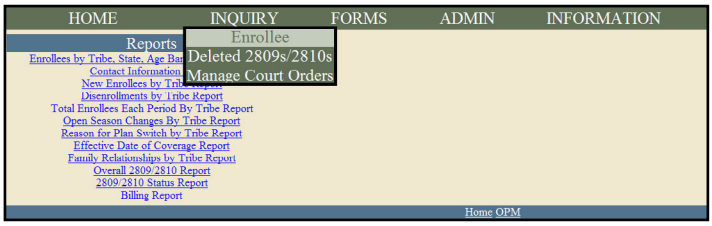
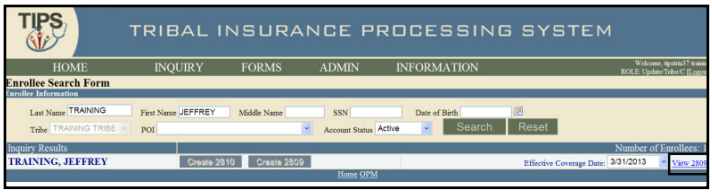
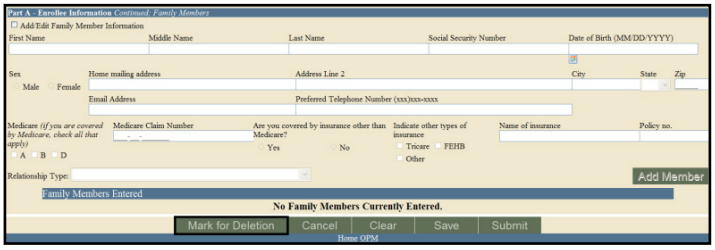
TIPS Delete Function Job Aid

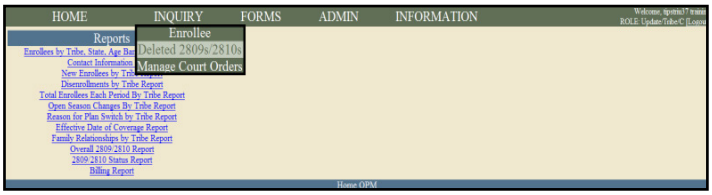
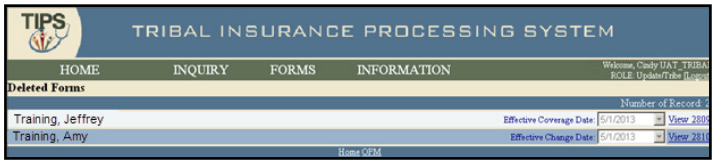
Deleting a Non Processed SF 2809

TIPS will allow Tribal Employers to use the Delete Function for non-processed and non-billed records. Forms eligible for deletion include:

- Health Benefits Election Form (SF 2809)
- Notice of Change in Health Benefits Enrollment (SF 2810)

The Delete button will be located at the bottom of any form eligible for deletion. Once deleted, it CANNOT be restored; it can be viewed under the "Deleted 2809/2810" option.

Step	Action
1.	**Login** to the TIPS web portal with username and password
2.	**Search** for the enrollee's 2809/2810 to delete under the Inquiry Tab 
3.	**Click** on the View 2809/2810 button 
4.	**Click** on the Mark for Deletion button 

Step	Action
5.	**Click** the Deleted 2809s/2810s under the Inquiry Tab to view deleted list 
6.	**Verify** confirmation of deletion by checking list for enrollee name