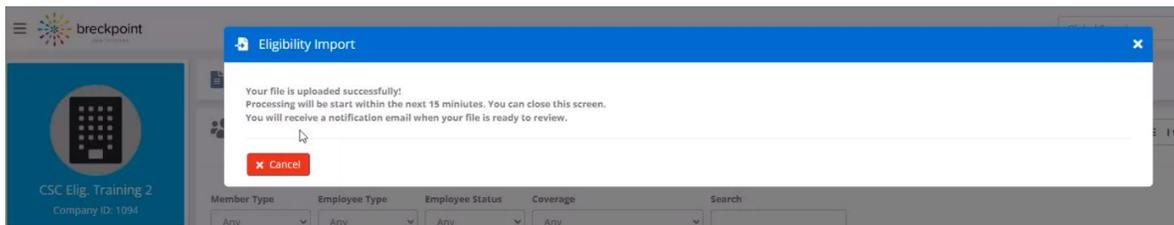


## Notice of Online Portal Updates

This guide will outline the new and updated features you can expect to see in our online portal.

Save and upload your eligibility census using the portal wizard as normal. After the eligibility file has been uploaded, a notification box will appear saying *You will receive a notification email when your file is ready to review.* Once the file has completed processing the user will receive an email from **DoNotReply@breckpoint.com** indicating that any validation errors are ready for review.



Hi All,

Processing was completed for the below eligibility file. Please check the validation errors tab to see if there are any validation errors.

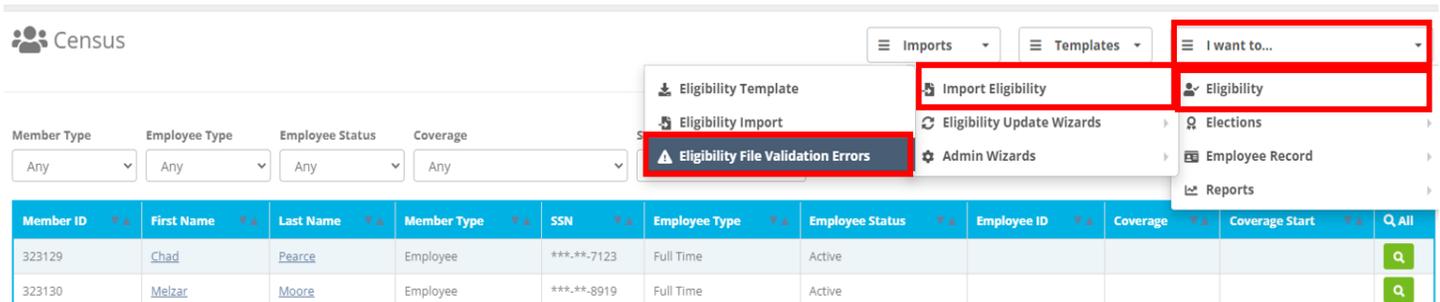
**File Name**

EligibilityImport - 2024-07-18T115304.883\_2024Jul18\_065647.xlsx

Regards

Breckpoint

To access the validation error report, go to the census tab, and select the I WANT TO drop down. Select, **I want to > Eligibility > Import Eligibility > Eligibility File Validation Errors.**



Member ID	First Name	Last Name	Member Type	SSN	Employee Type	Employee Status	Employee ID	Coverage	Coverage Start	Q All
323129	Chad	Pearce	Employee	***-**-7123	Full Time	Active				
323130	Melzar	Moore	Employee	***-**-8919	Full Time	Active				

The name of your processed file and number of errors found will display in a pop-up window. View the errors by clicking on the green magnifying glass, and a complete list of errors will appear. You can choose to export a list of errors, delete the list of errors, or fix the errors in-line.

File ID	File Name	Upload Date	Upload By	Sheet Name	Error Count	View	Export	Delete Sheet
4	EligibilityImport - TRAINING EXAMPLE_2024Jul17_052018.xlsx	Jul 17, 2024	Talia Guillotte	NewEmployees	1			Delete Sheet
7	EligibilityImport - 2024-07-18T115304.883_2024Jul18_065647.xlsx	Jul 18, 2024	Kasey Elder	NewEmployees	3			Delete Sheet
8	EligibilityImport - 2024-07-18_2024Jul18_075917.xlsx	Jul 18, 2024	Kasey Elder	NewEmployees	3			Delete Sheet

[Cancel](#)

To fix the errors in line, hover over each warning icon, and view what the error is. The errors can be deleted, or corrected and saved directly on the screen, as shown in the images below.

File ID	Record ID	Errors	SSN	First Name	Last Name	EE Type	Hire Date	Waiting Period Start	Gender	DOB	Marital Status	Address 1
1	27		25698	Antonio	Ware	FT	03/23/2015		M	11/11/1995		5512 Pickfair St
1	1		259325092	Chrissie	Valladares-Machado	FT	09/11/2015		F	07/19/17		2011 Lake Dale
1	2		129703405	Lakeria	Smith	FT	09/11/2015		X	02/01/76	single	5411 Harper Fc
1	3		237638361	Timonica	McCleese	S	04/03/2014		F	04/13/1989		PO Box 403
1	4		238434507	Marie	Stanley	FT	12/04/2006		F	02/25/1966		8648 Hwy 264 I
1	5		240 74 3820	Mildred	Tillery	FT	11/29/1999		F	08/20/1947		388 Manley's D
1	6		243967272	Olivia	Arnold	FT	02/05/24	1/15/2024	F	05/16/1954		PO Box 55 903
1	7		244191426	Tamara	Dew	T	10/23/2003		F	12/19/1973		2125 Barefoot
1	8		318742139	Tracy	Williams	FT	10/06/15			05/02/1968		4764 Hill Trail C
1	9		393746028	Lisa	Williams	FT	10/19/15		F			10225 Worthar
1	10		449932828	Nathan	Mayo	FT	09/14/2015		M	07/28/1982		12613 Seattle S
1	11		452952425	Christopher	Castille	FT	05/26/2015		M	12/04/1987		
1	13		458213776	Kate		FT	10/24/15		F	05/17/58		3527B Reading
1	14		461757950	Suelen	Medrano	FT	08/17/2015		F	05/15/1982		309 Innsdall Dr
1	15		490616233	Jesus	Ibarra Hernandez	FT	09/19/15		M	01/29/1988		1319 N. Nurser
1	16		490984938	Dominique	Jones	FT			F	09/24/1986		8007 Enchanter

Period Start	Gender	DOB	Marital Status	Address 1	City	State	Zip	Email	Phone Number	Mobile Number	Update	Delete
	F	07/19/17		2011 Lake Dale Ct.	Richmond	Tx	77406		7021251196			
	X	02/01/76	single	5411 Harper Forest Dr	Houston	TX	77088		7021251196			
	F	04/13/1989		PO Box 403	Creswell	NC	27928					
	F	02/25/1966		8648 Hwy 264 E	Washington	NC	27889		702851193			
	F	08/20/1947		388 Manley's Dr.	Halifax	NC	27839					
	F	05/16/1954		PO Box 55 903 9th. St.	Scotland Neck	NC	27874					
	F	12/19/1973		2125 Barefoot Park Lane	Wilson	NC	27893					
		05/02/1968		4764 Hill Trail Dr.	Lisle	IL	60532					
	M	07/28/1982		12613 Seattle Slew #2724	Houston	TX	X		7021251196			
	M	12/04/1987			Houston	TX	77077		7021251196			
	F	05/15/1982		309 Innsdall Dr.	Houston		77076		7021251196			
	M	01/29/1988		1319 N. Nurserly Rd #113B	Irving 123	TX	75061					
	F	09/24/1986		8007 Enchanted Forest Dr.	Houston	TX	77088					
	M	10/31/1950		14497 E. 1st. Drive	Houston	TX			7021251196			
	F	06/22/1964		PO Box 187	Aulander	NC	27805					
	m	10176		5411 Harper Forest Dr	Houston	Tx	77075		7021251196			

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