Employer Services Portal (ESP) Quick Guide
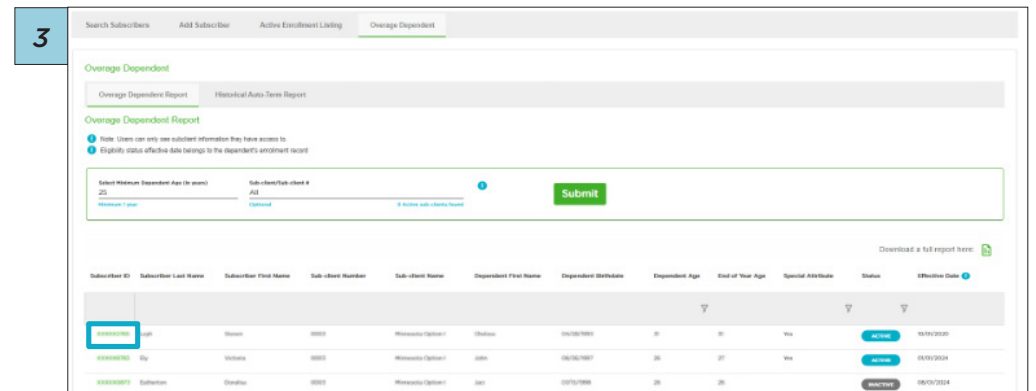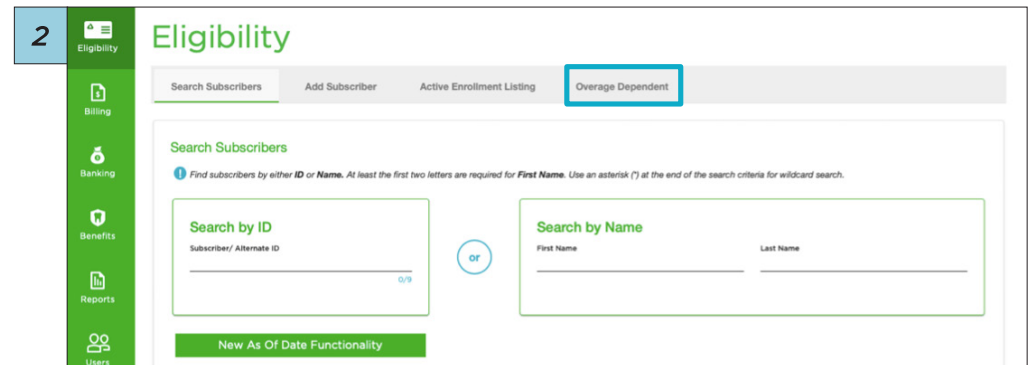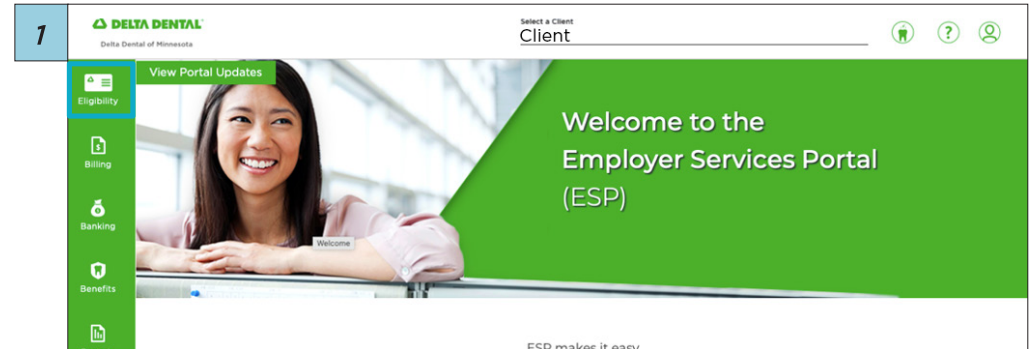
How to utilize the Overage Dependent Report tab

1. On the left navigation menu, click **Eligibility.**
   Image 1

2. Click **Overage Dependent.**
   Image 2

3. The results will default to the minimum age of 25 for the client selected above, which produces results for all of your group's dependents who will be 26 in the next 11 months. The list will include dependents with special attributes such as Full-Time Student (FTS) or Disabled.

   You can click on **Subscriber ID** to access an individual subscriber record.
   Image 3

4. If you do not see the subscriber listed, **update the age** or **sub-client information** and click **Submit.**
    Image 4

5. If your group is enrolled in auto-term, results will display the status as inactive with the effective date applicable to the termination.

    The process is run two months in advance, so the results will update once the process updates. For example, for any dependent reaching the max-age in January, the system will apply a termination date in November.
    Image 5

6. Click the **Download** icon for a listing of dependents who have or will reach the maximum age on the plan, based on your search criteria.
    Image 6