing Existing Records	TBD
Reports	TBD
Administration of Contacts	TBD
Course Summary	TBD

1.2. Purpose

The *Direct Premium Remittance Web* (*DPRW*) system course provides an overview of *DPRW* and how to create, view and edit new enrollments.

1.3. Course Objectives

By the end of this course, participants will be able to:

- Identify the functions of *DPRW*
- Identify the difference between the *DPRS* process flow and the *DPRW* process flow
- Access the *DPRW* system.
- Demonstrate how to create, view and edit new enrollments SF2809's and SF2810's
- Run existing reports
- Administer Agency Contacts

1.4. Course Materials and Resources

You will be provided with the following course materials to assist your learning:

- Participant Guide
- Hands-on Exercises

As you move through this participant guide, be sure to take note of the following icons.

CAUTION: Advises users that failure to take or avoid a specified action could result in loss of data.


IMPORTANT: Provides information essential to the completion of a task. Users can disregard information in a note and still complete a task, but they should not disregard an important note.

2.0. *DPRW*

2.1. Overview

This chapter will cover the purpose, benefits and process flow of *DPRW*.

Chapter 1 Objectives

By the end of this chapter, learners will be able to:

- Explain the purpose of *DPRW*
- Identify what will be processed in *DPRW*
- Explain the difference between the *DPRS* and *DPRW* process flows

2.2. *DPRW* System

Lesson Overview

The Direct Premium Remittance Web system (*DPRW*) is a web-based interface that will allow HR Agencies and OPM to enter online SF2809's and SF2810's to be submitted to the *DPRS* Mainframe. This lesson will discuss the overall purpose of *DPRW* and the implementation approach.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify the documents that will be processed in *DPRW*

By developing a web-based front-end, NFC can increase the speed and efficiency in which health benefits are processed while decreasing the overall costs.

DPRW will be rolled out in a phased approach with functionality being delivered in multiple builds.

Figure 1 DPRW Phased Implementation Approach

In this initial phase only new enrollments and transfers will be entered into *DPRW*.

IMPORTANT: All other forms will be submitted through the current process.

2.3. As Is/To Be Process Flows

Lesson Overview

This lesson will discuss the current *DPRS* process flow compared to the *DPRW* process flow.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify the steps of the *DPRS* process
- Identify the steps of the *DPRW* process

DPRS Current New Enrollment Process

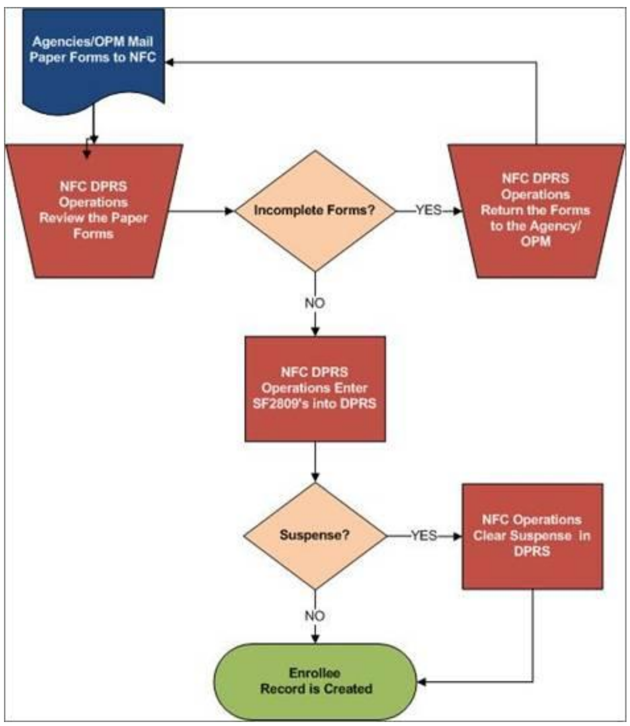


Figure 2 DPRS As Is New Enrollment Process Flow

Currently, HR agencies and OPM mail/fax all 2809's and SF2810's to NFC for processing. Once received, NFC Operations reviews the forms and returns any incomplete or inaccurate forms back to the agency. All complete forms are then entered by the NFC Operations staff into the *DPRS* mainframe system. After the nightly processing, either a new enrollment record or a suspense record is created in *DPRS*. NFC Operations reviews and clears all suspense in *DPRS*.

DPRW To Be New Enrollment Process

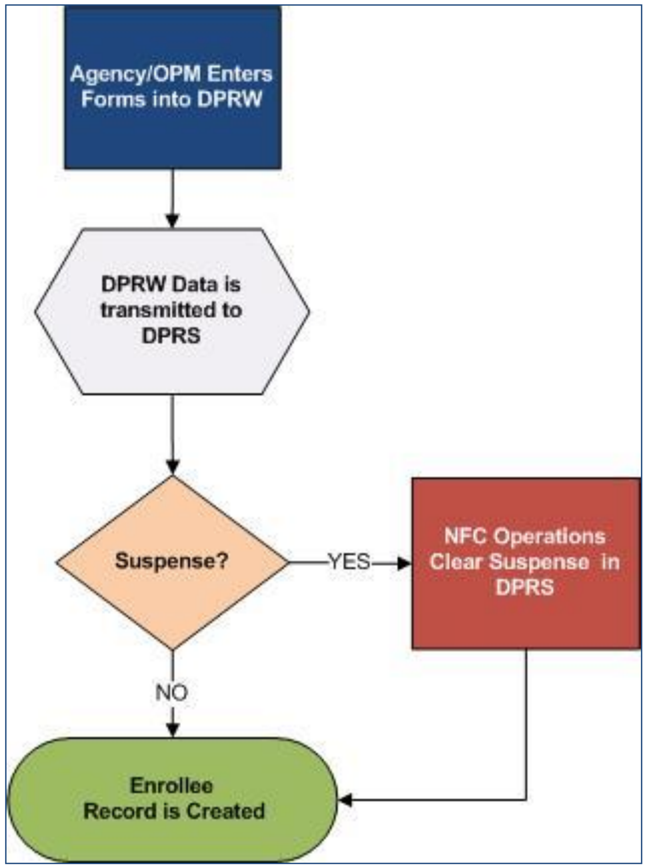


Figure 3 DPRW To Be Process Flow

DPRW will enable HR agencies and OPM to enter in their own new enrollments into *DPRS* through the web interface. Once the online 2809 or 2810 is certified to be sent to NFC, it is picked up and processed in a nightly batch processing. The data is validated and submitted to *DPRS* mainframe system. After the nightly processing, either a new enrollment record or a suspense record is created in *DPRS*. NFC Operations reviews and clears all suspense in *DPRS*.

2.4. Review

Knowledge Check

1. What are the benefits of using *DPRW*?
2. Where is processing suspense cleared?
3. What documents can currently be entered in *DPRW*?

Chapter Summary

Having completed this chapter, you are now able to:

- Explain the purpose of *DPRW*
- Identify what will be processed in *DPRW*
- Explain the difference between the *DPRS* and *DPRW* process flows

NOTES:

3.0. *DPRW* Basic Navigation

3.1. Overview

This chapter will cover the basic navigational features of *DPRW*.

Chapter 1 Objectives

By the end of this chapter, learners will be able to:

- Access *DPRW*
- Maintain login credentials
- Identify the functions on each page

3.2. Accessing *DPRW*

Lesson Overview

To access the *DPRW* system, you will need to obtain your login credentials from the NFC Security. This lesson will go through the steps necessary to login and maintain your login credentials.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Access *DPRW* through the NFC Launchpad
- Login to *DP*RW
- Change your password

Logging into DPRW

DPRW will be accessible through the NFC intranet and internet Application Launchpad.

STEP	ACTION
1.	Open your internet browser and navigate to the NFC Launchpad

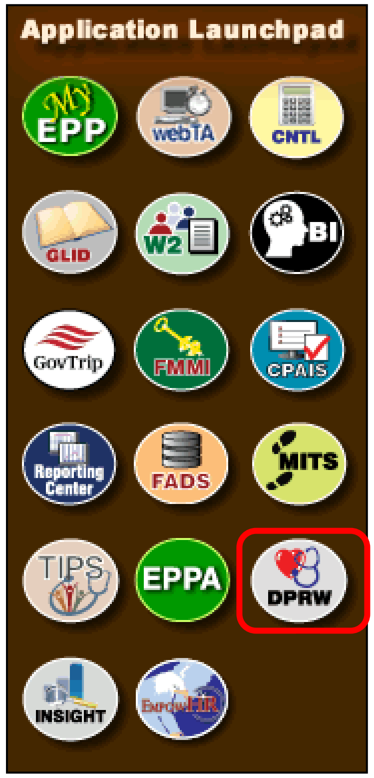


Figure 4 NFC Application Launchpad

2.	Click on the ***DPRW*** icon from the NFC Application Launchpad..
3.	The U.S. Government Computer Warning screen is displayed; click **OK** to access the ***DPRW Login*** page.

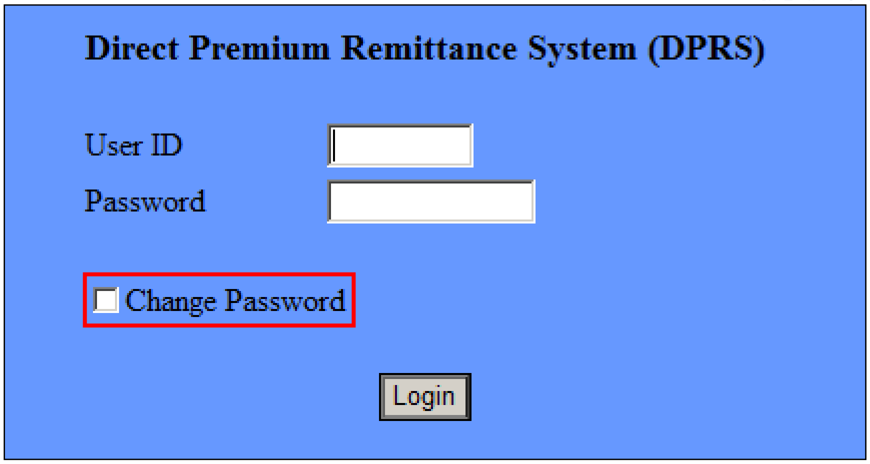


Figure 5 DPRW Login Page

4.	Enter in your login credentials in the **UserID** and **Password** fields.
5.	To change your password, select the **Change Password** option.
6.	Click **Login**.

Changing the Password

Once you select the Change Password option from the login screen and click the Login button, the ***Change Password*** page will display.

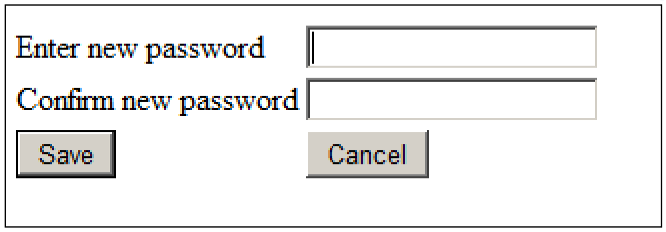


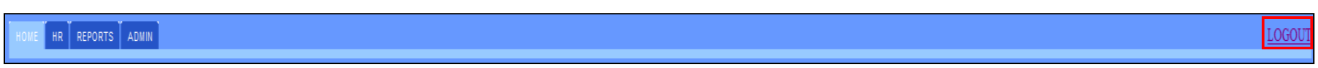
Figure 6 Change Password Page

STEP	ACTION
1.	Enter the new password in the **Enter new password** field.
2.	Re-enter the new password in the **Confirm new password** field.
3.	Click **Save**.

IMPORTANT: All passwords must be 12 characters containing:

- One upper case
- One lower case
- One numeric
- And one special ($, @, etc.) character

Logging out of DPRW



All pages within *DPRW* have a LOGOUT link on the top-right corner of the screen.

CAUTION: Any unsaved changes will be lost.

3.3. *DPRW* Pages

Lesson Overview

DPRW consists of four page tabs, Home, *HR,* Reports and Admin.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify the functions available on each page

Home Page

Once you login to the *DPRW* system, the ***Home*** page displays. The ***Home*** page contains applicable laws and guidance as well as contact information.

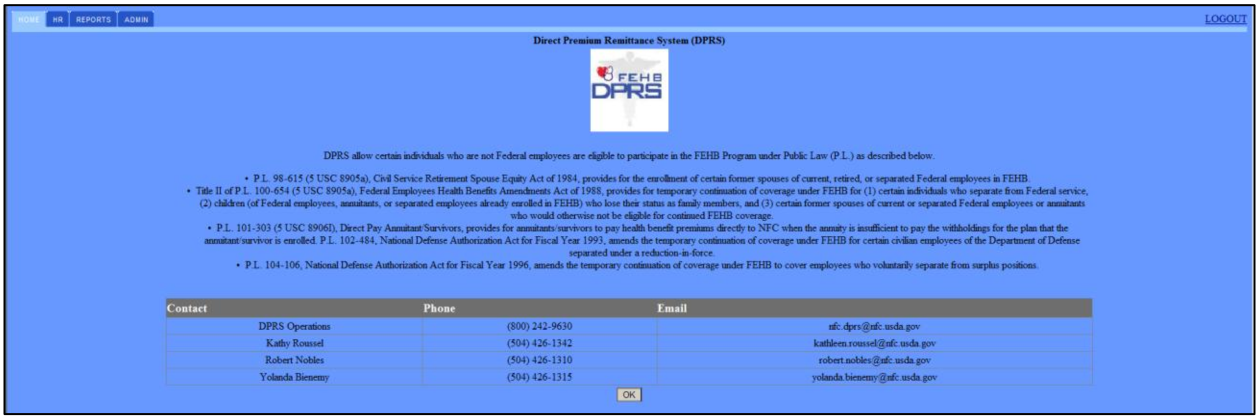


Figure 7 Home Page

Clicking the OK button will automatically bring you to the ***HR*** page.

Note: Depending on what user role you are logged into the 2nd tab title will match that role. (Auditor, OPM, HR and DPRS Operations)

HR Menu Page

The ***HR Menu*** page is used to add new enrollments, search for and complete existing enrollments, correct enrollments that have not yet been picked up by the nightly processing, or view certified records that have been processed to *DPRS* mainframe.

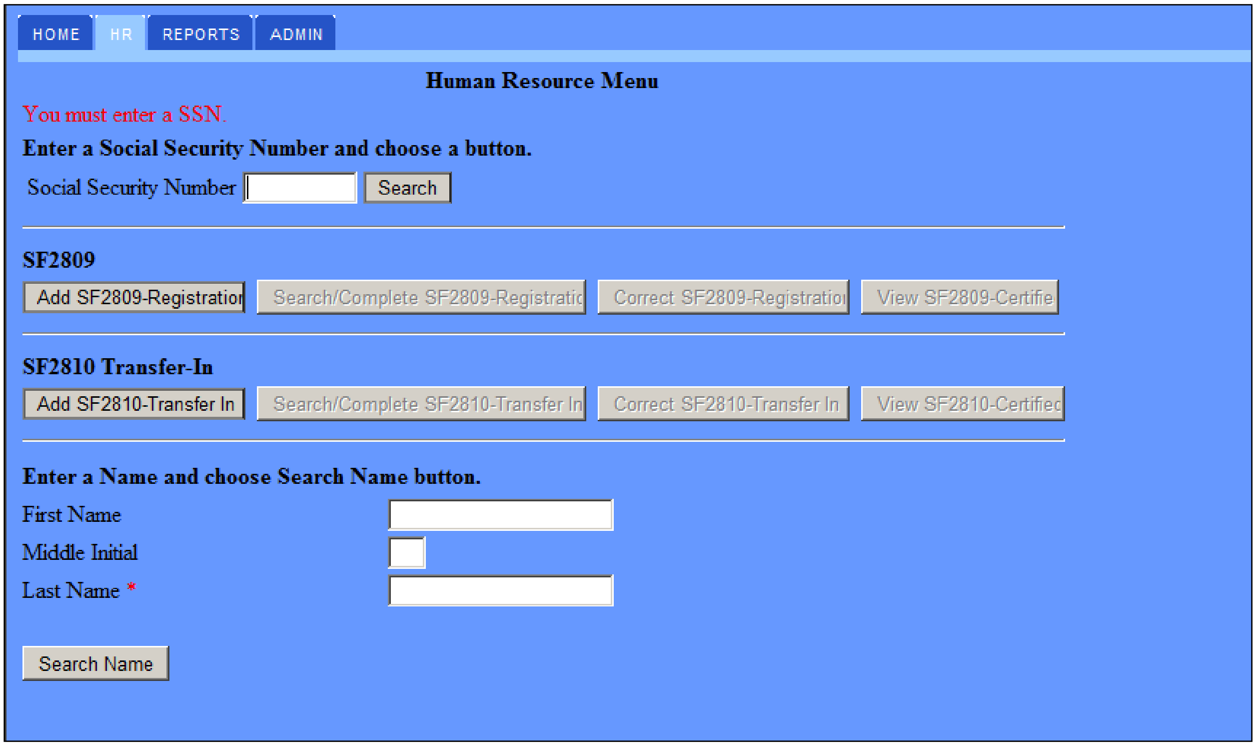


Figure 8 HR Menu Page

Button	Description
Social Security Number Search	Conducts a search on existing records based on the Social Security Number criteria. Records can be viewed, completed or corrected.
Add SF2809-Registration	Displays a new record to enter the enrollment/transfer information.
Add SF2810-Transfer In	
Search/Complete SF2809-Registration	Displays the incomplete complete record for editing and certifying.
Search/Complete SF2810-Transfer In	
Correct SF2809-Registration	Displays the certified but not processed record for editing and recertifying.
Correct SF2810-Transfer In	
View SF2809-Certified	Displays records that have been certified and processed in the nightly batch job. ***NOTE: This is an NFC Operations function only.***
View SF2810-Certified	
Search Name	Conducts a search on existing records based on the name criteria. Records can be viewed, completed or corrected.

Reports

The ***Reports*** page displays links to NFC provided reports.

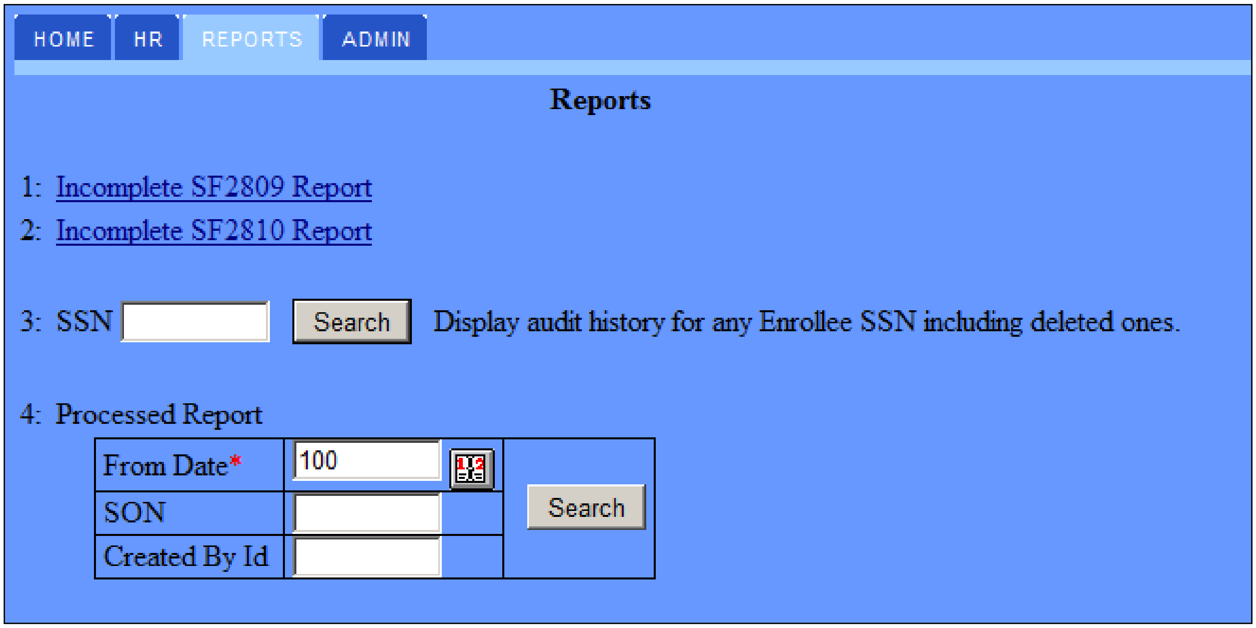


Figure 9 Reports Page

3.4. Review

Knowledge Check

1. What are the password requirements?
2. Which page is used to enter new enrollments?

Chapter Summary

Having completed this chapter, you are now able to:

- Access *DPRW*
- Maintain login credentials
- Identify the functions on each page

NOTES:

4.0. Searching for Existing Records

4.1. Overview

This chapter will cover the methods to search for existing records.

Objectives

By the end of this chapter, learners will be able to:

- Identify the three types of record
- Conduct a name search
- Conduct a social security number search

There are three types of records that can be searched:

- Incomplete
- Complete but not processed
- Processed

An incomplete record has been saved but not certified. It can be edited at any point until it is certified and submitted to NFC for processing in the nightly batch.

A complete but not processed record is a record that has been certified that day and has not yet been picked up with the nightly batch. It can be edited and recertified.

A processed record has been certified and sent to *DPRS* mainframe. It is a view only record and cannot be edited.

NOTE: Processed records can only be viewed by NFC Operations personnel.

4.2. Search for an Existing Record

Lesson Overview

There are two methods to search for a saved but not certified enrollment:

- Social security search
- Name search

This lesson will cover the steps to conduct each type of search and discuss what actions can be taken on each type of record.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Conduct a name search
- Conduct a social security number search

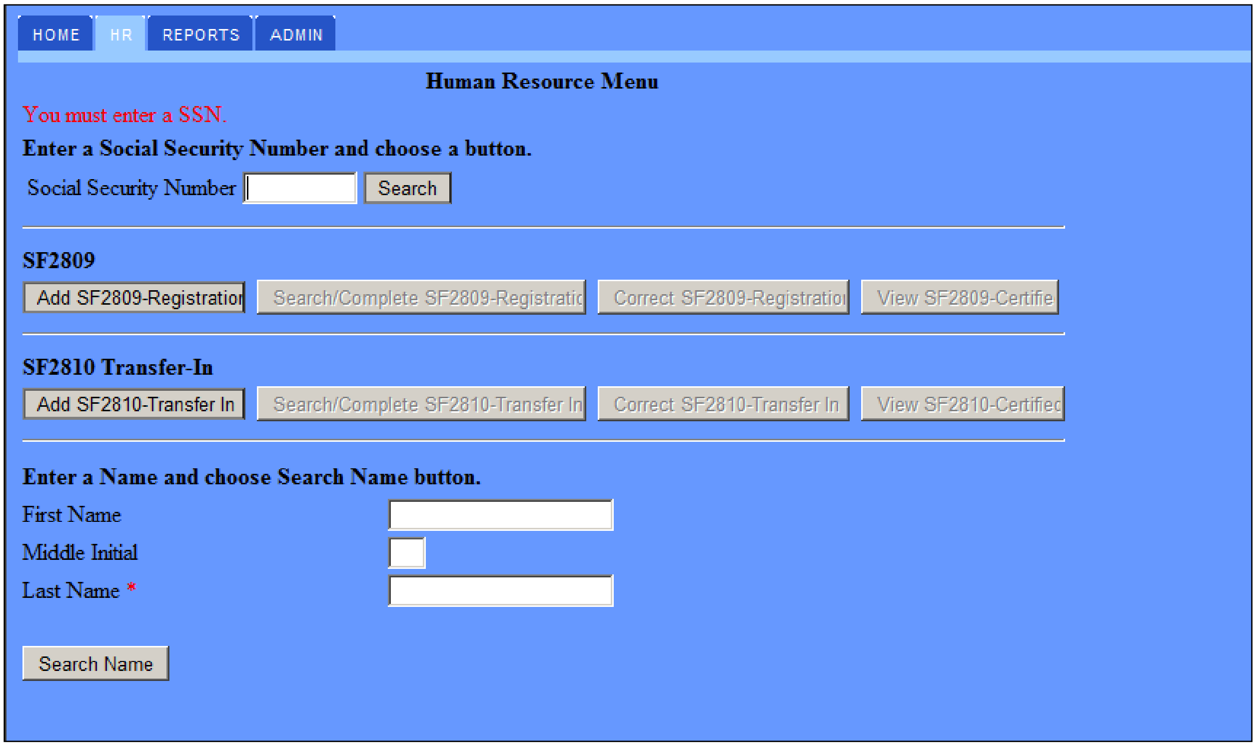


Figure 10 HR Menu Page

Conducting a Social Security Search

STEP	ACTION
1.	Enter the enrollee's social security number in the **Social Security Number** field.
2.	To edit and/or certify an incomplete record, click **Search/Complete SF2809-Registration** or **Search/CompleteSF2810-Transfer In.**
3.	To edit a certified record, click **Correct SF2809-Registration or Correct SF2810-Transfer In.**
4.	To view a certified and processed record, click **View SF2809-Certified** or **View SF2810-Certified.** ***NOTE: This is an NFC Operations function only.***

Conducting a Name Search

STEP	ACTION
1.	Enter the enrollee's full last name in the **Last Name** field. ***NOTE: Although the other name fields can be used in searching; only the last name is required.***
2.	Click **Search Name.**

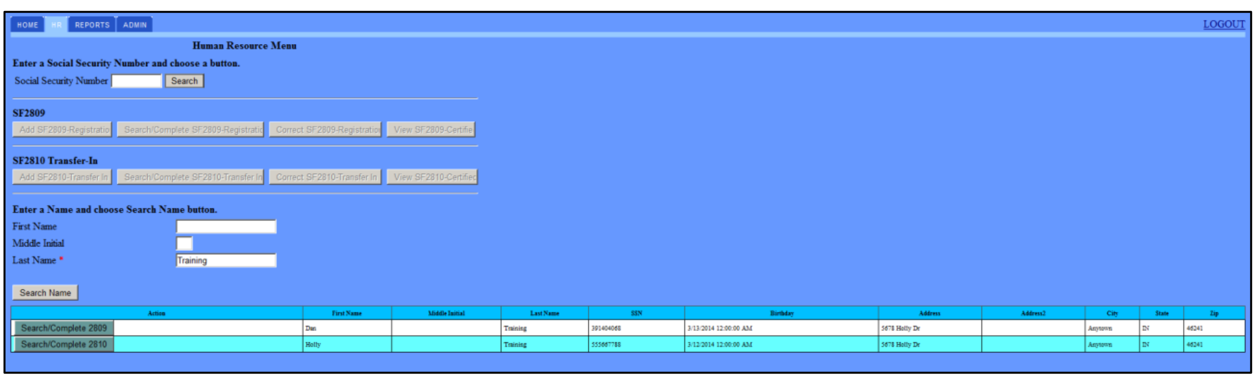


Figure 11 HR Menu Page- Name Search

STEP	ACTION
3.	To view or certify an incomplete record, click **Search/Complete SF2809-Registration** or **Search/Complete SF2810-Transfer In.**
4.	To edit a certified record, click **Correct SF2809-Registration** or **Correct SF2810-Transfer In.**
5.	To view certified and processed records, click **View**.

4.3. Review

Knowledge Check

1. What are the three types of records?
2. Who can view each type of record?

Chapter Summary

Having completed this chapter, you are now able to:

- Identify the three types of record
- Conduct a name search
- Conduct a social security number search

NOTES:

5.0. Processing New Enrollments (SF2809)

5.1. Overview

This chapter will cover all the steps required to create a new enrollment and clear any save/certify errors.

Objectives

By the end of this chapter, learners will be able to:

- Create new enrollment records
- Certify records
- Clear all save/certifications errors

5.2. Creating a New Enrollment

Lesson Overview

All new enrollments are entered on the ***HR*** page. To add a new enrollment, you will need the enrollee's social security number. This lesson will walk through the steps to create and certify a new enrollment.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify the information entered on each Part
- Complete all Parts of a new enrollment
- Certify a new enrollment

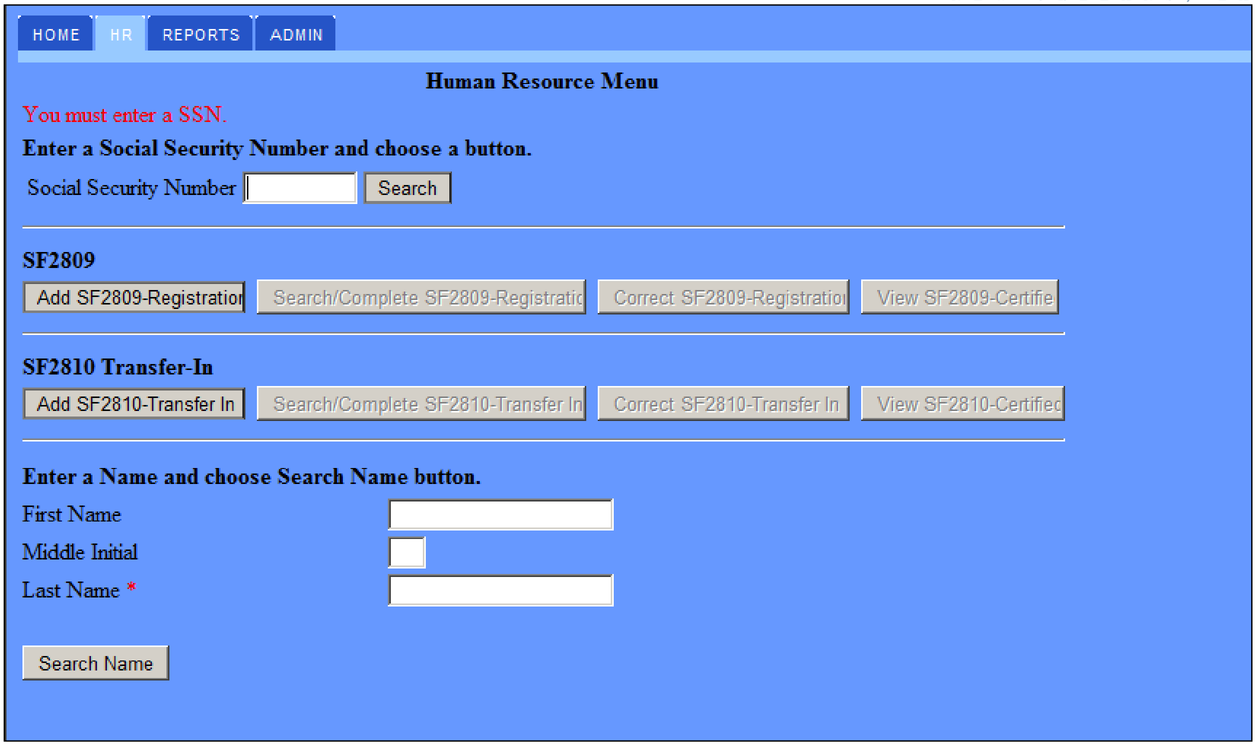


Figure 12 HR Menu Page

Step	Action
1.	Enter the enrollee’s SSN in the **Social Security Number** field.
2.	Click **Add SF2809-Registration**.

There are four parts to an enrollment record in *DPRW*.

Part	Description
Part A	This page contains the overall enrollee information. The required fields on this page must be completed before the record can be saved.
Family Info	A supplemental page to Part A, this page contains the dependent information.
Part B	This page displays different fields based on the Public Law selected on Part A. It contains information on the event that enables the enrollment.
Part C	This page contains the information on the processing of the action including the processing office and effective date of the enrollment.

Completing SF2809 Part A

Part A is the enrollee and dependent information. All of the required fields in Part A must be completed before a record can be saved.

NOTE: All required fields will have a red asterisk in the field label.

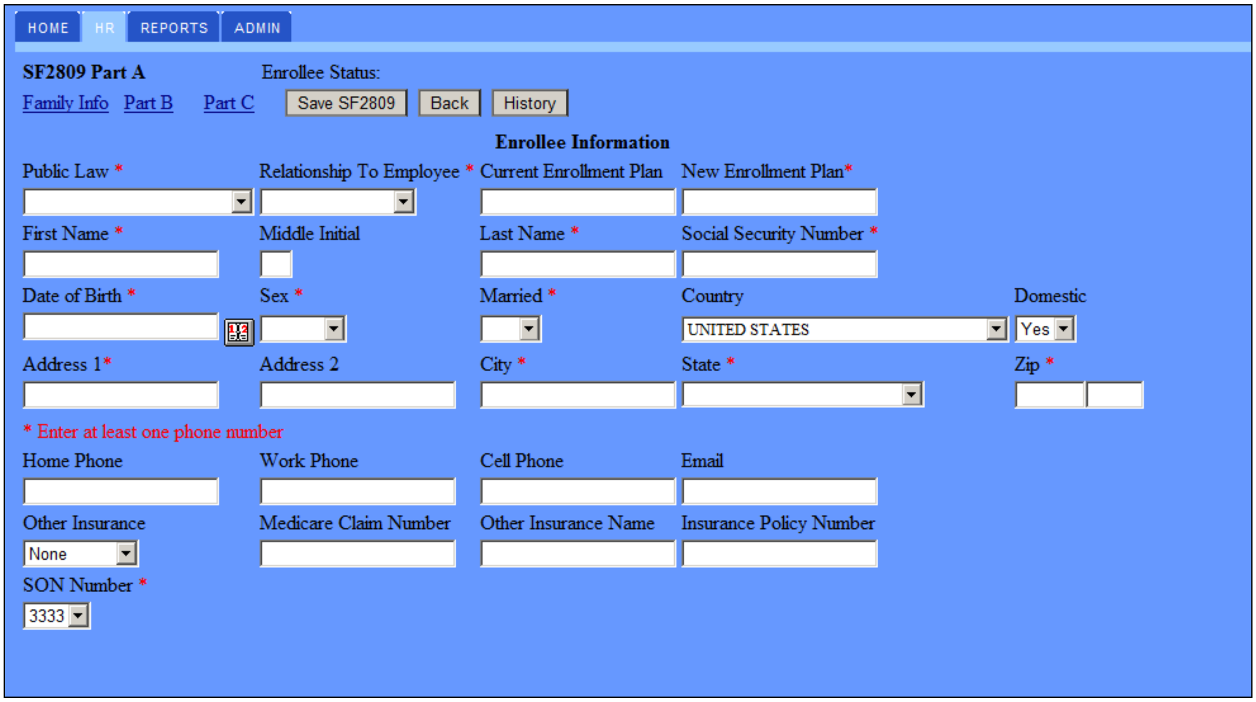


Figure 13 Part A Enrollee Information Page

Step	Action
1.	Select the law which allows the person to enroll for health benefits from the **Public Law*** list. ***NOTE: Refer to Appendix B: Public Laws for guidelines on the laws and which agency can process each law.***
2.	Select the relationship of the enrollee to the Federal employee/annuitant from the **Relationship to Employee*** list.
3.	If you are changing, canceling or suspending an existing enrollment, enter in the enrollment code for the enrollee's existing plan in the **Current Enrollment Plan** field.

4.	Enter in the plan enrollment code that the enrollee is requesting in the **New Enrollment Plan*** field.
5.	Enter the enrollee's name in the **First Name***, **Middle Initial** and **Last Name*** fields.
6.	Verify the enrollee's SSN in the **Social Security Number*** field.
7.	Click the calendar icon next to the **Date of Birth*** field, to select the enrollee's birth date. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
8.	Select the enrollee's gender from the **Sex*** list.
9.	Select the enrollee's marital status from the **Married*** list.
10.	Verify the country in which the enrollee resides in the **Country** list. The list defaults to United States.
11.	Verify whether the enrollment residence is domestic or foreign in **Domestic** list. This list defaults to Yes.
12.	Enter the enrollee's street address in the **Address 1*** field.
13.	Enter any supplemental address information, such as apartment number, in the **Address 2** field.
14.	Enter in the city in which the enrollee resides in the **City*** field.
15.	Select the state in which the enrollee resides from the **State*** list.
16.	Enter the enrollee's zip code in the **Zip*** field. Only the first five digits of the zip code is required.
17.	Enter at least one valid contact number for the enrollee in one of the following fields: **Home Phone**, **Work Phone**, **Cell Phone**.
18.	Enter the enrollee's email address in the **Email** field.
19.	Select whether the enrollee is already covered by another health insurance from the **Other Insurance** list.

20.	If the enrollee is currently covered under Medicare, enter the Medicare claim number in the **Medicare Claim Number** field.
21.	If the enrollee has health coverage outside of FEHB, TRICARE or Medicare, enter in the name of the insurance company in the **Other Insurance Name** field.
22.	If the enrollee has health coverage outside of FEHB, TRICARE or Medicare, enter in the policy number in the **Insurance Policy Number** field.
23.	Select the enrollee's submitting office number from the **SON Number*** list.

NOTE: At this point, you can click Save or by clicking on another Part or link, the record will automatically be saved for you.

IMPORTANT: *Once the information on the SF2809 – Part A page has been entered, the record can be saved and completed at a later date by clicking Save SF2809.*

NOTES:

Completing Family Information

If the enrollment is for a family policy, click the **Family Info** link to enter the dependent information.

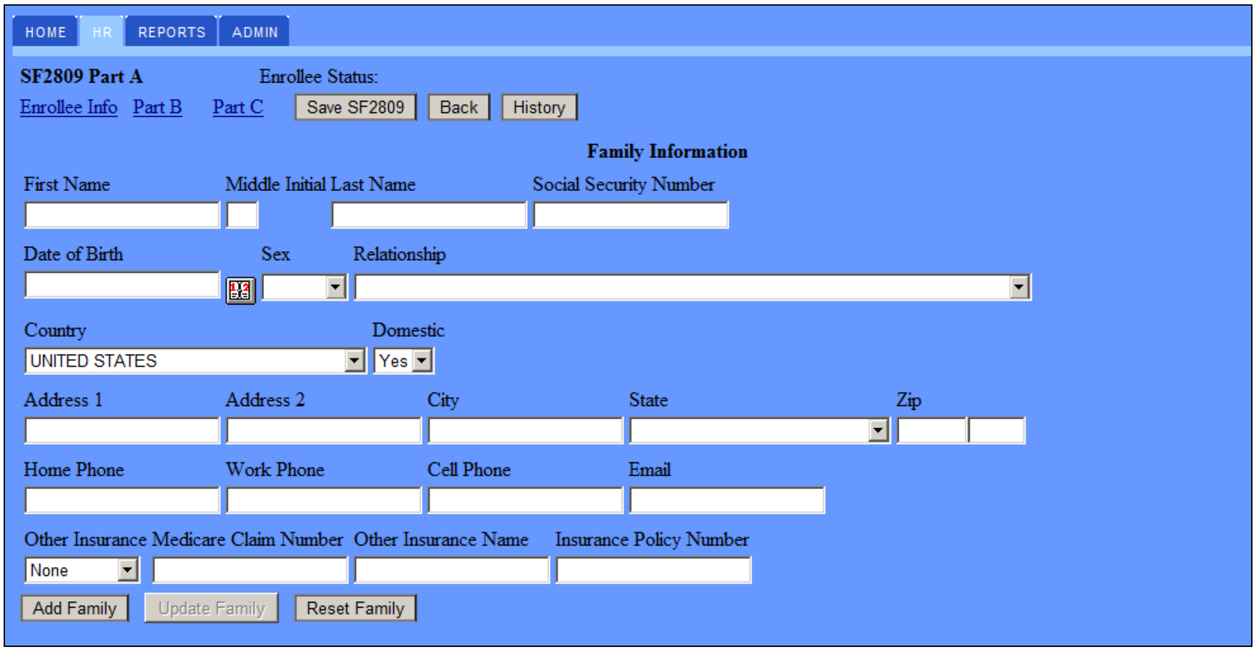


Figure 14 Family Information Page

Step	Action
1.	Enter in the dependent's name is the **First Name**, **Middle Initial** and **Last Name** fields.
2.	Click the calendar icon next to the **Date of Birth** field, to select the dependent's birth date. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Select the dependent's gender from the **Sex** list.
4.	Select the dependent's relationship to the enrollee from the **Relationship** list.
5.	Verify the country in which the dependent resides in the **Country** list. The list defaults to United States.

6.	Verify whether the dependent's residence is domestic or foreign in **Domestic** list. This list defaults to Yes.
7.	The enrollee's address will default. If the dependent has a separate address, enter the dependent's address information in the **Address 1**, **Address 2**, **City**, **State** and **Zip** fields.
8.	The enrollee's contact numbers will default. If there is an additional or separate contact number for the dependent, enter the information in one of the following fields: **Home Phone**, **Work Phone**, **Cell Phone**.
9.	If there is an additional email address for the dependent, enter the information in the **Email** field.
10.	Select whether the dependent is already covered by another health insurance from the **Other Insurance** list.
11.	If the dependent is currently covered under Medicare, enter the Medicare claim number in the **Medicare Claim Number** field.
12.	If the dependent has health coverage outside of FEHB, TRICARE or Medicare, enter in the name of the insurance company in the **Other Insurance Name** field.
13.	If the dependent has health coverage outside of FEHB, TRICARE or Medicare, enter in the policy number in the **Insurance Policy Number** field.
14.	Click **Add Family**. ***NOTE: The dependent is not saved to the record until the user clicks the Add Family button.***
15.	Repeat the steps to enter additional dependents

The Reset Family button is used to clear the Family Info fields for unsaved changes.

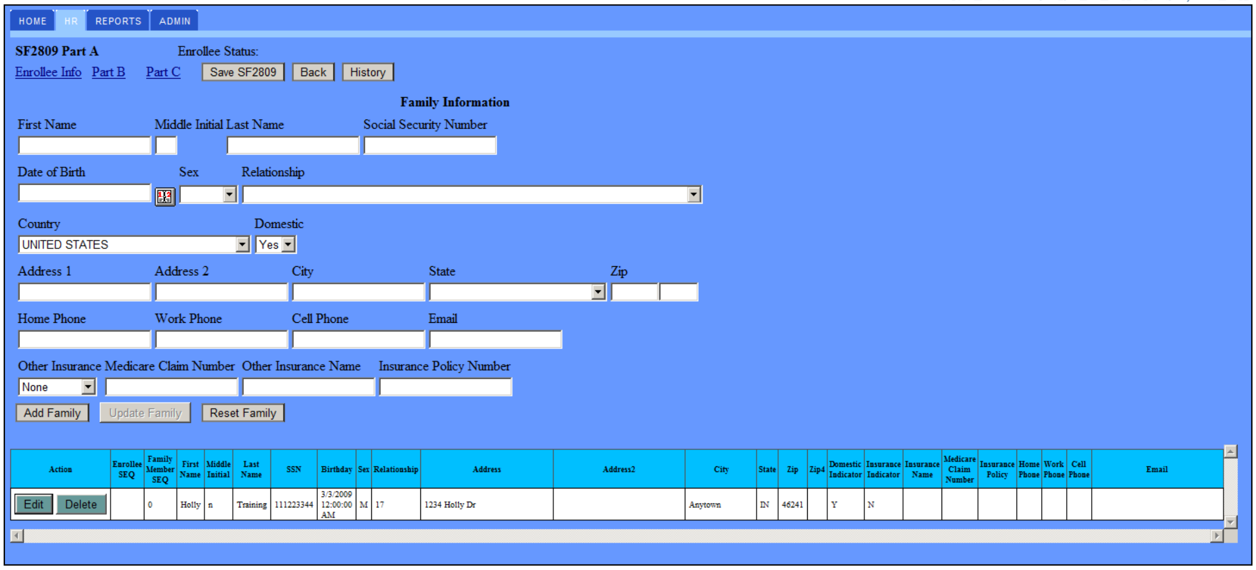


Figure 15 SF2809-Family Information Page with Saved Dependent

Once the dependent is added, the dependent information will display at the bottom of the page. The dependent's information can be edited or deleted using the Action buttons.

To Edit Family Member Info

STEP	ACTION
1.	Click **Edit** next to the appropriate dependent.
2.	The current information will populate in the ***Family Information*** page. Update the information in the fields as needed and click **Update Family**.

To Delete Family Member Info

STEP	ACTION
1.	Click **Delete** next to the appropriate dependent.
2.	Click **OK** to confirm the deletion.

Completing Part B

Part B is used to document the event and date details that enable the participant to enroll. The page will display different fields, based on the Public Law selected on Part A.

Spouse Equity

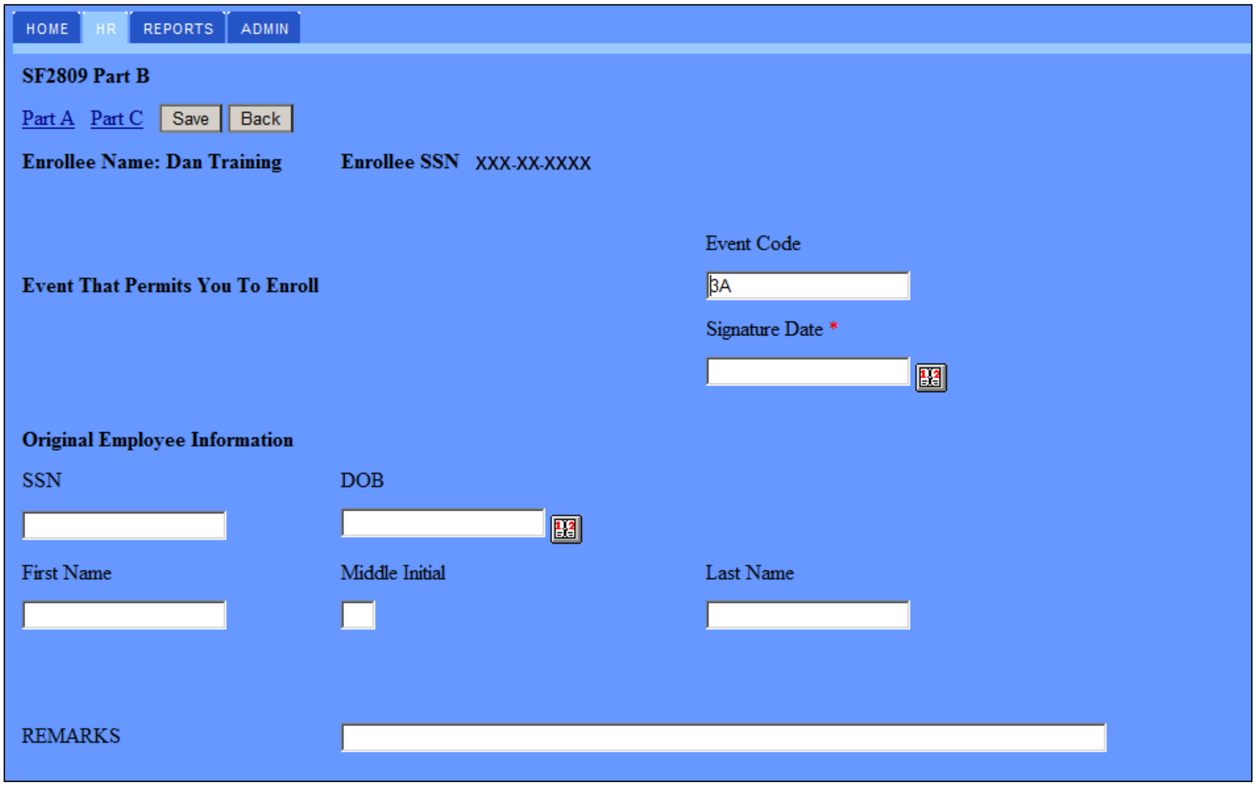


Figure 16 Part B - Spouse Equity Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date that the enrollee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the Federal employee/annuitants social security number in the **SSN** field.

4.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
5.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields. ***NOTE: This is only for Former Spouse and Child relationships.***
6.	Enter in any additional information in the **REMARKS** field.

TCC (Child, Former Spouse)

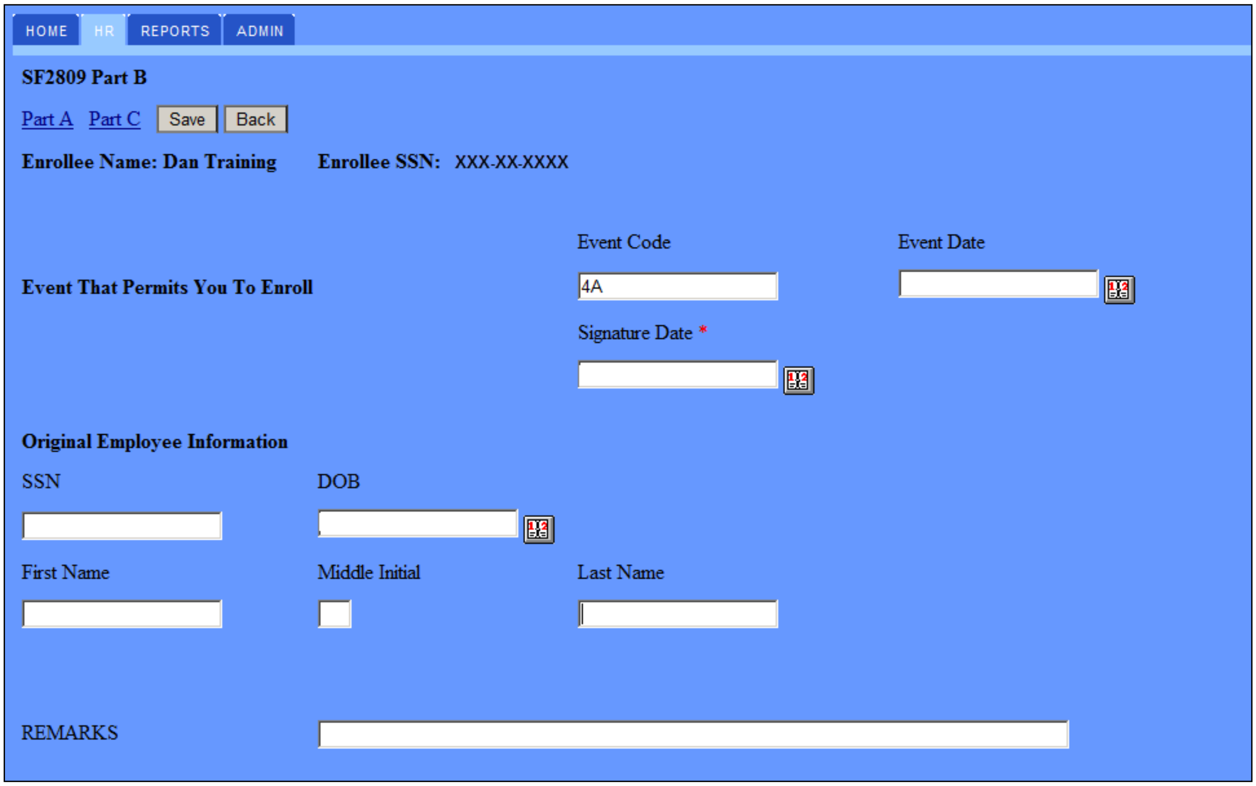


Figure 17 Part B - TCC Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the date that the enrollee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
4.	Enter the Federal employee/annuitants Social Security Number in the **SSN** field.

5.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields.
7.	Enter in any additional information in the **REMARKS** field.

TCC (Self)

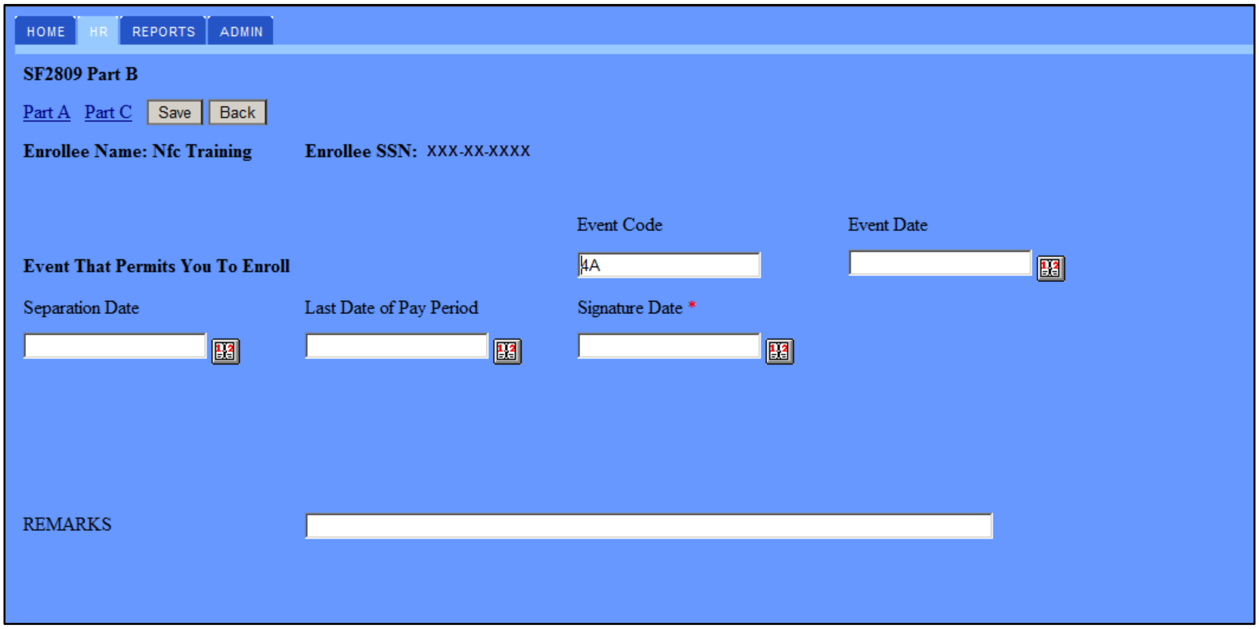


Figure 18 Part B - TCC Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the end date in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
4.	Enter the Pay Period date in the **Last Date of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***

5.	Enter the date that the Employee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Enter in any additional information in the **REMARKS** field.

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DOD-RIF

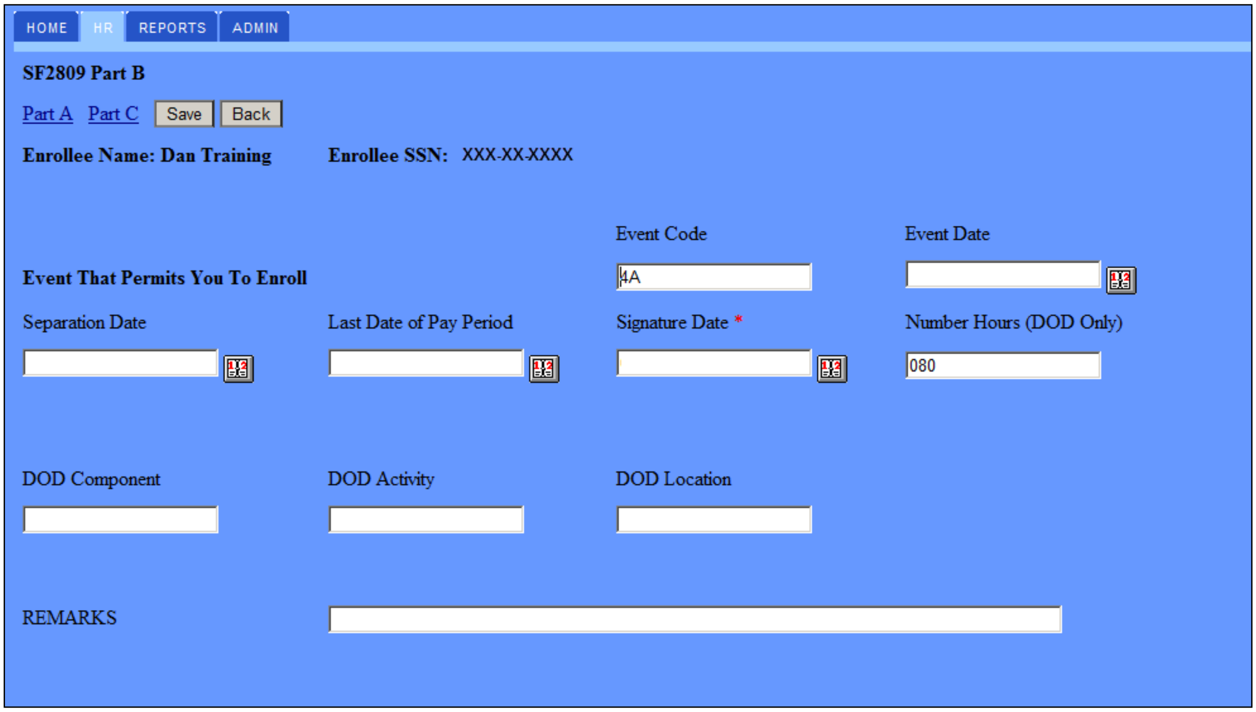


Figure 19 Part B - DOD-RIF Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter in the date of the Federal employee's separation in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***

4.	Enter in the last day of the pay period in which the employee separated in the **Last Day of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
5.	Enter the date that the enrollee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Verify the number of tour duty hours in the **Number Hours (DOD Only)** field. This field defaults to 080.
7.	Enter in the component within the DOD for which the Federal Employee worked in the **DOD Component** field.
8.	Enter the specific activity for which the Federal employee worked for in the **DOD Activity** field.
9.	Enter in the numeric location in the **DOD Location** field.
10.	Enter in any additional information in the **REMARKS** field.

Annuitants

NOTE: These types of records can only be entered by OPM and NFC Operations.

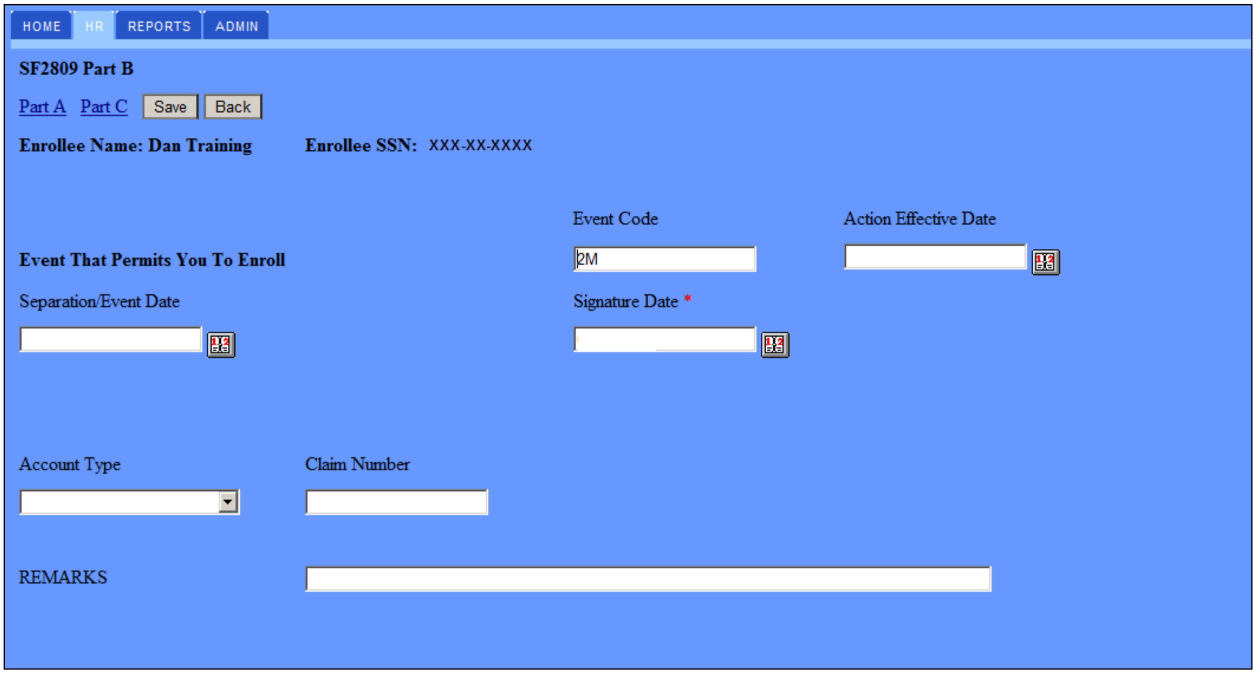
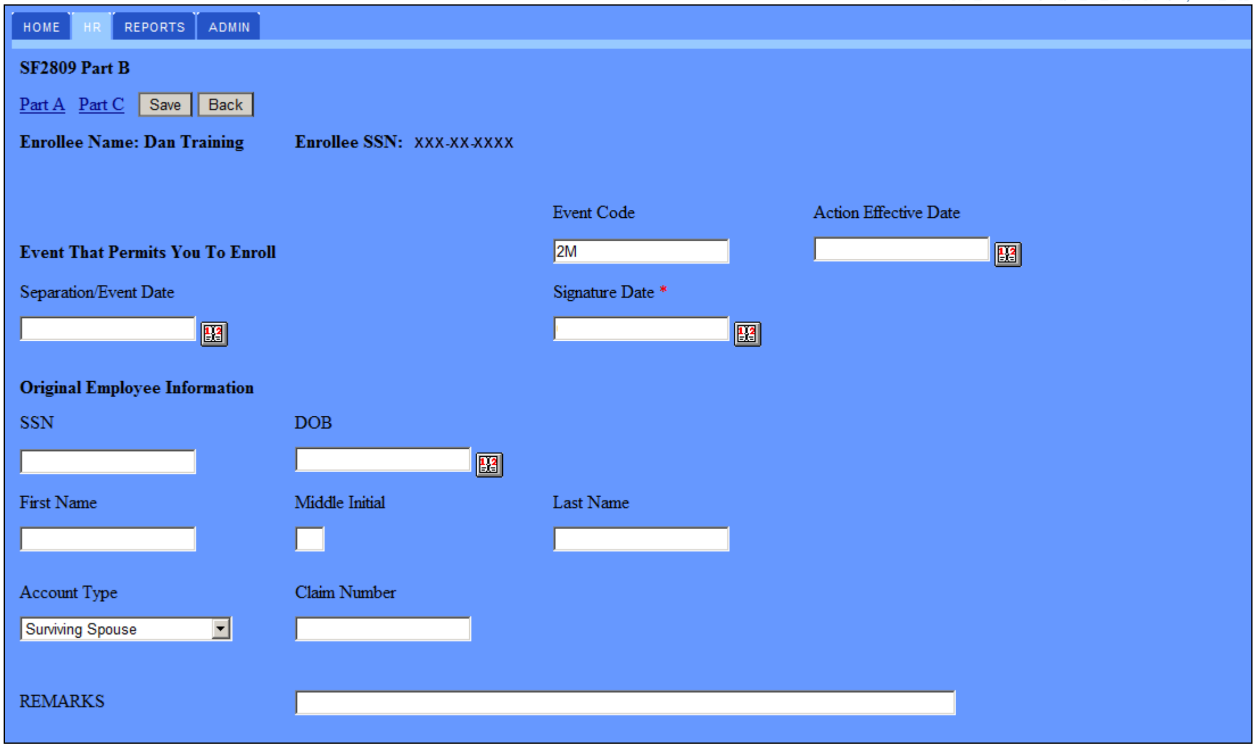


Figure 20 Part B - Annuitants Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date from which the enrollment will be effective in the **Action Effective Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the date that the enrollee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
4.	For survivor annuitants, select the appropriate value from the **Account Type** list and type in the OPM provided claim number in the **Claim Number** field.

NOTE: If the Account Type is for surviving Spouse, Surviving Spouse/Child(ren), Surviving Child(ren), or Disabled (Child(ren) additional fields will display to enter in the Federal employee/ annuitant's information.


HOME HR REPORTS ADMIN

SF2809 Part B

Part A Part C Save Back

Enrollee Name: Dan Training Enrollee SSN: XXX-XX-XXXX

Event That Permits You To Enroll

Event Code: 2M

Action Effective Date

Separation/Event Date

Signature Date *

Original Employee Information

SSN

DOB

First Name

Middle Initial

Last Name

Account Type: Surviving Spouse

Claim Number

REMARKS

Figure 21 Part B- Annuitants Law - Surviving Spouse or Children

5.	Enter in the date of the Federal employee's separation in the **Separation Date** field. NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.
6.	Enter the Federal employee/annuitants social security number in the **SSN** field.
7.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
8.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields.
9.	Enter in any additional information in the **REMARKS** field.

ACA

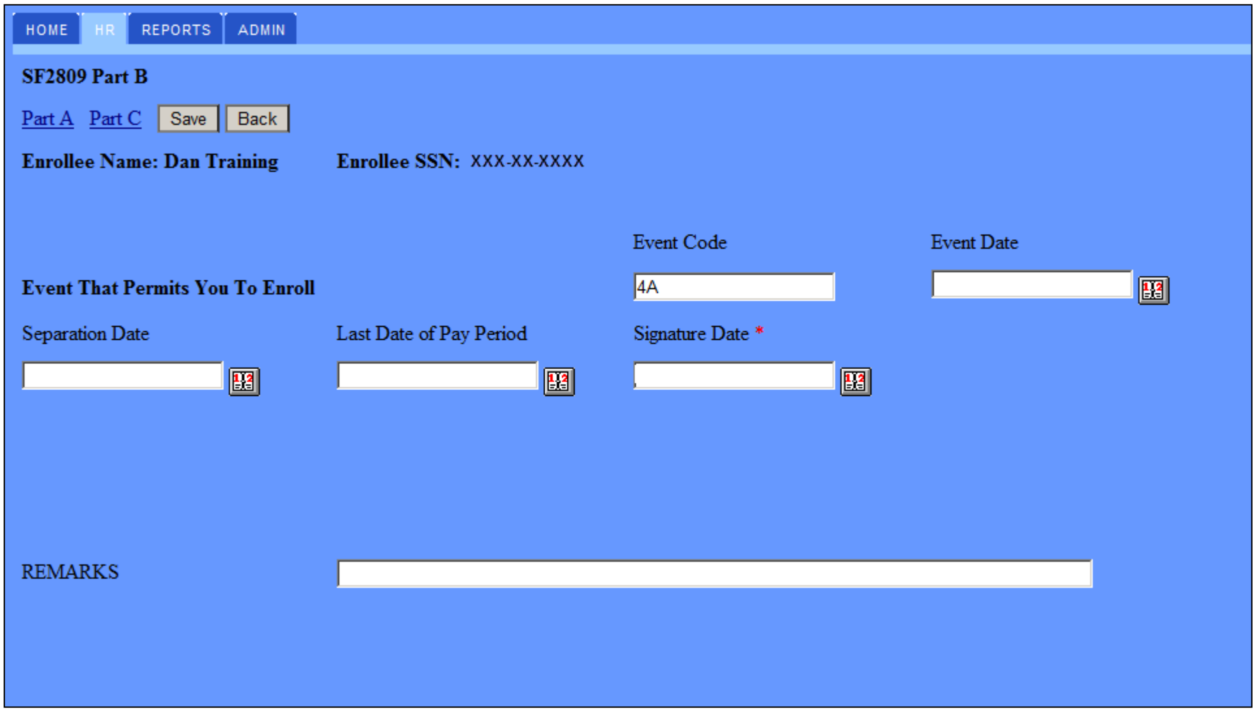


Figure 22 Part B - ACA Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
3.	For enrollees who are eligible after separation or through a Federal employee, who has separated, enter the date of the former employee's separation in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.

4.	Enter in the last day of the pay period in which the employee separated in the **Last Day of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
5.	Enter the date that the enrollee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
6.	Enter in any additional information in the **REMARKS** field.

Completing and Certifying the Record

Part C is used to document the payroll and submitting office information as well as to certify the enrollment. An enrollment will not be sent to NFC for processing until it is certified.

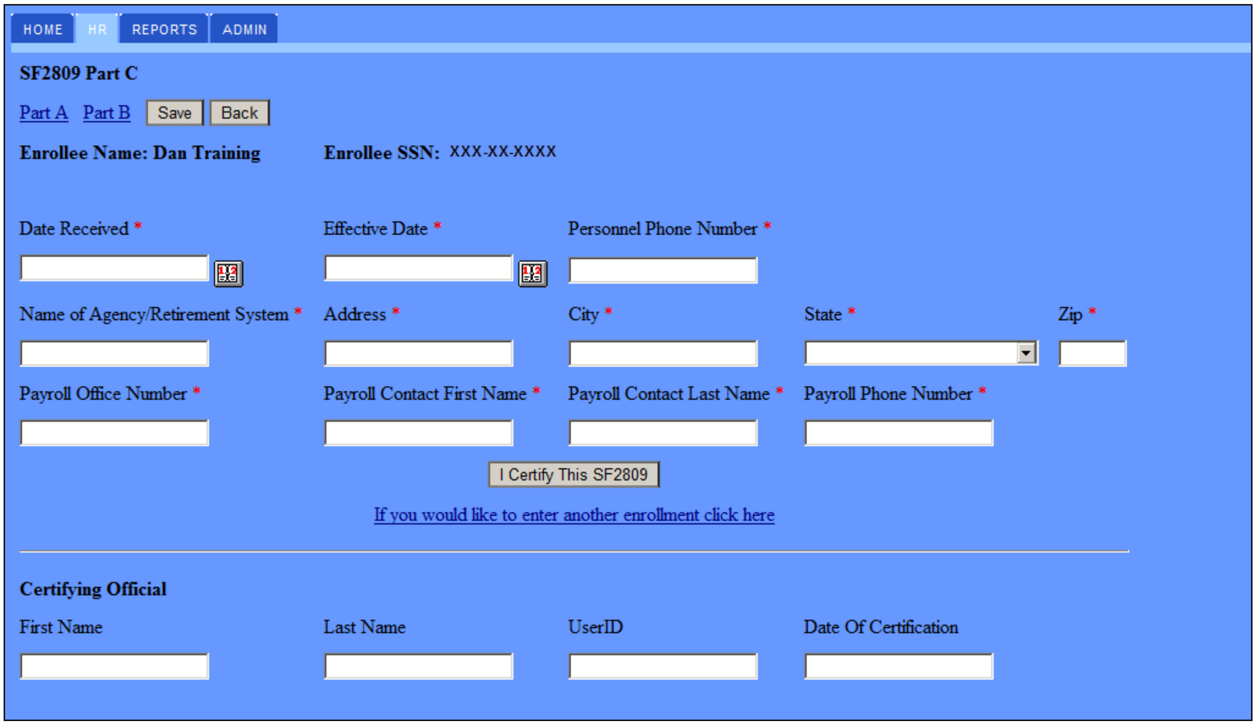


Figure 23 SF2809 Part C Page

Step	Action
1.	Enter the date that the submitting agency received the action in the **Date Received*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
2.	The Effective Date will pre-populate based on the date selected on Part B. Verify the **Effective Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
3.	Enter the phone number for the agency personnel contact in the **Personnel Phone Number*** field.

4.	Enter the name of the retirement system or agency which is submitting the enrollment in the **Name of Agency/Retirement System*** field.
5.	Enter in the mailing address for the agency or retirement system in the **Address***, **City***, **State*** and **Zip*** fields.
6.	Enter the number of the personnel office of the agency or retirement system in the **Payroll Office Number*** field.
7.	Enter the name of the personnel contact from the agency or retirement system in the **Payroll First Name*** and **Payroll Last Name*** fields.
8.	Once all of the information is verified, click **I certify this SF2809**.
9.	To add more new enrollments, click **If you would like to enter another enrollment click here** link. **CAUTION:** If the record has not been saved or certified, you will receive a warning message requesting to click Yes to save or No to cancel the action. If you click Yes, the record will only be saved, **<u>not</u>** certified.

Once the record is certified, the user's name, UserID, and current date will auto-populate in the Certifying Official section.

IMPORTANT: The new enrollment will be picked up with the nightly batch processing. Once processed, either the new enrollment record will be created or the record will show up in suspense. All suspense or updates to the record will need to be made in *DPRS* mainframe.

5.3. Reviewing and Clearing Errors in *DPRW*

Lesson Overview

To maintain the integrity of the data submitted to *DPRS* mainframe, there are multiple save edits built into *DPRW*. These edits will not allow a record to be saved or certified until certain fields are completed. This lesson will discuss when edits will occur and how to clear errors.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify when edits occur
- Correct and save or certify a record

Save edits can occur:

- When the user has not completed the required fields on Part A and attempts to save the record or navigate to another Part.
- When the user attempts to certify the record.

Certification Failed Page (Auditor and HR Users)

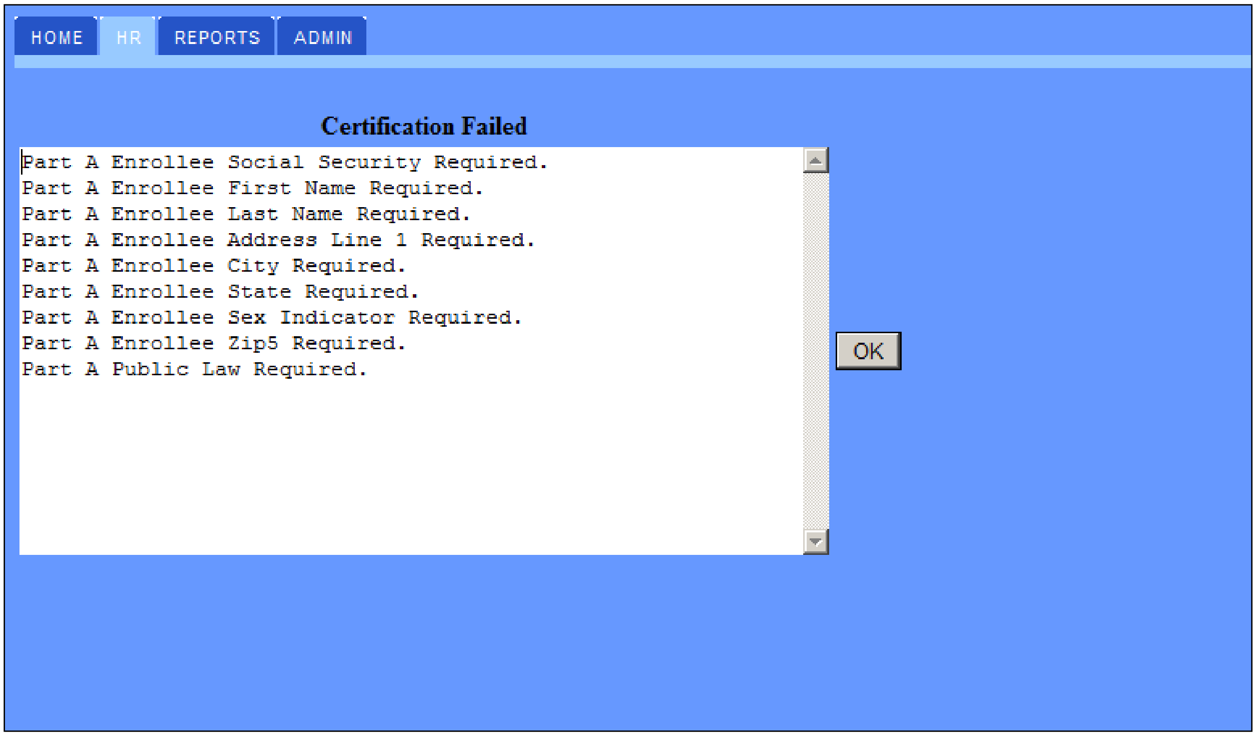


Figure 24 Certification Failed Page

If there are errors upon saving or certifying the ***Certification Failed*** page will display. This page will list the fields which are missing the required information. If the edits occurred upon saving the record, return to Part A and verify that all fields are completed. If the edits occurred upon certification, review each Part to ensure that all required fields are competed. All errors must be cleared before the record can be saved or certified.

STEP	ACTION
1.	Click **OK**.
2.	Complete the necessary fields.
3.	Save and/or certify the record.

Certification Failed Page Surviving Child(ren)

(OPM and DPRS Operations Users)

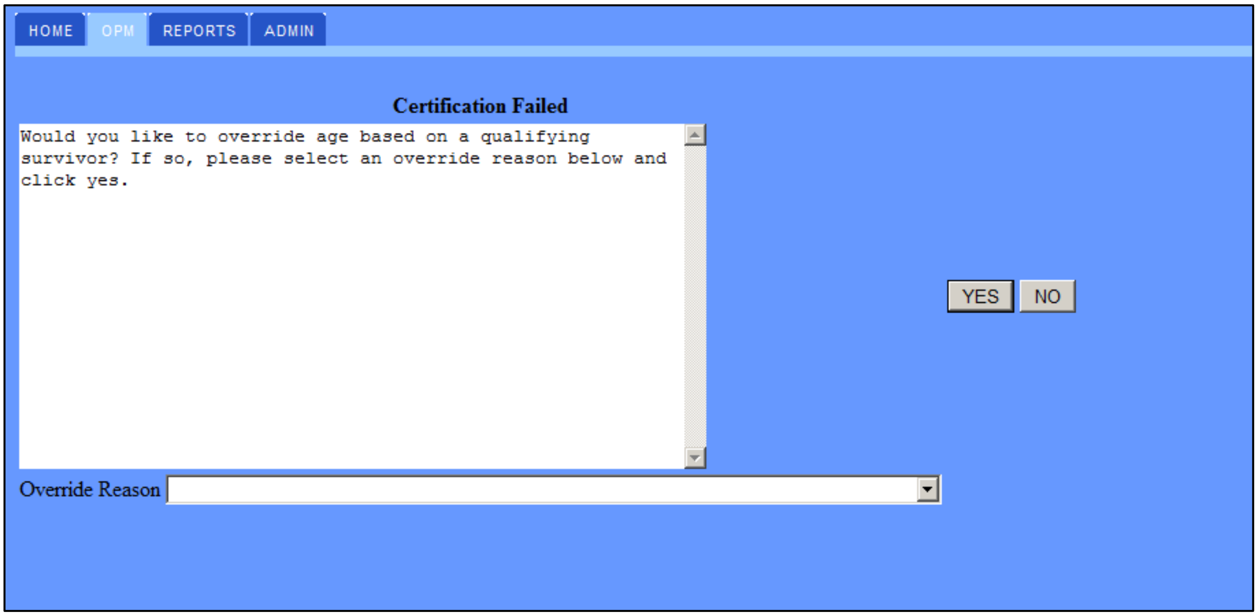


Figure 25 Certification Failed Page

If there are errors upon saving or certifying the ***Certification Failed*** page will display. In some cases, there are overrides that can be used to clear errors. All overrides must be cleared before the record can be saved or certified.

Override Reason(s) Options:

- Child qualified due to death of original enrollee or annuitant
- Child qualified due to loss of survivor annuity based on a change to full time student status
- Child qualified due to the ending of entitlement to survivor annuity
- None of the above

STEP	ACTION
1.	Select an **Override Reason** from the drop down box.
2.	Click **Yes**.

5.4. Review

Knowledge Check

1. What dictates which fields display on Part B?
2. When is a record submitted to NFC?
3. When do edits occur?

Chapter Summary

Having completed this chapter, you are now able to:

- Create new enrollment records
- Certify records
- Clear all save/certifications errors

NOTES:

6.0. Processing New Enrollments (SF2810/Transfers)

6.1. Overview

This chapter will cover all the steps required to create a transfer enrollment and clear any save/certify errors. Transfer enrollments are processed using the SF2810.

Objectives

By the end of this chapter, learners will be able to:

- Create transfer enrollment records
- Certify records
- Clear all save/certifications errors

6.2. Creating a New Enrollment

Lesson Overview

All transfer enrollments are entered on the **HR** page. To add a new enrollment, you will need the enrollee's social security number. This lesson will walk through the steps to create and certify a transfer enrollment.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify the information entered on each Part
- Complete all Parts of a transfer enrollment
- Certify a transfer enrollment

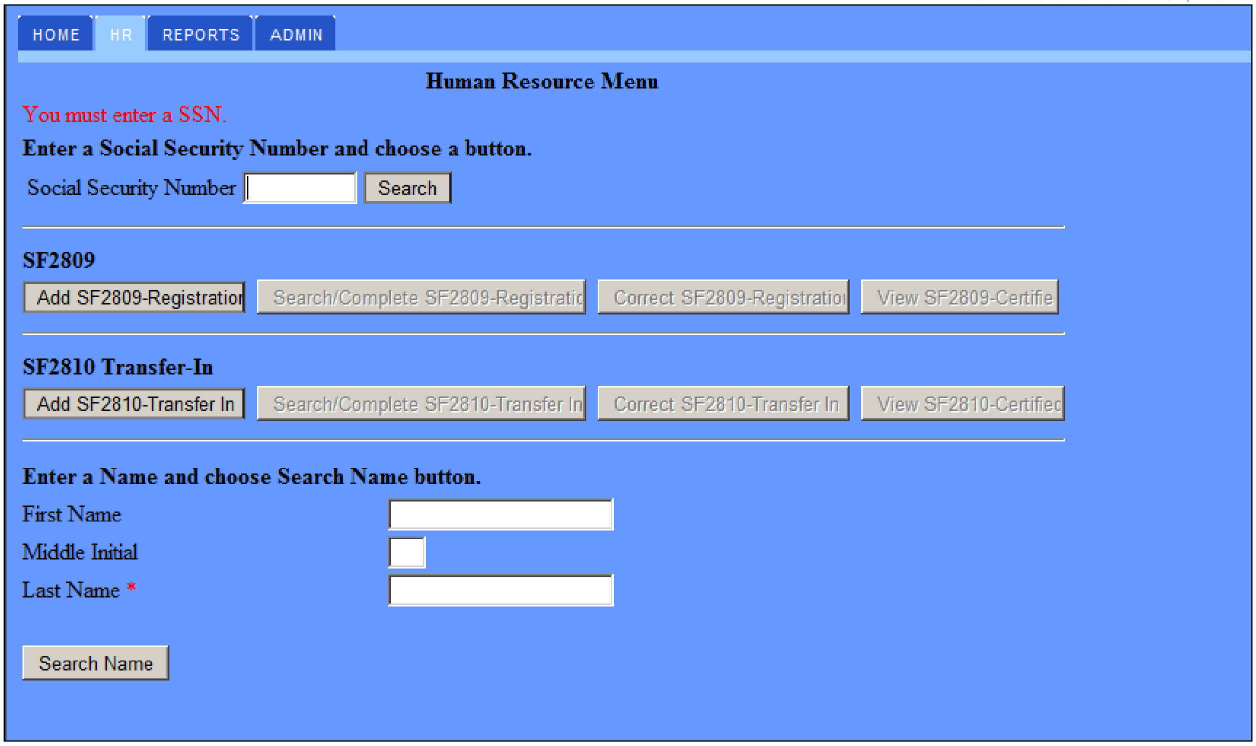


Figure 26 HR Menu Page

Step	Action
1.	Enter the enrollee's SSN in the **Social Security Number** field.
2.	Click **Add SF2810-Registration**.

There are four parts to an enrollment record in *DPRW*.

Part	Description
Part A	This page contains the overall enrollee information. The required fields on this page must be completed before the record can be saved.
Family Info	A supplemental page to Part A, this page contains the dependent information.
Part B	This page displays different fields based on the Public Law selected on Part A. It contains information on the event that enables the enrollment.
Part C	This page contains the information on the processing of the action including the processing office and effective date of the enrollment.

Completing SF2810 Part A

Part A is the enrollee and dependent information. All of the required fields in Part A must be completed before a record can be saved.

NOTE: All required fields will have a red asterisk in the field label.

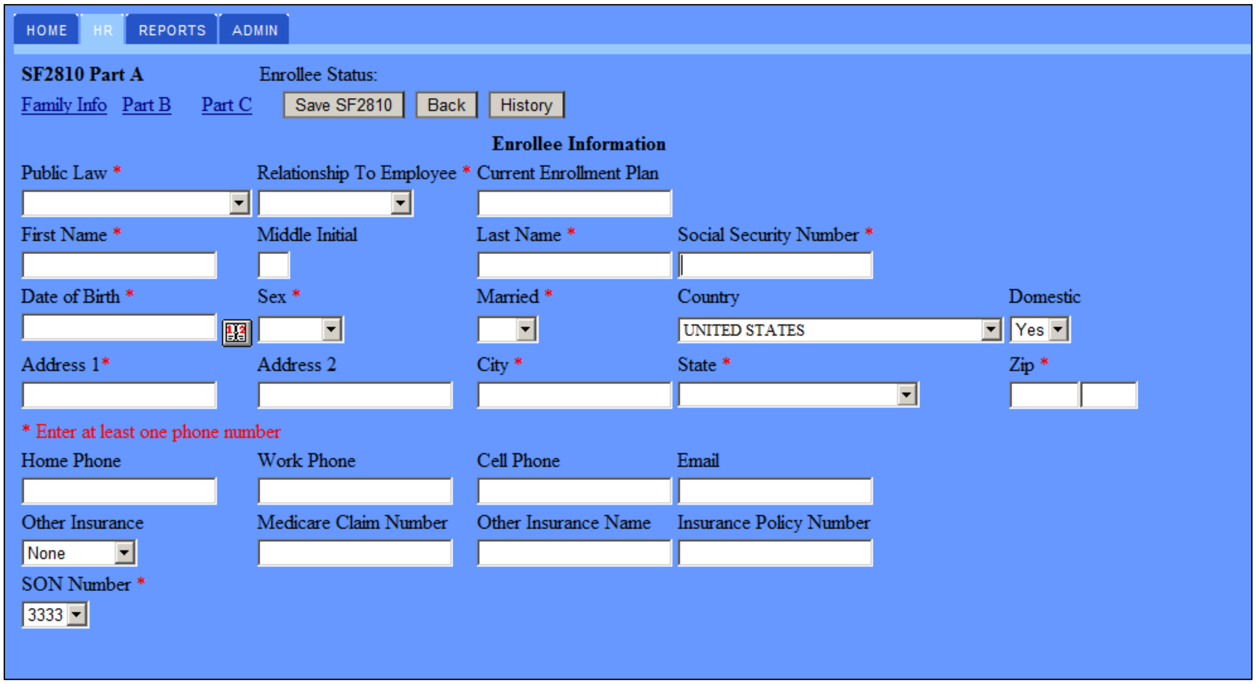


Figure 27 Part A Enrollee Information Page

Step	Action
1.	Select the law which allows the person to enroll for health benefits from the **Public Law*** list. ***NOTE: Refer to Appendix B: Public Laws for guidelines on the laws and which agency can process each law.***
2.	Select the relationship of the enrollee to the Federal employee/annuitant from the **Relationship to Employee*** list.
3.	Enter in the enrollment code for the enrollee’s existing plan in the **Current Enrollment Plan** field.
4.	Enter the enrollee’s name in the **First Name***, **Middle Initial** and **Last Name*** fields.

5.	Verify the enrollee's SSN in the **Social Security Number*** field.
6.	Click the calendar icon next to the **Date of Birth*** field, to select the enrollee's birth date. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
7.	Select the enrollee's gender from the **Sex*** list.
8.	Select the enrollee's marital status from the **Married*** list.
9.	Verify the country in which the enrollee resides in the **Country** list. The list defaults to United States.
10.	Verify whether the enrollment residence is domestic or foreign in **Domestic** list. This list defaults to Yes.
11.	Enter the enrollee's street address in the **Address 1*** field.
12.	Enter any supplemental address information, such as apartment number, in the **Address 2** field.
13.	Enter in the city in which the enrollee resides in the **City*** field.
14.	Select the state in which the enrollee resides from the **State*** list.
15.	Enter the enrollee's zip code in the **Zip*** field. Only the first five digits of the zip code is required.
16.	Enter at least one valid contact number for the enrollee in one of the following fields: **Home Phone**, **Work Phone**, **Cell Phone**.
17.	Enter the enrollee's email address in the **Email** field.
18.	Select whether the enrollee is already covered by another health insurance from the **Other Insurance** list.
19.	If the enrollee is currently covered under Medicare, enter the Medicare claim number in the **Medicare Claim Number** field.

20.	If the enrollee has health coverage outside of FEHB, TRICARE or Medicare, enter in the name of the insurance company in the **Other Insurance Name** field.
21.	If the enrollee has health coverage outside of FEHB, TRICARE or Medicare, enter in the policy number in the **Insurance Policy Number** field.
22.	Select the enrollee's submitting office number from the **SON Number*** list.

NOTE: At this point, you can click Save or by clicking on another Part or link, the record will automatically be saved for you.

IMPORTANT: *Once the information on the SF2810 – Part A page has been entered, the record can be saved and completed at a later date by clicking Save SF2810.*

NOTES:

Completing Family Information

If the enrollment is for a family policy, click the **Family Info** link to enter the dependent information.

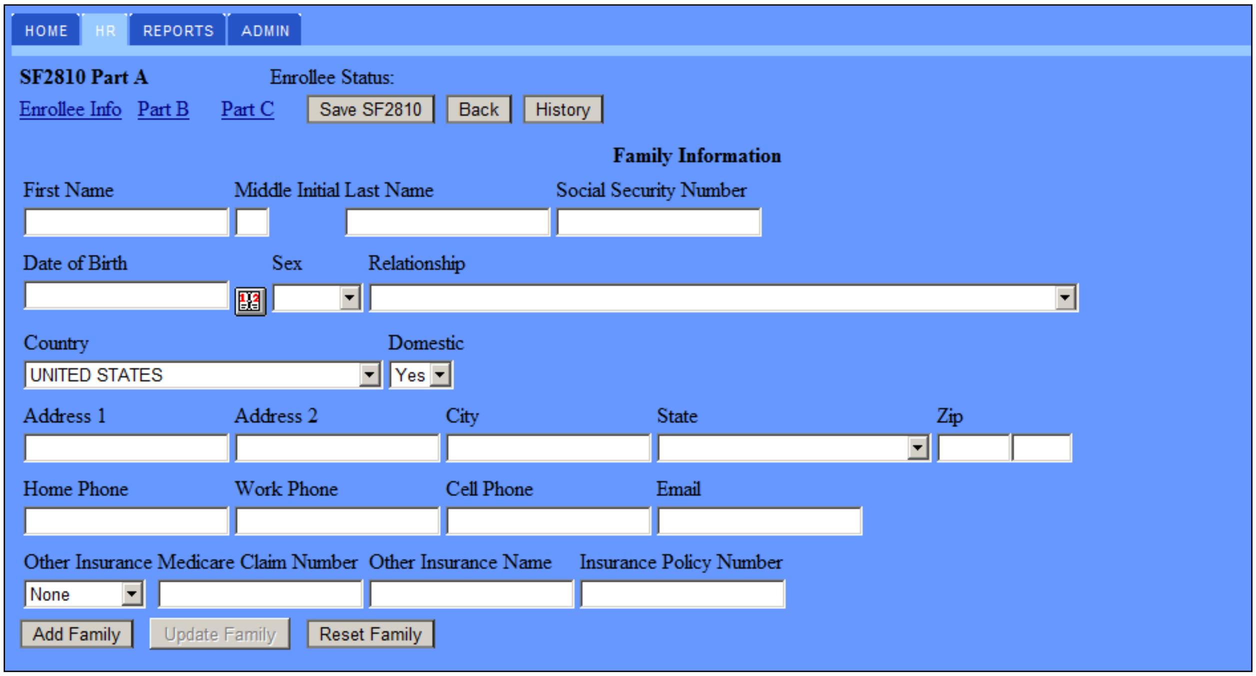


Figure 28 Family Information Page

Step	Action
1.	Enter in the dependent's name is the **First Name**, **Middle Initial** and **Last Name** fields.
2.	Click the calendar icon next to the **Date of Birth** field, to select the dependent's birth date. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Select the dependent's gender from the **Sex** list.
4.	Select the dependent's relationship to the enrollee from the **Relationship** list.
5.	Verify the country in which the dependent resides in the **Country** list. The list defaults to United States.

6.	Verify whether the dependent's residence is domestic or foreign in **Domestic** list. This list defaults to Yes.
7.	The enrollee's address will default. If the dependent has a separate address, enter the dependent's address information in the **Address 1**, **Address 2**, **City**, **State** and **Zip** fields.
8.	The enrollee's contact numbers will default. If there is an additional or separate contact number for the dependent, enter the information in one of the following fields: **Home Phone**, **Work Phone**, **Cell Phone**.
9.	If there is an additional email address for the dependent, enter the information in the **Email** field.
10.	Select whether the dependent is already covered by another health insurance from the **Other Insurance** list.
11.	If the dependent is currently covered under Medicare, enter the Medicare claim number in the **Medicare Claim Number** field.
12.	If the dependent has health coverage outside of FEHB, TRICARE or Medicare, enter in the name of the insurance company in the **Other Insurance Name** field.
13.	If the dependent has health coverage outside of FEHB, TRICARE or Medicare, enter in the policy number in the **Insurance Policy Number** field.
14.	Click **Add Family**. ***NOTE: The dependent is not saved to the record until the user clicks the Add Family button.***
15.	Repeat the steps to enter additional dependents

The Reset Family button is used to clear the Family Info fields for unsaved changes.

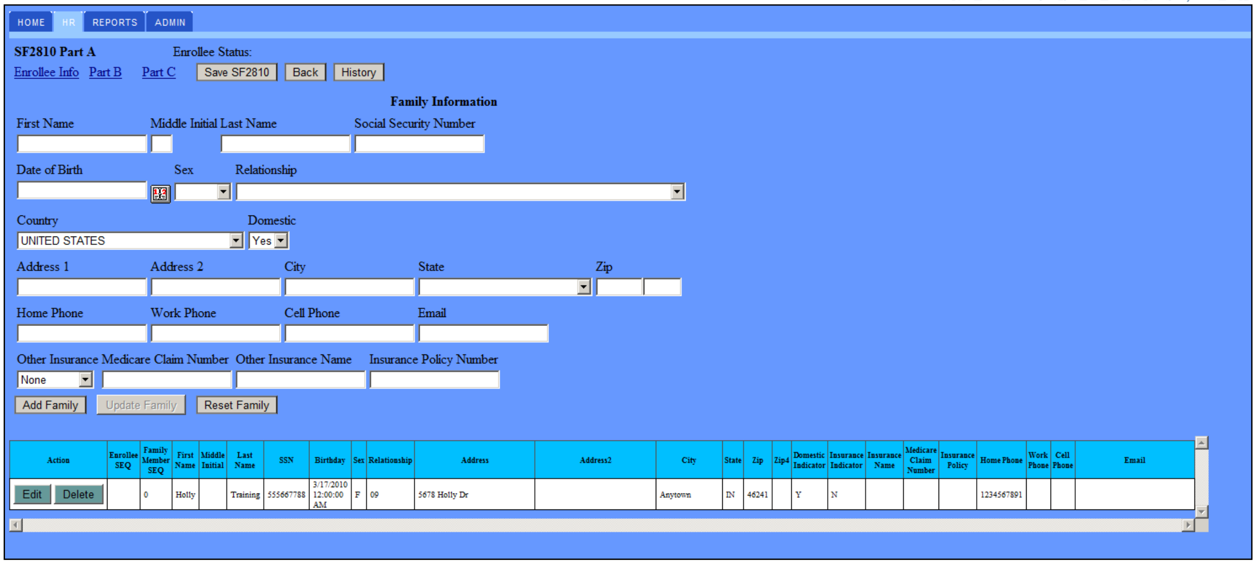


Figure 29 SF2810-Family Information Page with Saved Dependent

Once the dependent is added, the dependent information will display at the bottom of the page. The dependent's information can be edited or deleted using the Action buttons.

To Edit Family Member Info

STEP	ACTION
1.	Click **Edit** next to the appropriate dependent.
2.	The current information will populate in the ***Family Information*** page. Update the information in the fields as needed and click **Update Family**.

To Delete Family Member Info

STEP	ACTION
3.	Click **Delete** next to the appropriate dependent.
4.	Click **OK** to confirm the deletion.

Completing Part B

Part B is used to document the event and date details that enable the participant to enroll. The page will display different fields, based on the Public Law selected on Part A.

Spouse Equity

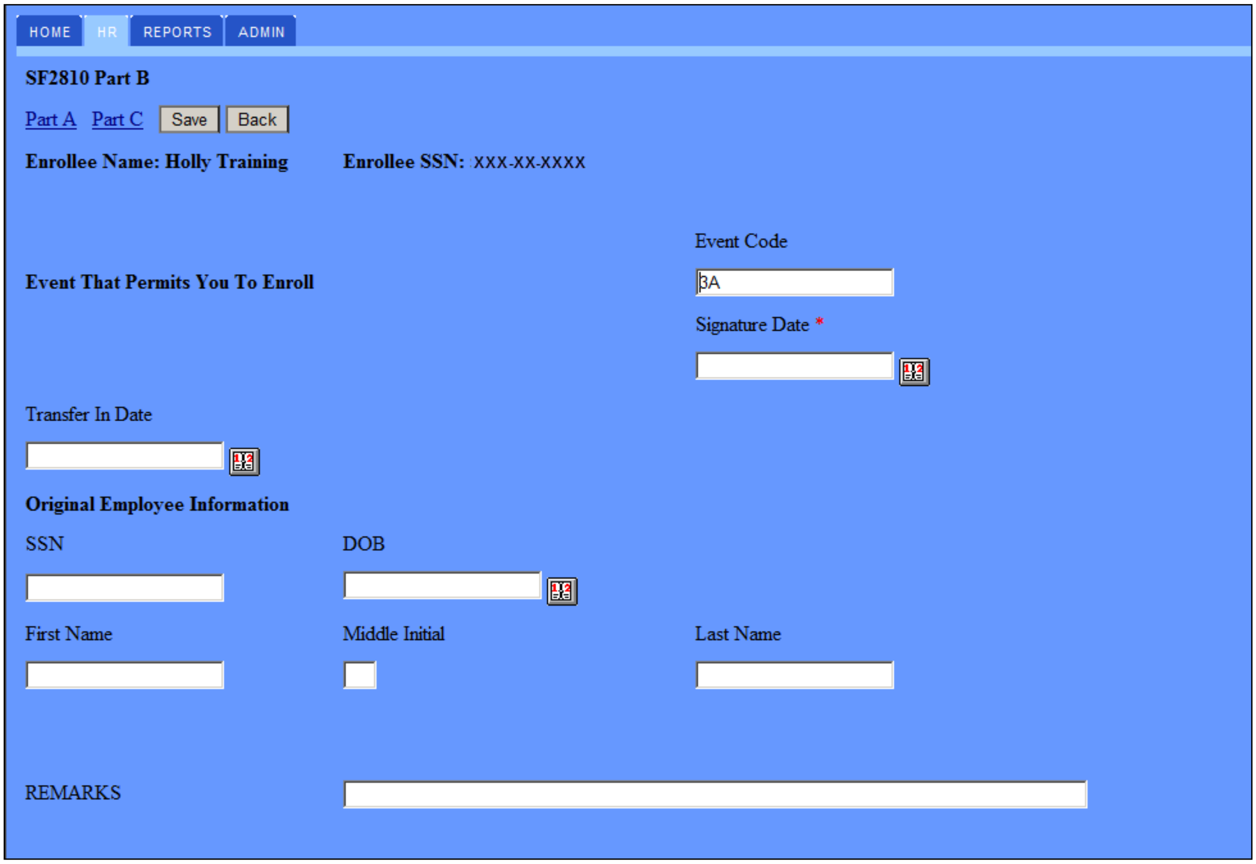


Figure 30 Part B - Spouse Equity Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date that the enrollee signed the SF2810 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the date the enrollee’s transfer is effective in the **Transfer In Date** field.

4.	Enter the Federal employee/annuitants social security number in the **SSN** field.
5.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
6.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields. ***NOTE: This is only for Former Spouse and Child relationships.***
7.	Enter in any additional information in the **REMARKS** field.

TCC (Child, Former Spouse)

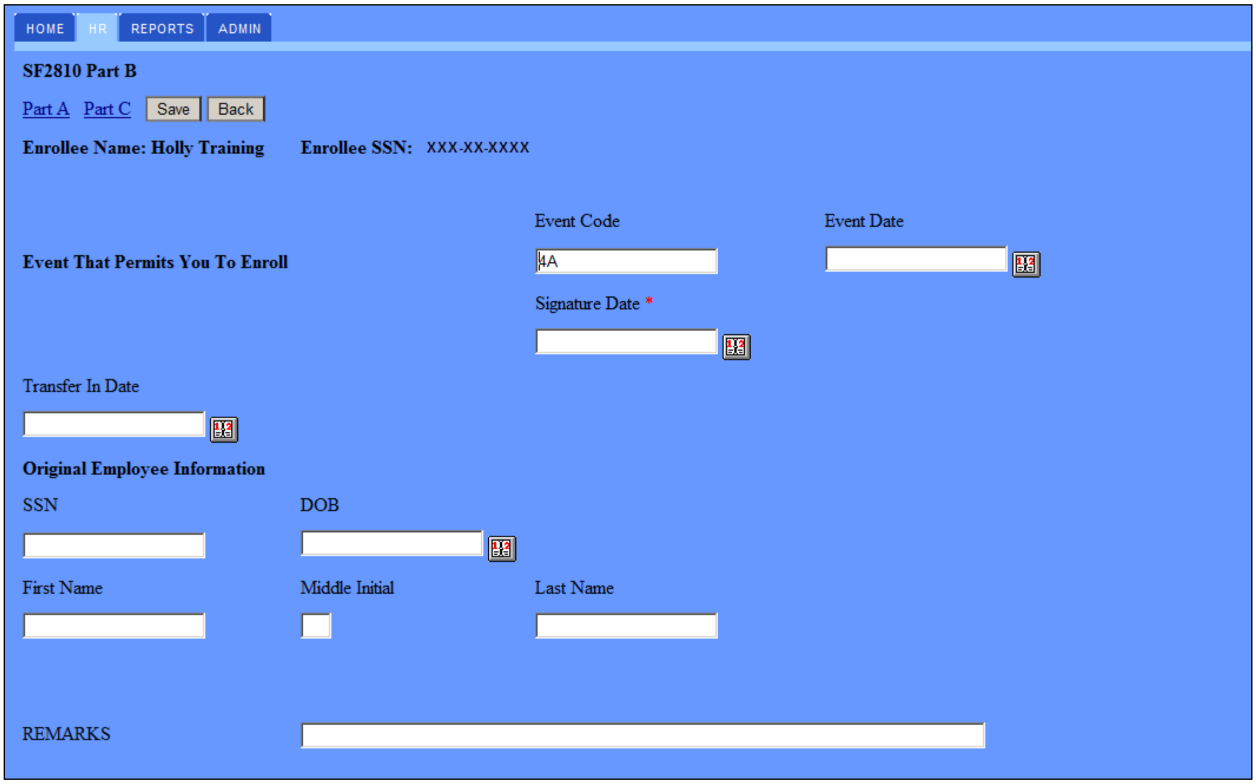


Figure 31 Part B - TCC Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the date that the enrollee signed the SF2810 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***

4.	Enter the date the enrollee's transfer is effective in the **Transfer In Date** field.
5.	Enter the Federal employee/annuitants Social Security Number in the **SSN** field.
6.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
7.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields.
8.	Enter in any additional information in the **REMARKS** field.

TCC (Self)

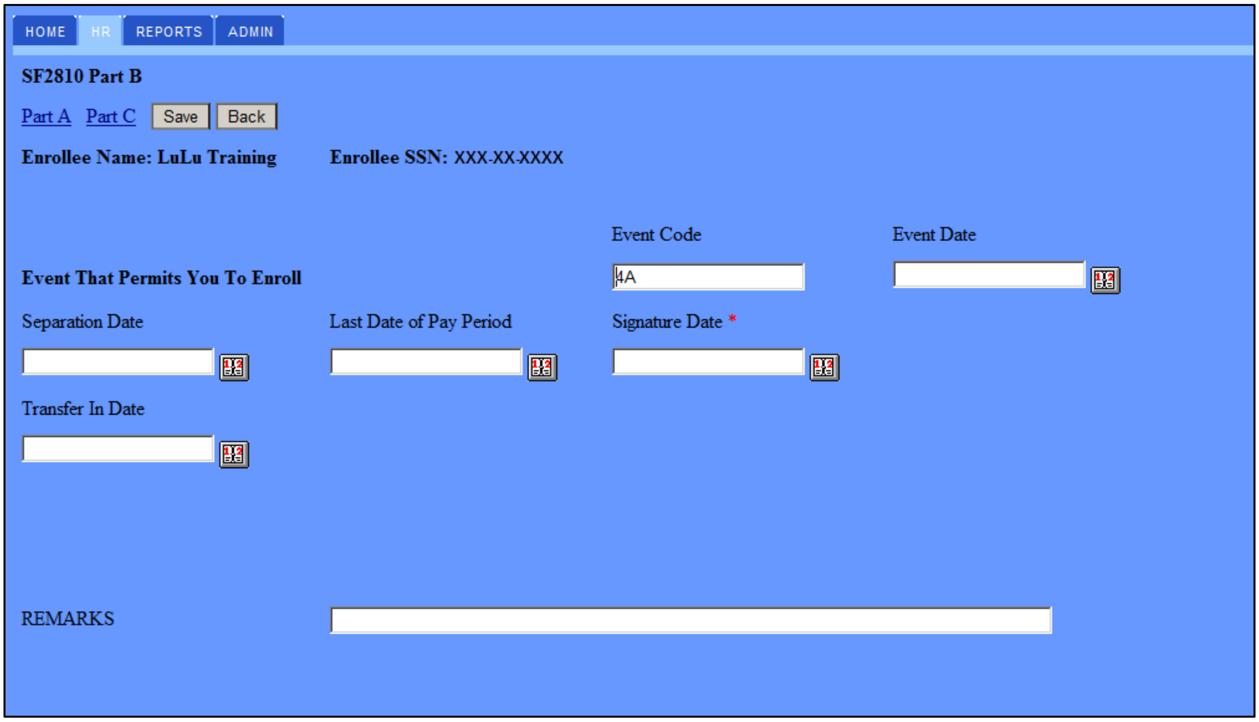


Figure 32 Part B - TCC Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the end date in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
4.	Enter the Pay Period date in the **Last Date of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***

5.	Enter the date that the Employee signed the SF2809 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Enter the date that the Employee Transferred in the **Transfer In Date** field.
7.	Enter in any additional information in the **REMARKS** field.

DOD-RIF

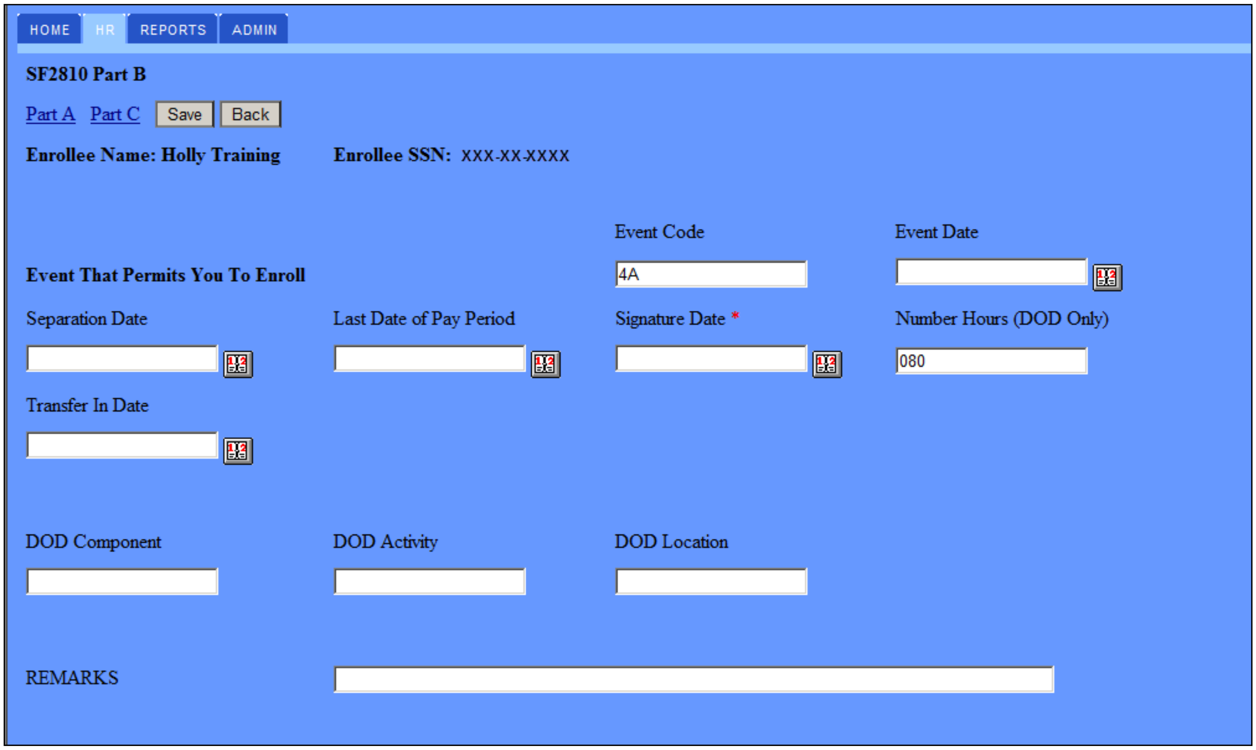


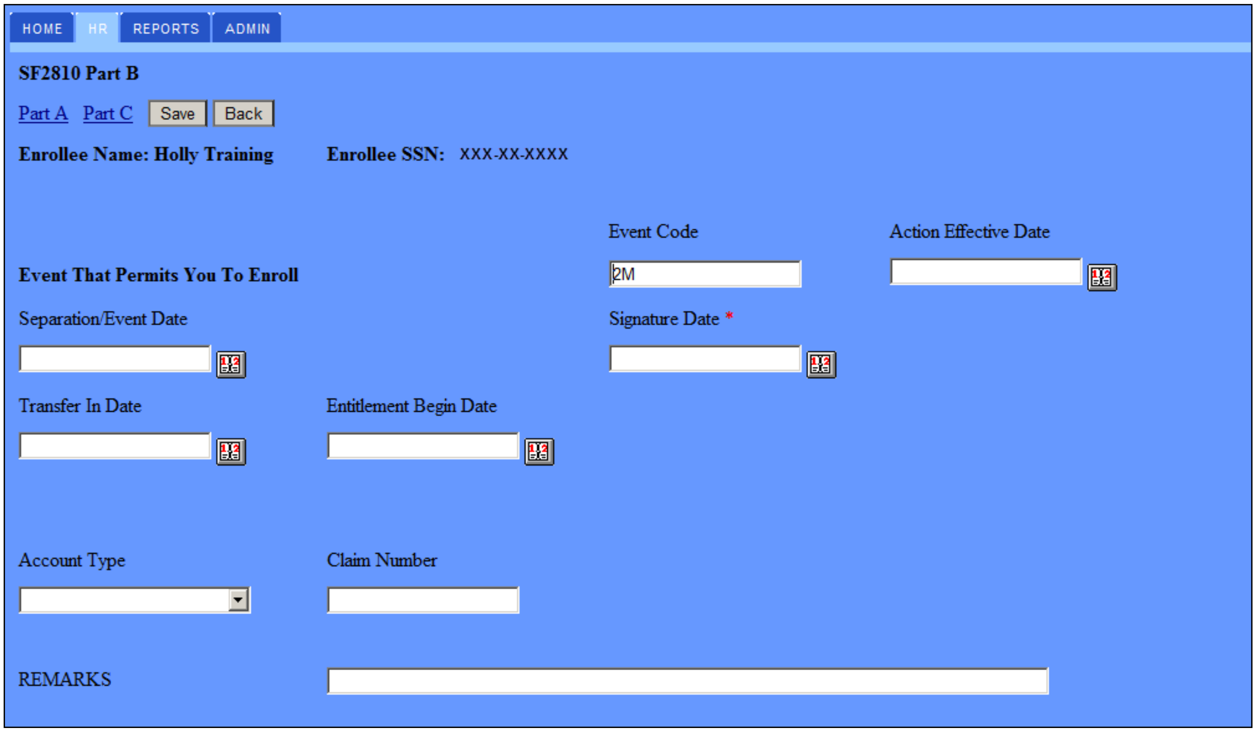
Figure 33 Part B - DOD-RIF Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter in the date of the Federal employee's separation in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***

4.	Enter in the last day of the pay period in which the employee separated in the **Last Day of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
5.	Enter the date that the enrollee signed the SF2810 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Verify the number of tour duty hours in the **Number Hours (DOD Only)** field. This field defaults to 080.
7.	Enter the date the enrollee's transfer is effective in the **Transfer In Date** field.
8.	Enter in the component within the DOD for which the Federal Employee worked in the **DOD Component** field.
9.	Enter the specific activity for which the Federal employee worked for in the **DOD Activity** field.
10.	Enter in the numeric location in the **DOD Location** field.
11.	Enter in any additional information in the **REMARKS** field.

Annuitants

NOTE: These types of records can only be entered by OPM and NFC Operations.



HOME HR REPORTS ADMIN

SF2810 Part B

Part A Part C Save Back

Enrollee Name: Holly Training **Enrollee SSN:** XXX-XX-XXXX

Event Code: 2M

Action Effective Date

Event That Permits You To Enroll

Separation/Event Date

Signature Date *

Transfer In Date

Entitlement Begin Date

Account Type

Claim Number

REMARKS

Figure 34 Part B - Annuitants Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date from which the enrollment will be effective in the **Action Effective Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
3.	Enter the date that the enrollee signed the SF2810 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
4.	Enter the date the enrollee's transfer is effective in the **Transfer In Date** field.
5.	For survivor annuitants, select the appropriate value from the **Account Type** list and type in the OPM provided claim number in the **Claim Number** field.

NOTE: If the Account Type is for surviving Spouse, Surviving Spouse/Child(ren), Surviving Child(ren), or Disabled (Child(ren) additional fields will display to enter in the Federal employee/ annuitant's information.

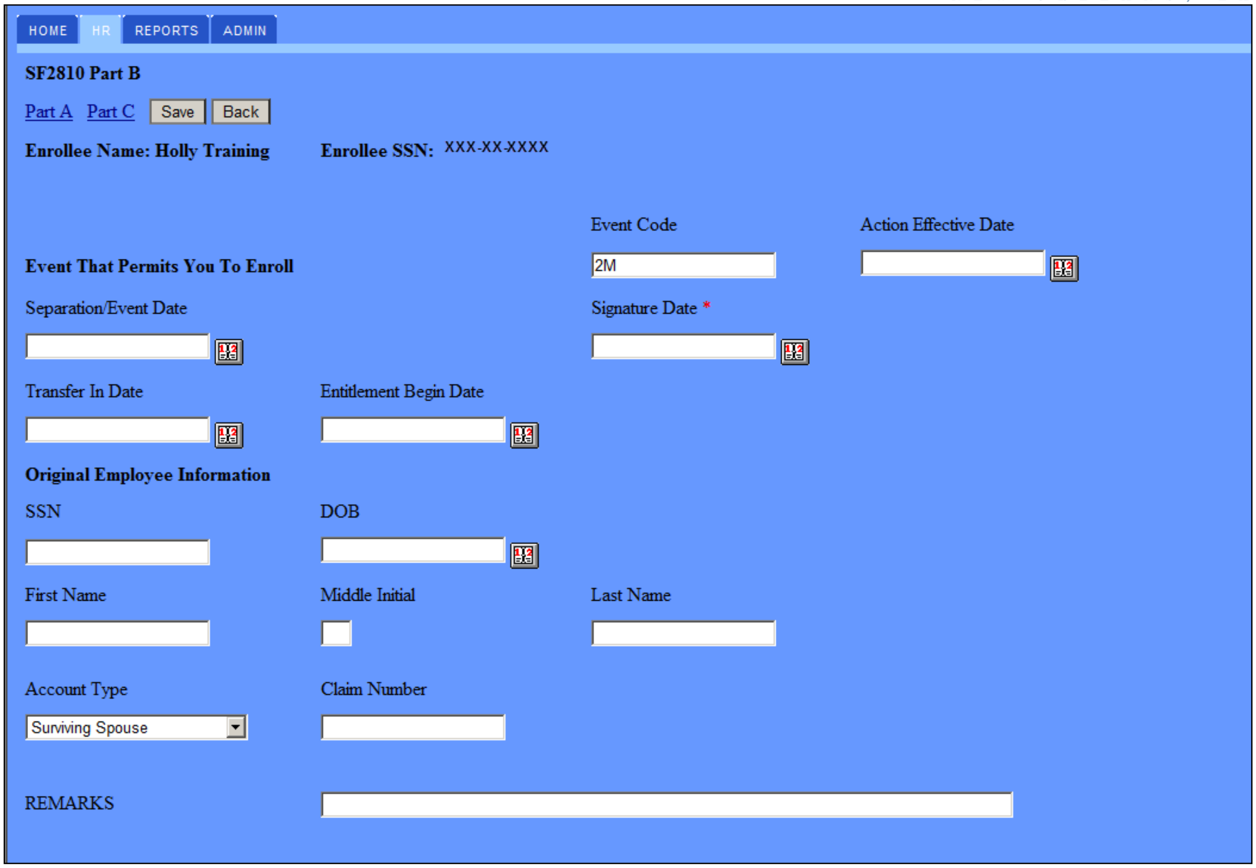


Figure 35 Part B- Annuitants Law - Surviving Spouse or Children

5.	Enter in the date of the Federal employee's separation in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date.***
6.	Enter the Federal employee/annuitants social security number in the **SSN** field.
7.	Enter the Federal employee/annuitants date of birth in the **DOB** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
8.	Enter the Federal employee/annuitants name is the **First Name**, **Middle Initial**, and **Last Name** fields.
9.	Enter in any additional information in the **REMARKS** field.

ACA

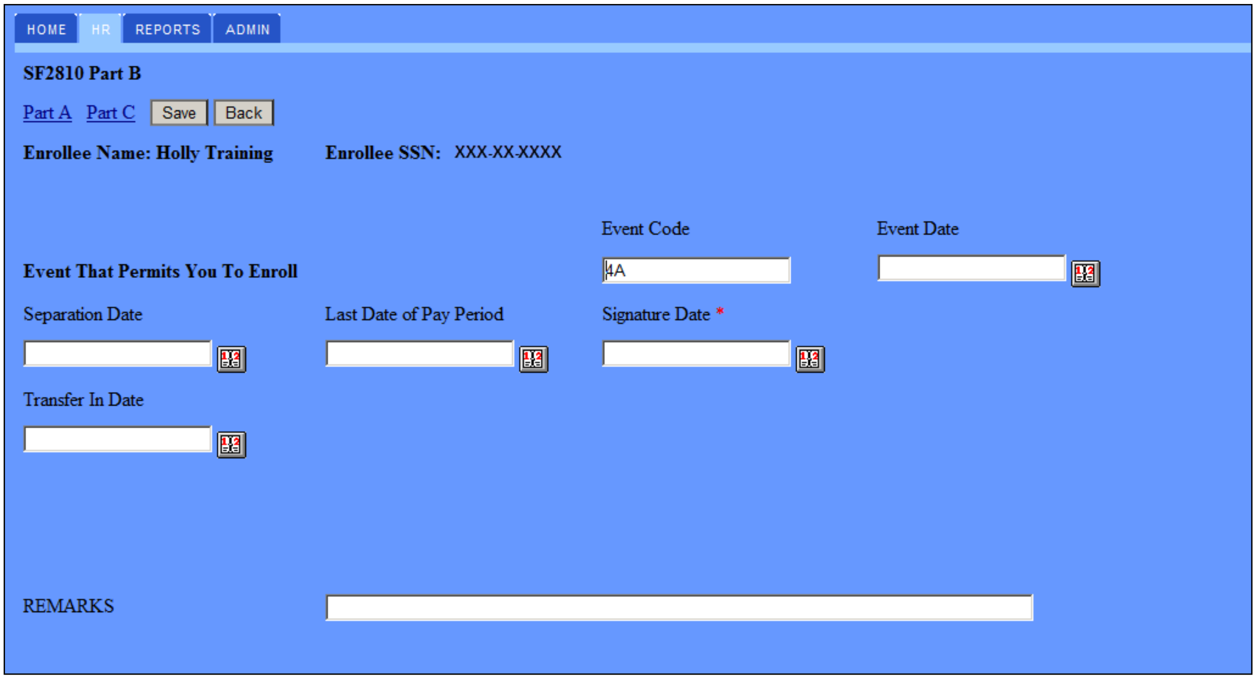


Figure 36 Part B - ACA Law

STEP	ACTION
1.	The Event Code will pre-populate based on the Public Law selected on Part A. Verify the **Event Code** field.
2.	Enter the date of the qualifying life event or enrollment eligibility date in the **Event Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
3.	For enrollees who are eligible after separation or through a Federal employee, who has separated, enter the date of the former employee's separation in the **Separation Date** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.

4.	Enter in the last day of the pay period in which the employee separated in the **Last Day of Pay Period** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
5.	Enter the date that the enrollee signed the SF2810 in the **Signature Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
6.	Enter the date the enrollee's transfer is effective in the **Transfer In Date** field.
7.	Enter in any additional information in the **REMARKS** field.

Completing and Certifying the Record

Part C is used to document the payroll and submitting office information as well as to certify the enrollment. An enrollment will not be sent to NFC for processing until it is certified.

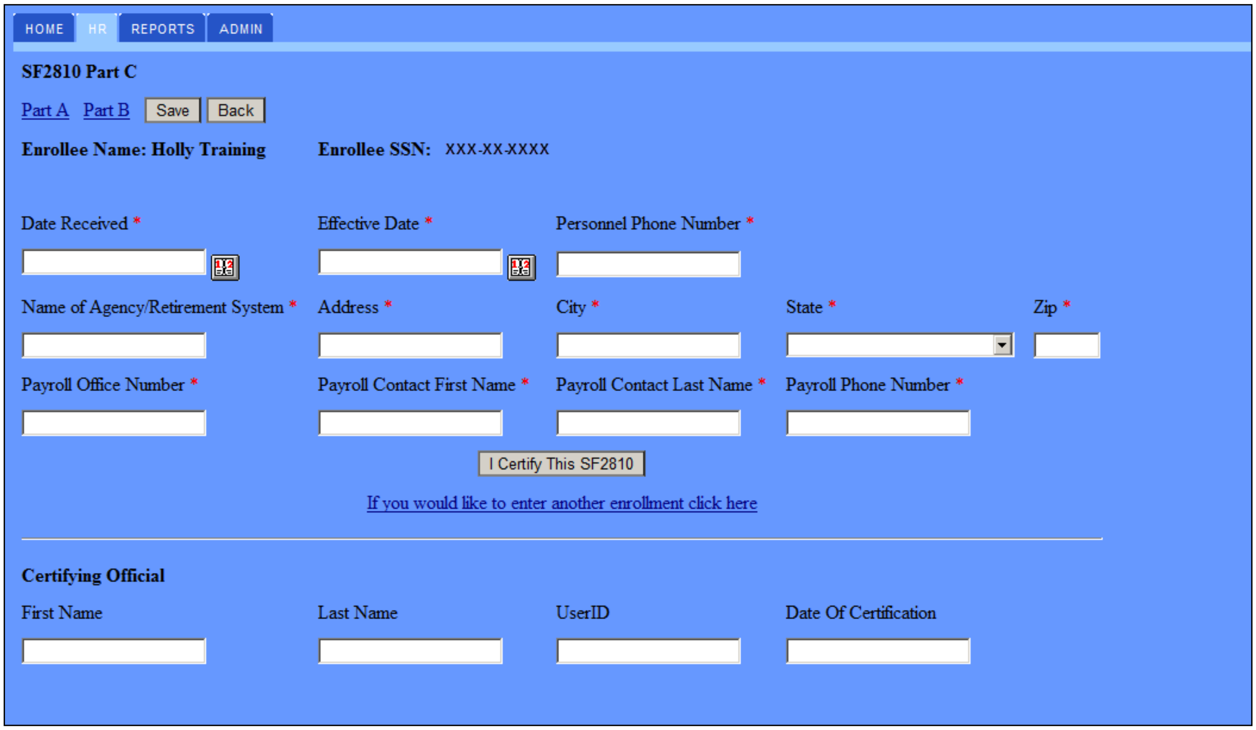


Figure 37 SF2810 Part C Page

Step	Action
1.	Enter the date that the submitting agency received the action in the **Date Received*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
2.	The Effective Date will pre-populate based on the date selected on Part B. Verify the **Effective Date*** field. ***NOTE: Only the calendar icon can be used to enter dates. Select the year, then month, then click on the calendar date***.
3.	Enter the phone number for the agency personnel contact in the **Personnel Phone Number*** field.

4.	Enter the name of the retirement system or agency which is submitting the enrollment in the **Name of Agency/Retirement System*** field.
5.	Enter in the mailing address for the agency or retirement system in the **Address***, **City***, **State*** and **Zip*** fields.
6.	Enter the number of the personnel office of the agency or retirement system in the **Payroll Office Number*** field.
7.	Enter the name of the personnel contact from the agency or retirement system in the **Payroll First Name*** and **Payroll Last Name*** fields.
8.	Once all of the information is verified, click **I certify this SF2810**.
9.	To add more new enrollments, click **If you would like to enter another enrollment click here** link. **CAUTION:** If the record has not been saved or certified, you will receive a warning message requesting to click Yes to save or No to cancel the action. If you click Yes, the record will only be saved, **<u>not</u>** certified.

Once the record is certified, the user's name, UserID, and current date will auto-populate in the Certifying Official section.

IMPORTANT: The new enrollment will be picked up with the nightly batch processing. Once processed, either the new enrollment record will be created or the record will show up in suspense. All suspense or updates to the record will need to be made in *DPRS* mainframe.

6.3. Reviewing and Clearing Errors in DPRW

Lesson Overview

To maintain the integrity of the data submitted to *DPRS* mainframe, there are multiple save edits built into *DPRW*. These edits will not allow a record to be saved or certified until certain fields are completed. This lesson will discuss when edits will occur and how to clear errors.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Identify when edits occur
- Correct and save or certify a record

Save edits can occur:

- When the user has not completed the required fields on Part A and attempts to save the record or navigate to another Part.
- When the user attempts to certify the record.

Certification Failed Page (Auditor and HR Users)

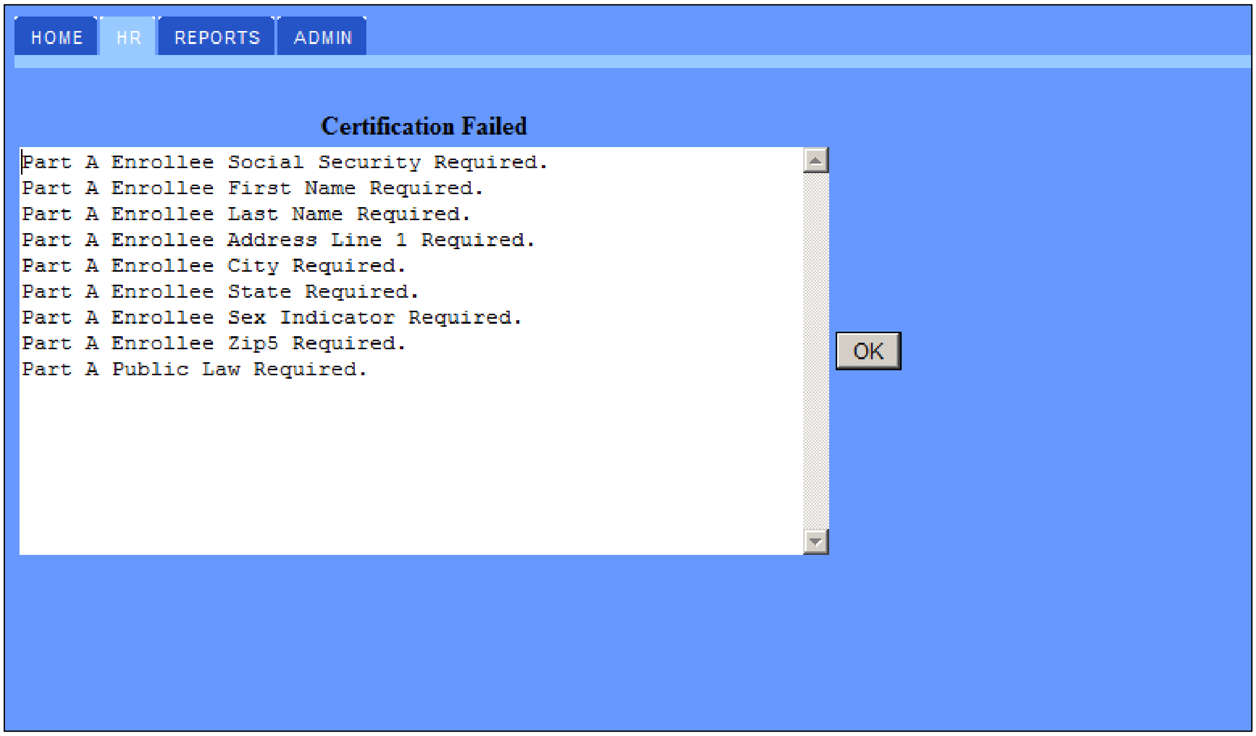


Figure 38 Certification Failed Page

If there are errors upon saving or certifying the ***Certification Failed*** page will display. This page will list the fields which are missing the required information. If the edits occurred upon saving the record, return to Part A and verify that all fields are completed. If the edits occurred upon certification, review each Part to ensure that all required fields are competed. All errors must be cleared before the record can be saved or certified.

STEP	ACTION
1.	Click **OK**.
2.	Complete the necessary fields.
3.	Save and/or certify the record.

Certification Failed Page Surviving Child(ren)

(OPM and DPRS Operations Users)

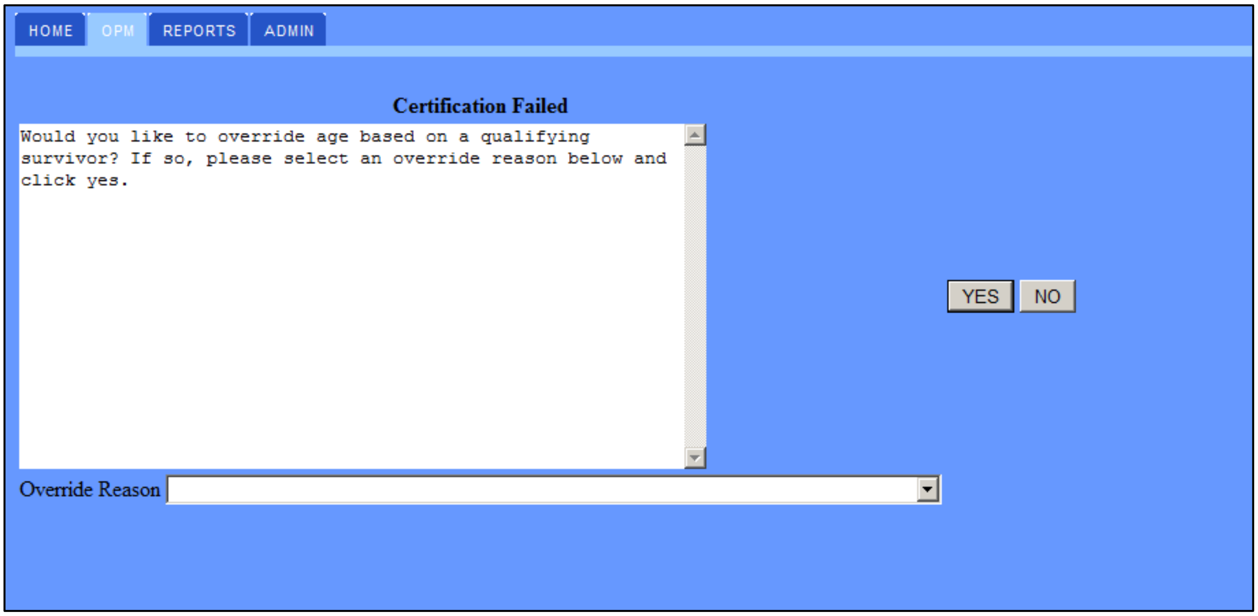


Figure 39 Certification Failed Page

If there are errors upon saving or certifying the ***Certification Failed*** page will display. All overrides must be cleared before the record can be saved or certified.

Override Reason(s) Options:

- Child qualified due to death of original enrollee or annuitant
- Child qualified due to loss of survivor annuity based on a change to full time student status
- Child qualified due to the ending of entitlement to survivor annuity
- None of the above

STEP	ACTION
1.	Select an **Override Reason** from the drop down box.
2.	Click **Yes**.

6.4. Review

Knowledge Check

4. What dictates which fields display on Part B?
5. When is a record submitted to NFC?
6. When do edits occur?

Chapter Summary

Having completed this chapter, you are now able to:

- Create new enrollment records
- Certify records
- Clear all save/certifications errors

NOTES:

7.0. Editing Records

7.1. Overview

This chapter will cover the methods to complete and edit existing records that have not been processed in the nightly batch processing.

Objectives

By the end of this chapter, learners will be able to:

- Explain which records can be edited
- Edit existing records

7.2. Editing an Existing Record

Lesson Overview

New enrollments entered into *DPRW* can be edited in *DPRW*. This lesson will cover which records can be modified and the steps needed

Lesson Objectives

By the end of this lesson, learners will be able to:

- Edit an Incomplete record
- Edit a processed record

SF2809 and SF2810 records can be edited if:

- the enrollment is incomplete, meaning it has been saved but not certified,
- or the certified record has not been picked up in the nightly batch process.

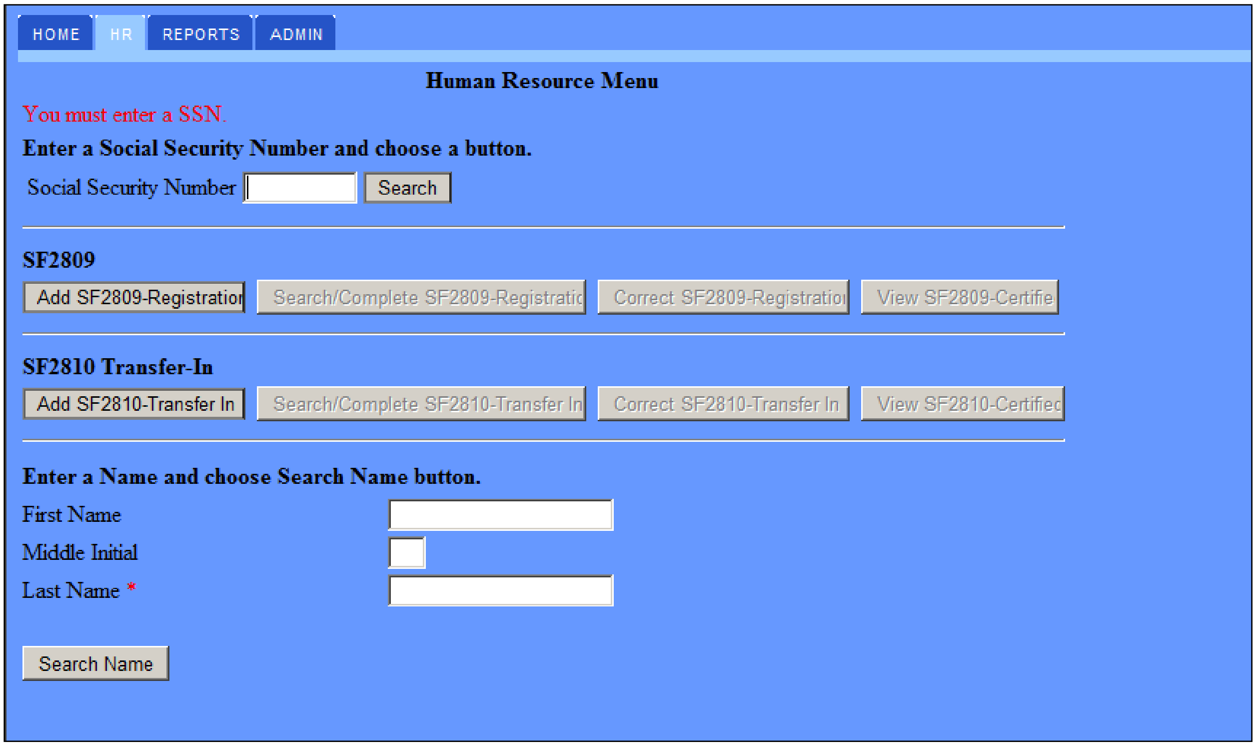


Figure 40 HR Page

STEP	ACTION
1.	To edit a record, search for the existing record using one of the two available searches (refer to 4.2 Search for an Existing Record)
2.	Click **Search/Complete Registration SF2809 or Search/Complete Registration SF2810** if the record is incomplete, or click **Correct SF2809-Registration** or **Correct SF2810-Registration** is the record has previously been certified.
3.	Edit the fields necessary and click **Save**.
4.	To submit to NFC for processing, click **I certify this SF2809** or **I certify this SF2810**.

8.0. Reports

8.1. Overview

This chapter will cover the report(s) available in DPRW and what actions can be taken from the report.

Objectives

By the end of this chapter, learners will be able to:

- Run report(s)
- Identify the actions that can be taken from a report

8.2. Incomplete SF2809 and SF2810 Report

Lesson Overview

The Incomplete SF2809 and SF2810 Report's identify all records that have been saved but have not been certified. These records can be edited or deleted directly from the report.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Run the Incomplete SF2809 and Incomplete SF2810 Report
- Identify the actions that can be taken from the report.

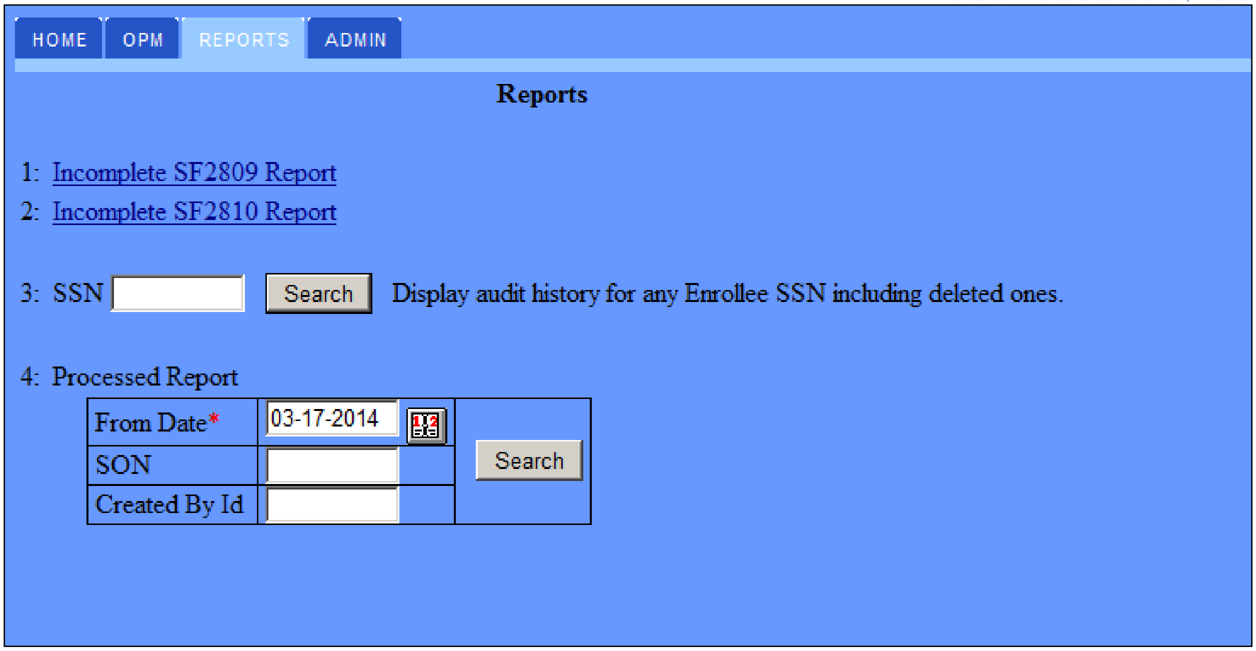


Figure 41 Reports Page

To run the report, click the **Incomplete SF2809 Report** or **Incomplete SF2810 Report** link.

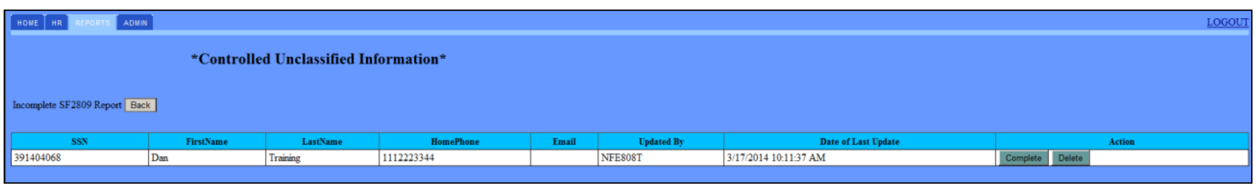


Figure 42 Incomplete SF2809 Report

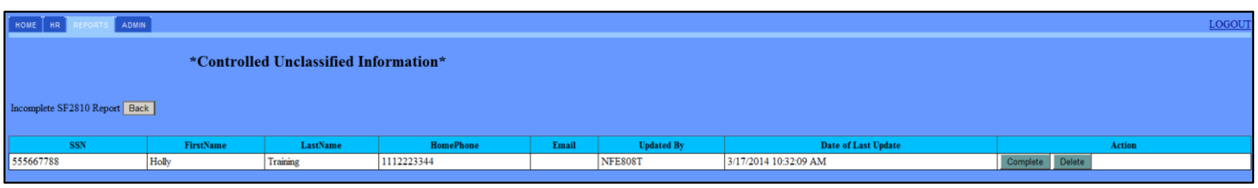


Figure 43 Incomplete SF2810 Report

The report displays all new enrollments that have not yet been certified. The record can be completed or deleted.

Button	Description
Complete	Opens the record for editing and completion.
Delete	Deletes the uncertified record.

8.3. SSN Report

Lesson Overview

The SSN Report displays audit history for any Enrollee SSN including deleted forms.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Run the SSN Report

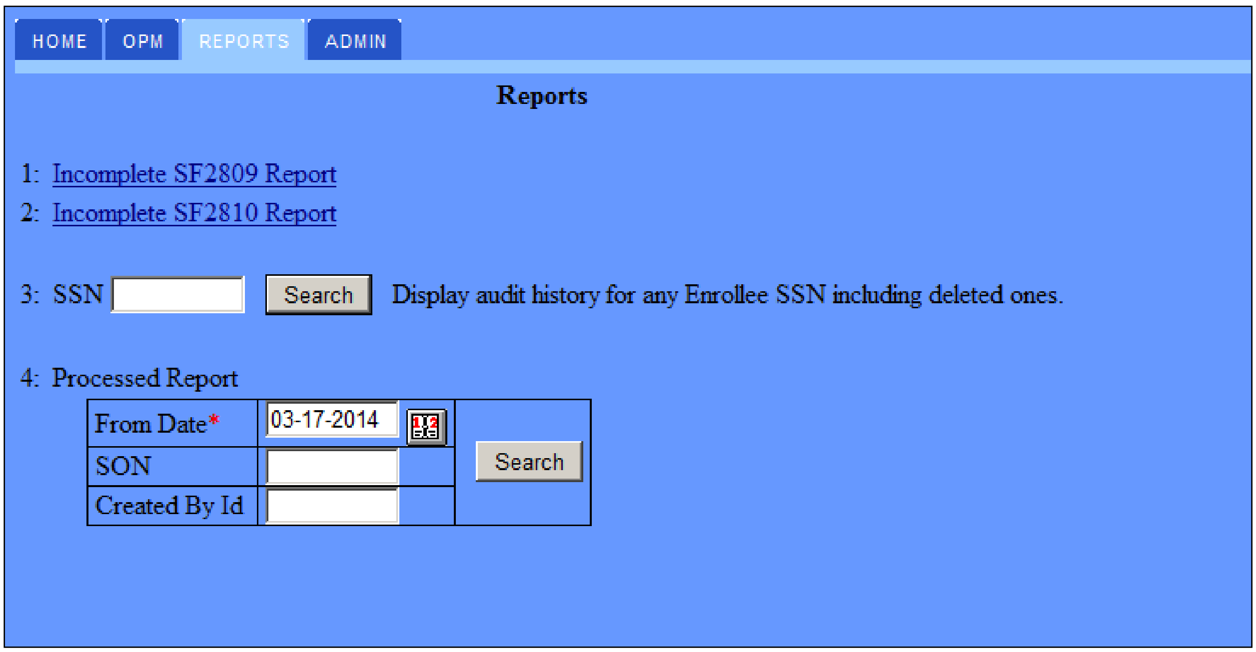


Figure 44 Reports Page

To run the report, enter the Enrollee's SSN and click the **Search** link.

HOME | OPM | REPORTS | ADMIN

Controlled Unclassified Information

Enrollee History For 222334455 Back

Time	User Id	Field Name	Old Value	New Value
2014-03-20 06:57:43	NFE808B	EFFECTIVE_DT		1/5/2014
		PAYROLL_OFFICE_PHONE_NBR		5044261574
		PAYROLL_CONTACT_LAST_NM		Training
		PAYROLL_CONTACT_FIRST_NM		Carlos
		PAYROLL_OFFICE_NBR		2490003
		AGENCY_ZIP5_CD		20415
		AGENCY_STATE_NM		DC
		AGENCY_CITY_NM		Washington
		AGENCY_ADDR		1000 E Street
		AGENCY_NM		OPM
		HR_CONTACT_PHONE_NBR		2223334444
		RECEIVED_DT		3/20/2014
2014-03-20 06:57:17	NFE808B	ENTITLEMENT_BEGIN_DT		1/5/2014
		TRANSFER_IN_DT		1/4/2014
		CLAIM_NBR		F888888W
		ACCOUNT_TYP		04
		SIGNATURE_DT		3/20/2014
		ORIG_EMPLOYEE_BIRTH_DT		3/1/1971
		ORIG_EMPLOYEE_LAST_NM		Training
		ORIG_EMPLOYEE_FIRST_NM		Conniw
		ORIG_ENROLLEE_SSNO		555667788
		SEPARATION_DT		1/5/2014
		QUALIFYING_EVENT_DT		1/5/2014
		QUALIFYING_EVENT_CD		2M

Figure 45 SSN Report

The report displays all audit history for any Enrollee SSN including deleted ones.

8.4. Processed Report

Lesson Overview

The Processed Report displays all records that have been processed for an SON during a specific date range.

Lesson Objectives

By the end of this lesson, learners will be able to:

- Run the Processed Report
- Export file to Excel

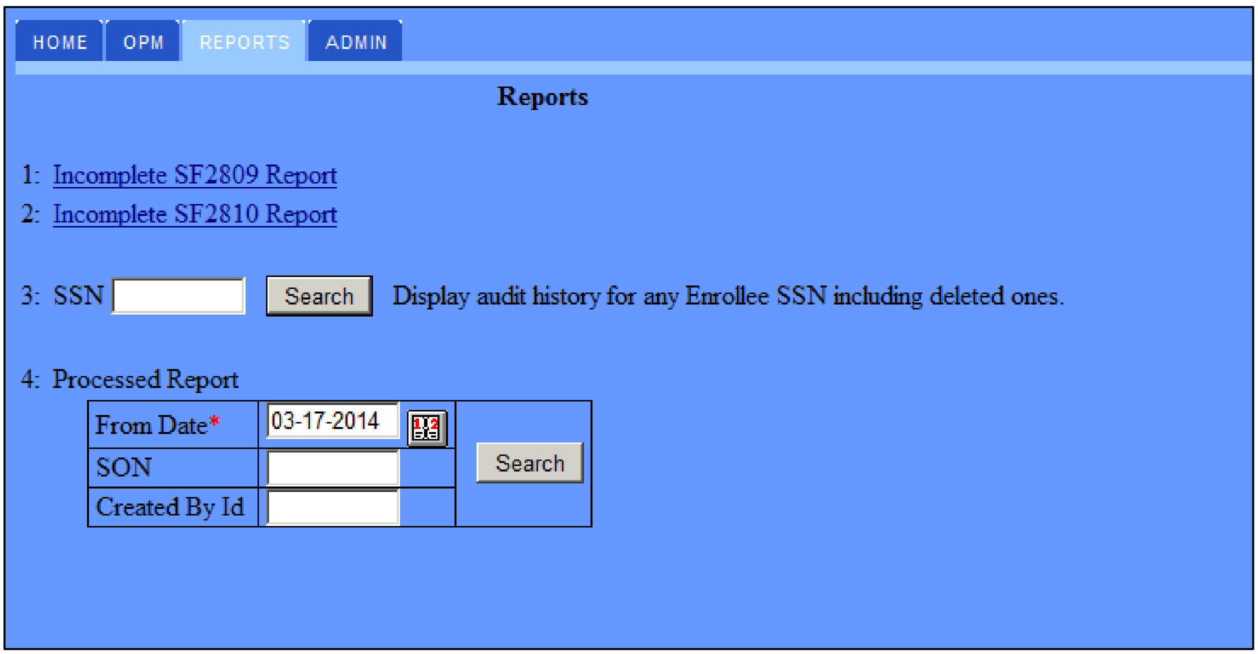


Figure 46 Reports Page

To run the report, enter From Date, SON or Created By Id and click the **Search** link.

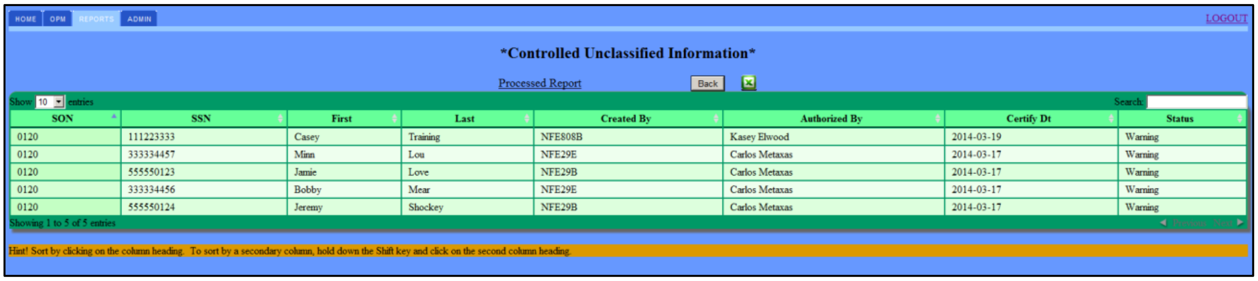


Figure 47 Processed Report

The report displays all of the following:

- SON
- SSN
- First (Name)
- Last (Name)
- Created By
- Authorized By
- Certify Dt (Date)
- Status

The report also gives you the capability to export the file to Excel.

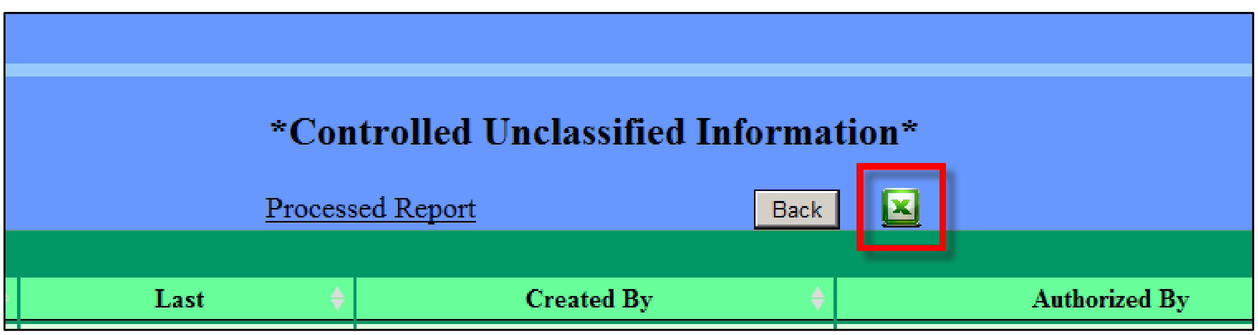


Figure 48 Processed Report Export

STEP	ACTION
1.	Verify information is the correct information you want to export.
2.	Click the **Excel** icon.
3.	You will get a File Download popup message to verify download.
4.	Click **Open**, **Save** or **Cancel**. **Open**: Opens in Excel format. **Save**: Saves the file to your computer. **Cancel**: Returns to Processed Report

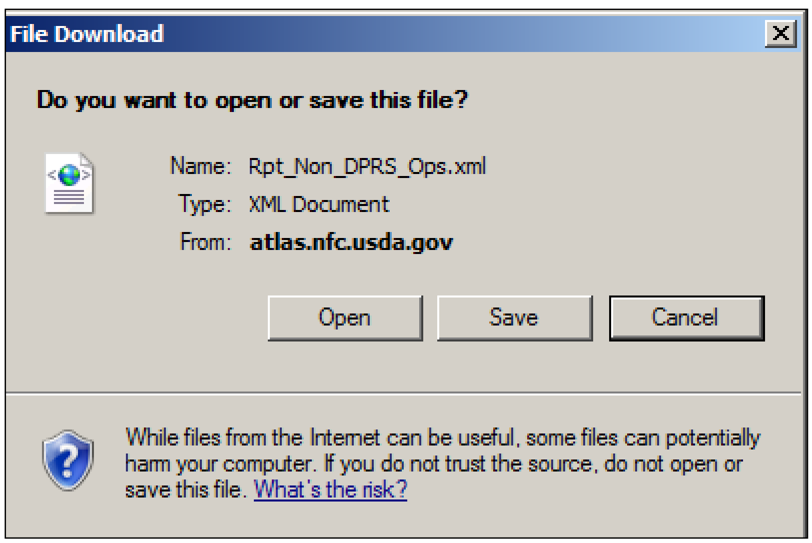
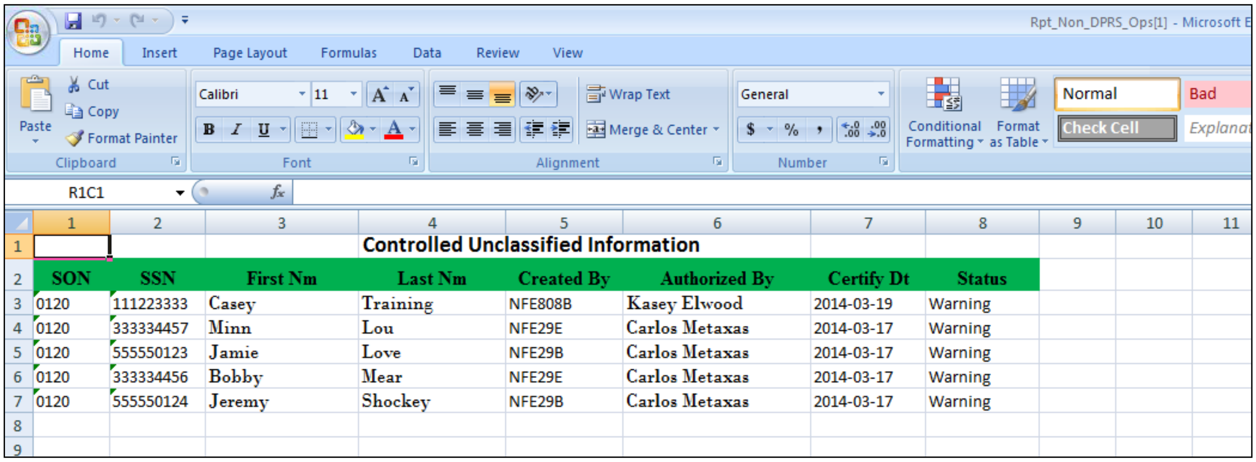


Figure 49 File Download



Controlled Unclassified Information

SON	SSN	First Nm	Last Nm	Created By	Authorized By	Certify Dt	Status
0120	111223333	Casey	Training	NFE808B	Kasey Elwood	2014-03-19	Warning
0120	333334457	Minn	Lou	NFE29E	Carlos Metaxas	2014-03-17	Warning
0120	555550123	Jamie	Love	NFE29B	Carlos Metaxas	2014-03-17	Warning
0120	333334456	Bobby	Mear	NFE29E	Carlos Metaxas	2014-03-17	Warning
0120	555550124	Jeremy	Shockey	NFE29B	Carlos Metaxas	2014-03-17	Warning

Figure 50 Excel File

NOTE: Changes made in Excel will not save in the DPRW system.

9.0. Admin

9.1. Overview

This chapter will cover the Admin contacts available for agencies in DPRW.

Objectives

By the end of this chapter, learners will be able to:

- Search for existing contacts
- Add, edit or delete contacts
- Export agency contacts

9.2. Admin page

Lesson Overview

The Admin tab will give you access to maintain Agency contacts. These records can be added, edited, deleted and exported.

Lesson Objectives

- Search by Payroll Office Number (PON)
- Search by Submitting Office Number (SON)
- Add, edit or delete information
- Export contacts to Excel

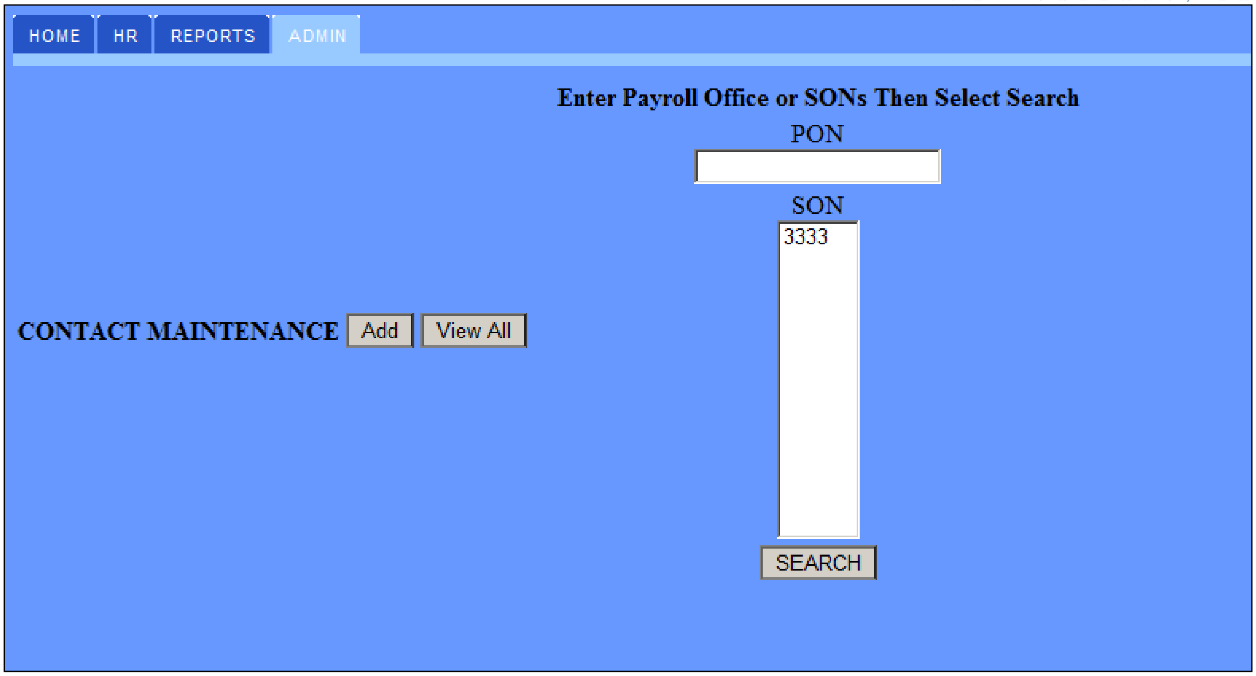


Figure 51 Admin page

To view the Agency contact information you will need to enter the PON or SON and then click **SEARCH**.

The contacts available for that Agency displays. The information available for each contact is:

- PON
- SON
- Contact Type
- Phone
- Email
- First Name
- Last Name
- Address
- Agency Name
- Authorizing Agency Official

Adding a New Contact

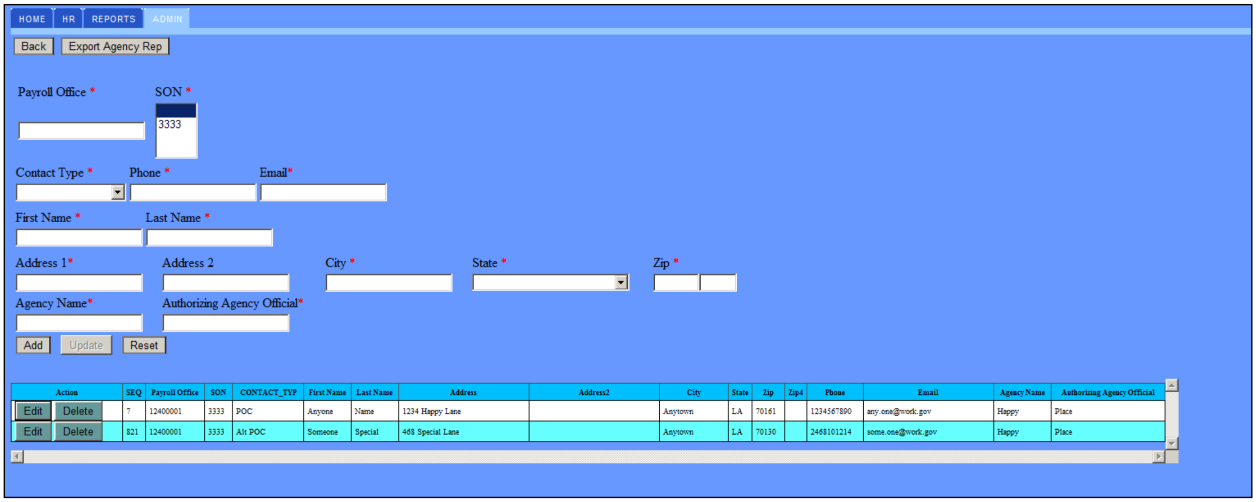


Figure 52 Contact information

STEP	ACTION
1.	From the search results page, enter the contacts information. ***Notes: Required fields are denoted by a red asterisk.***
2.	Click the **Add** button.
3.	Verify that the newly added contact is displayed at the bottom of the screen correctly.

Editing an Existing Contact

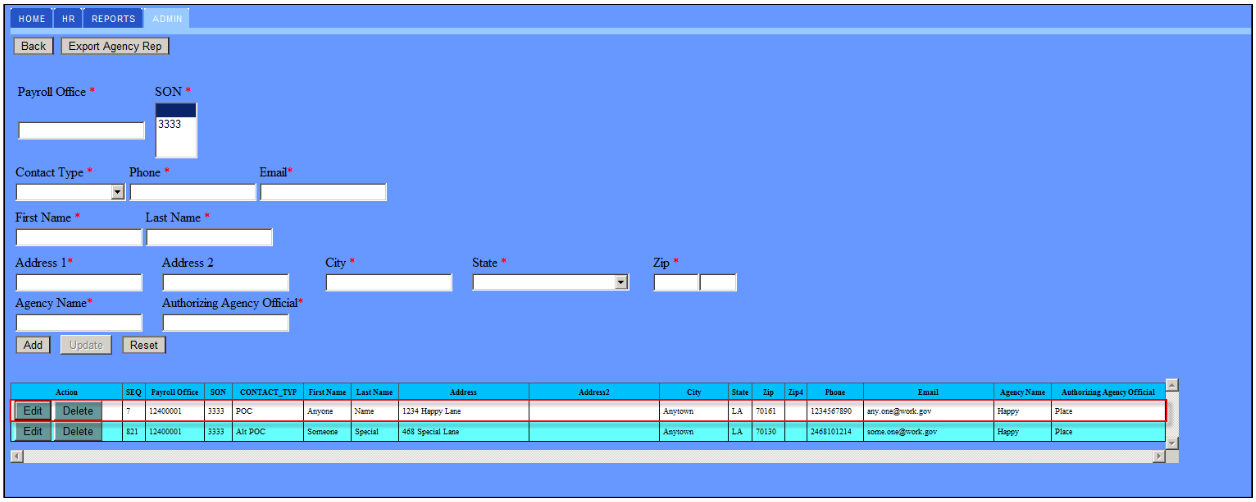


Figure 53 Contact information

STEP	ACTION
1.	From the search results page, click the **Edit** button next to the contact you want to change.
2.	Enter/Change the contact information. ***Notes: Required fields are denoted by a red asterisk.***
3.	Once all changes are made click the **Update.**
4.	Verify that the newly edited contact is displayed at the bottom of the screen correctly.

Deleting a Contact

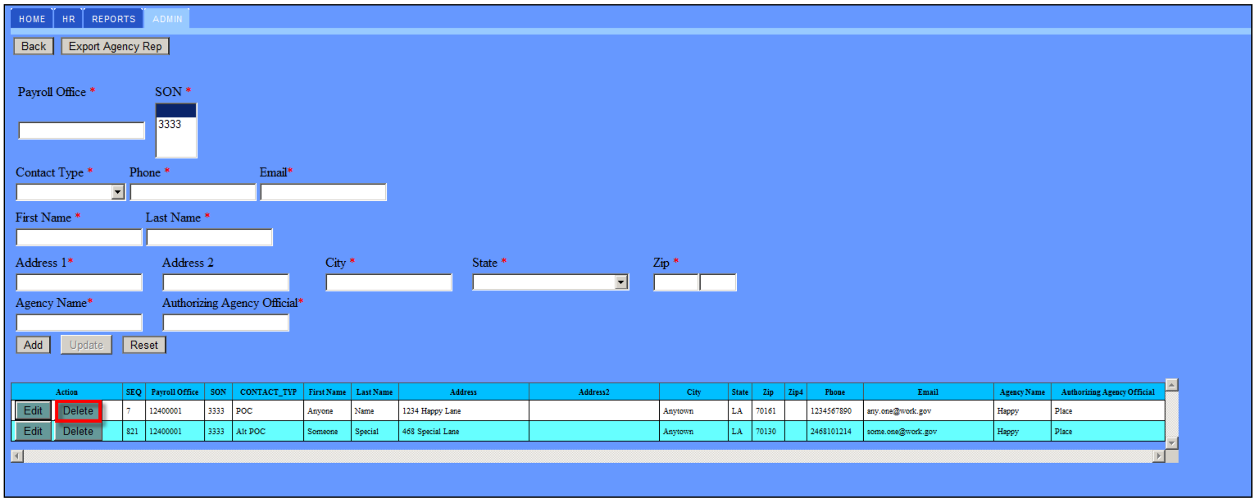


Figure 54 Deleting Contact information

STEP	ACTION
1.	From the search results page, click the **Delete** button next to the contact you want to delete.
2.	A warning popup message displays. Click **OK**.
3.	Verify that the newly deleted contact no longer is displayed at the bottom of the screen.

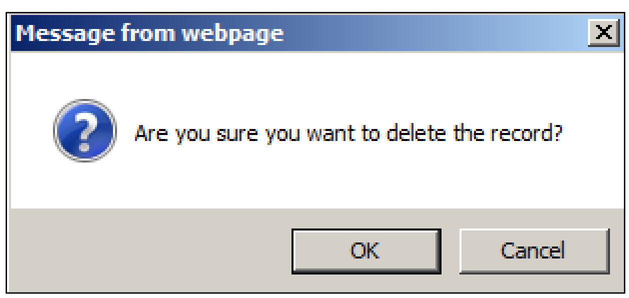


Figure 55 Deletion Confirmation

Exporting Agency Contacts

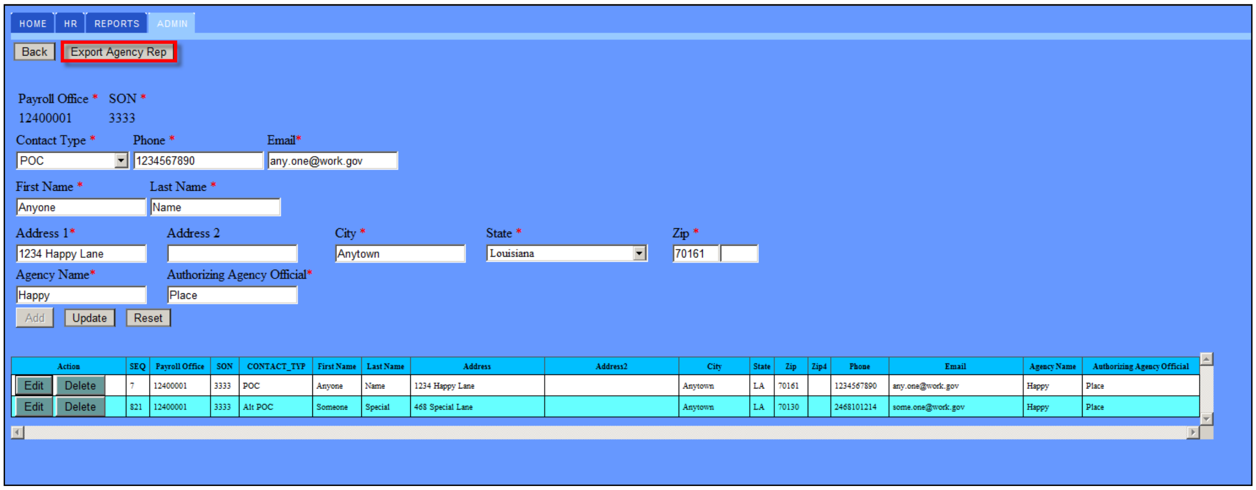


Figure 56 Export Agency Rep

STEP	ACTION
1.	Verify contact information at the bottom of the screen is the correct information you want to export.
2.	Click the **Export Agency Rep**.
3.	You will get a File Download popup message to verify download.
4.	Click **Open**, **Save** or **Cancel**. **Open**: Opens in Excel format. **Save**: Saves the file to your computer. **Cancel**: Returns to DPRW.

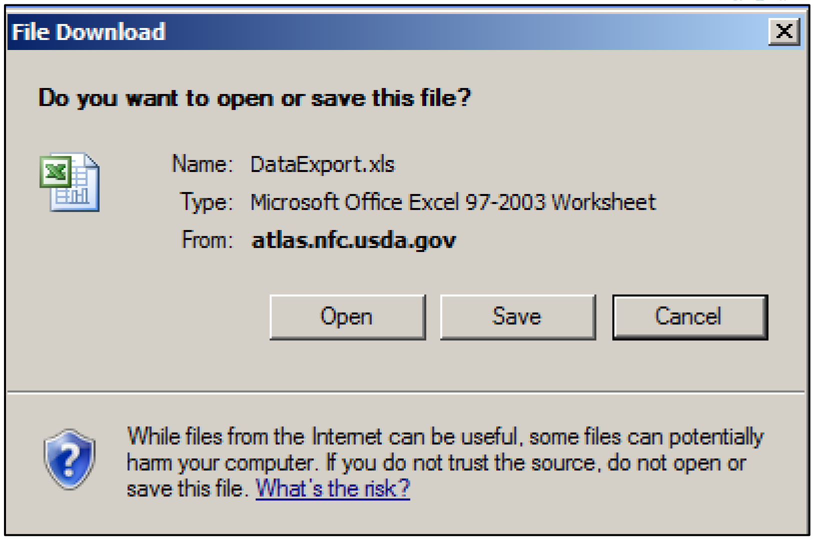


Figure 57 File Download

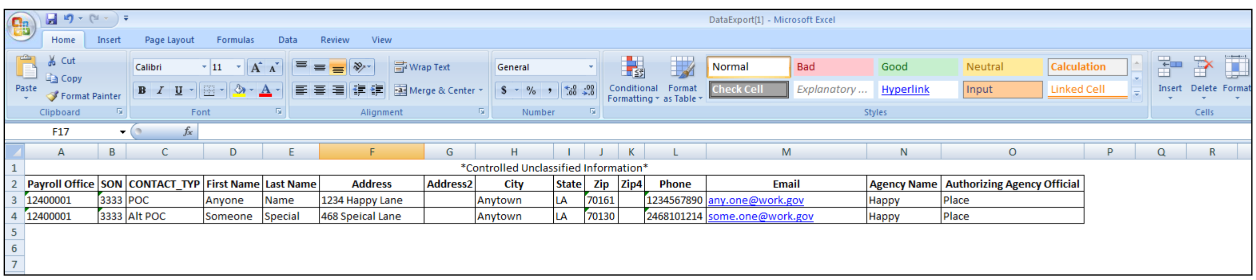


Figure 58 Excel File

NOTE: Changes made in Excel will not save in the DPRW system.

10.0. Course Accomplishments

Having completed this course, you are now able to:

- Identify the functions of *DPRW*
- Identify the difference between the *DPRS* process flow and the *DPRW* process flow
- Access the *DPRW* system.
- Demonstrate how to create, view and edit new enrollments SF2809s and SF2810s
- Run existing reports
- Administer Agency Contacts

NOTES:

11.0. Appendices

11.1. Appendix A: Forms

http://www.opm.gov/forms/pdf_fill/sf2809.pdf

http://www.opm.gov/forms/pdf_fill/sf2810.pdf

11.2. Appendix B: Public Laws

Law	Eligibility	Authorized to Enter Enrollment
98-615 Civil Service Retirement Spouse Equity Act of 1984 (Law 1)	Former spouses or Federal employees or annuitants who are: • Divorced from the employee/annuitant during his/her employment or receipt of annuity • Covered as a family member under FEHB enrollment at least one day during the 18 months prior to the marriage ending (NOTE: This requirement is met when both the former spouse and the Federal employee or annuitant have FEHB enrollments) • Entitled to a portion of the Federal employee's annuity or to a former spouse annuity • And, have not remarried before reaching age 55.	Agency, OPM, NFC Operations
100-654 Federal Employees' Health Benefits Amendments Act of 1988 (TCC)	• Former Federal employees who separate are eligible • Children of a Federal Employee who lose FEHB coverage • Former spouses of Federal employees/annuitants who lose their status as family members	Agencies, OPM, NFC Operations
102-484 National Defense Authorization Act for Fiscal	Department of Defense civilian employees who are involuntarily separated due to a Reduction- in-Force	Agencies, OPM,

Law	Eligibility	Authorized to Enter Enrollment
Year 1993 (DOD RIF)	beginning October 23, 1992.	NFC Operations
101-303 Annuitants (Law 4)	Federal employee/annuitants requesting to make contributions for health benefits through direct payments rather than through annuity withholdings if the annuity is insufficient to cover the required withholdings, and for other purposes.	OPM, NFC Operations
111-5 American Recovery and Reinvestment Act of 2009 (Law 5)	Any Federal employee who is terminated from employment involuntarily from 08/01/2009 through 05/31/2010 is eligible for the ARRA premium assistance.	Agencies, OPM, NFC Operations

11.3. Changing Color for Accessibility

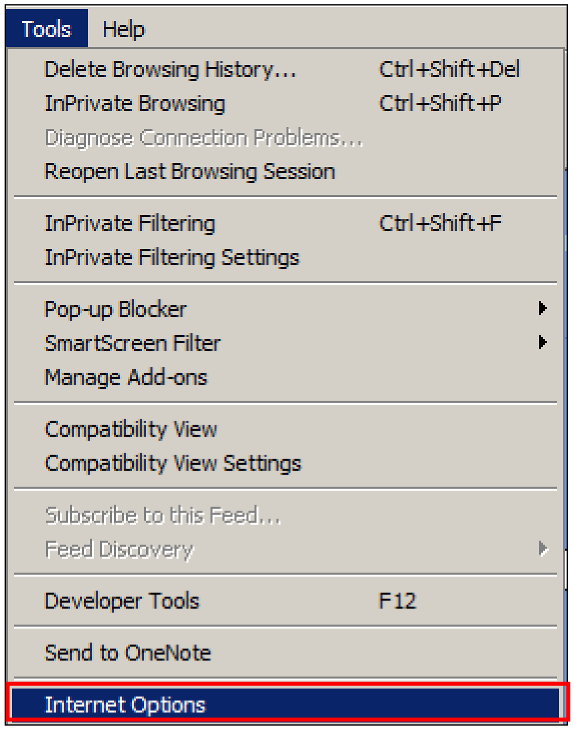


Figure 59 IE Browser Tools > Internet Options Menu

STEP	ACTION
1.	Click the **Tools** menu option and select **Internet Options**

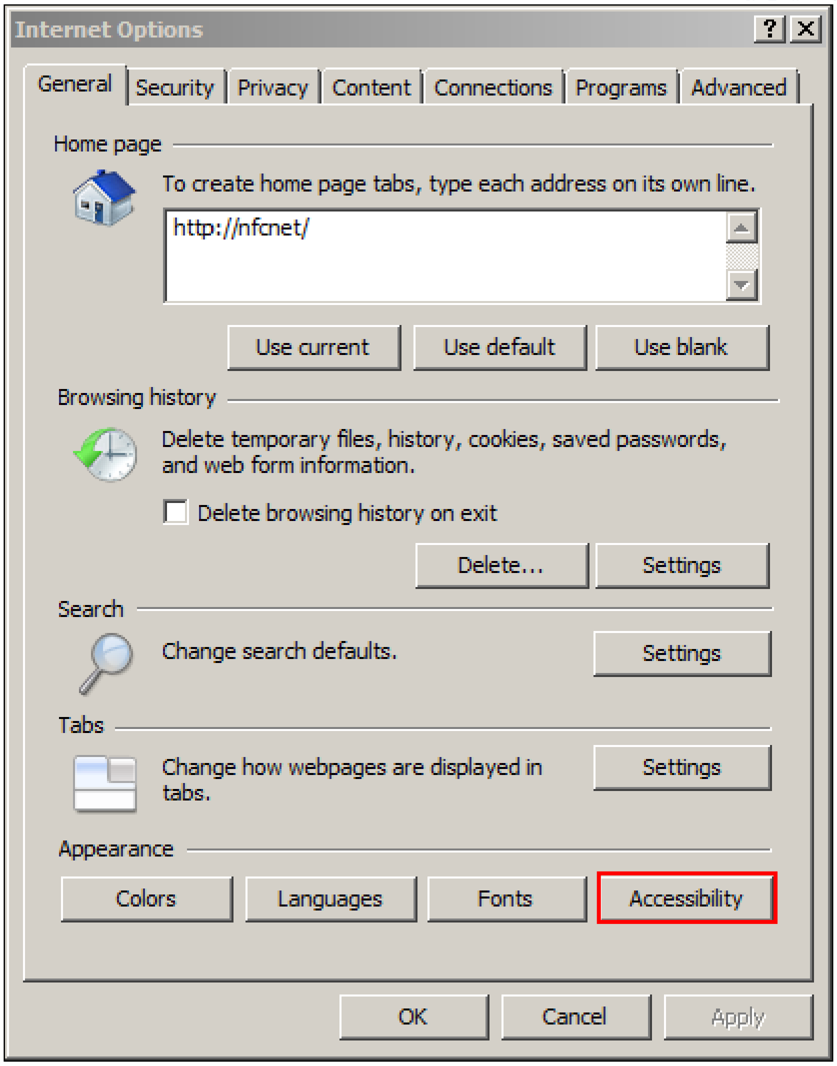


Figure 60 Internet Options- General Page

2.	Click **Accessibility**.
3.	Click the **Ignore colors specified on webpages** option.
4.	Click **OK**.
5.	Click **OK**