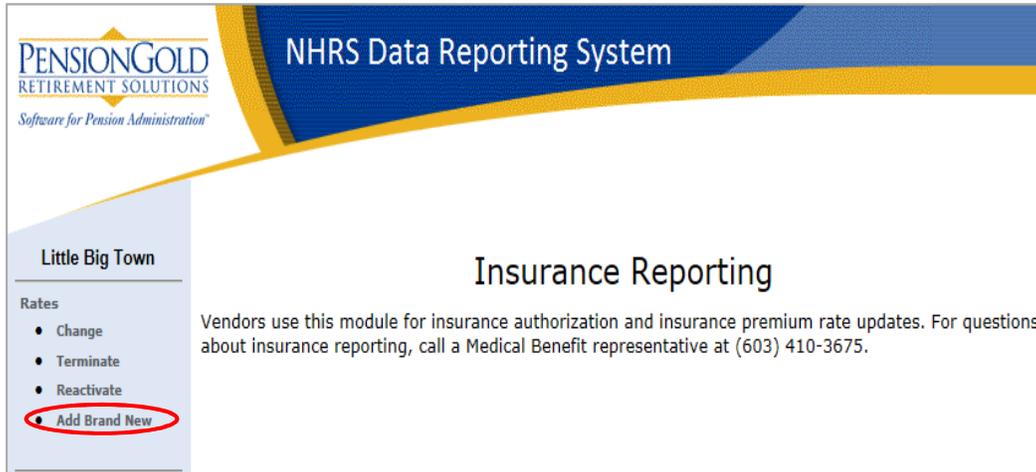


Adding a Brand New Rate

1. Click **Add Brand New** under Rates.



2. Enter the Coverage Code, Collection ID, Coverage Description, Insurance Type, Premium Type, New Rate, and Effective Date.

The screenshot shows the 'Add New Rate' form with the following fields: Coverage Code, Collection ID, Coverage Description, Insurance Type, Premium Type, New Rate, and Effective Date. Red arrows point to each of these fields. A 'Save' button is located below the Insurance Type field.

| Coverage Code | Collection ID | Coverage Description | Insurance Type | Premium Type | New Rate | Effective Date |
|---------------|---------------|----------------------|----------------|--------------|----------|----------------|
| | | | | | \$ 0.00 | |

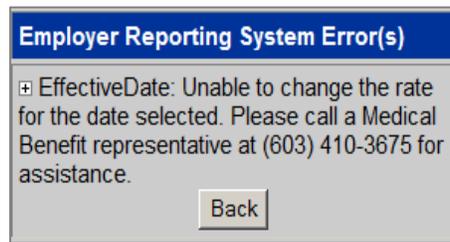
3. Click **Save**.

The screenshot shows the 'Add New Rate' form with the following fields filled: Coverage Code (Group I - 1 PER), Collection ID (100120147-1), Coverage Description (1 Person), Insurance Type (Health Insurance), Premium Type (1 Person), New Rate (\$ 724.82), and Effective Date (11/01/2015). The 'Save' button is circled in red.

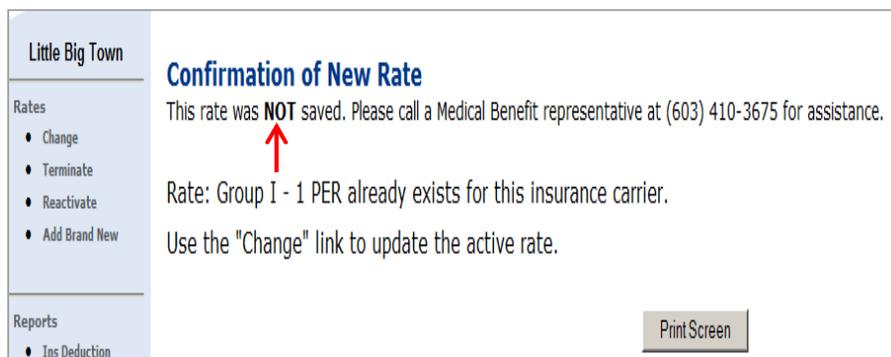
| Coverage Code | Collection ID | Coverage Description | Insurance Type | Premium Type | New Rate | Effective Date |
|-----------------|---------------|----------------------|------------------|--------------|-----------|----------------|
| Group I - 1 PER | 100120147-1 | 1 Person | Health Insurance | 1 Person | \$ 724.82 | 11/01/2015 |

4. The following error message will appear if you enter a prior month or if you enter a date in the current month but the deadline for adding a new rate has already passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675.

Note: The current deadline for adding brand new rates is the first of the month.



5. If you do not receive the error message, or it has been corrected, you will see a summary screen. Please review this screen carefully to ensure there are no errors.
- a. In the image below, the user received an error message for entering an already existing rate. For this example, you must return to the previous screen and check to see if any information was entered incorrectly. If the information was correct, you must go back and change this already existing rate. To do so, click on **Change** under the Rates section.
 - i. For instructions on how to change an already existing rate, see “Changing an Existing Rate.”
 - b. If you receive this error message and are unsure why, or how to proceed, contact a Medical Benefits representative at (603) 410-3675.



6. If you do not receive an error message, you will see this summary confirmation screen. Verify that the information is correct. If it is, you may print the screen for your records. If it is not, please call an NHRS Medical Benefits representative at (603) 410-3675.

| | |
|---|--|
| Little Big Town | Confirmation of New Rate |
| Rates | This new rate will remain in effect until changed. If this is not the intended result please call a Medical Benefit representative at (603) 410-3675 for assistance. |
| <ul style="list-style-type: none">• Change• Terminate• Reactivate• Add Brand New | Rate: Group 1 - 1 PER 10012471-I 1 person. The rate was created as follows: |
| Reports | Insurance Type: Health Insurance |
| <ul style="list-style-type: none">• Ins Deduction Register | Premium Type: 1 Person |
| Fund Options | New Rate: \$ 742.28 |
| <ul style="list-style-type: none">• Select Carrier• Select Module | Effective Date: 12/01/2015 |
| |  |