

ENROLLMENT STEP 1



- Enroll your eligible spouse and dependents on the [Benefits Manager](#) if applicable.
- Pay your premium for your next benefit period if applicable.

VERIFICATION STEP 2



You may complete the verification process in one of the following ways:

- **Note:** When adding or removing dependents please wait **two business** days to access your Cotiviti account.
 - Access the [Cotiviti website](#) **OR**
 - Call Cotiviti directly at 877-795-4611 to speak to a customer service representative **OR**
- Return the completed forms that will be mailed to you by Cotiviti.

CONFIRMATION STEP 3



- Make sure all required information is received by Cotiviti by the deadline.
- The [Benefits Manager](#) will reflect your updated status within five business days of completing the Cotiviti process.